



107 South Main Street
Waupaca, WI 54981

Phone (715) 258-4414
Youth (715) 258-4417
www.waupacalibrary.org

**Waupaca Area Public Library
Policy Committee Meeting
Library Meeting Room C
Wednesday, December 20, 2017 5:30
(or immediately after the Library Board Meeting)**

1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review Vision, Mission and Values and the DPI's Inclusive services statement.
5. Discuss proposed changes to the Internet Use Policy
6. Adjournment

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

Please call the library by 12:00 pm on meeting date if you are unable to attend.



Tagline: Imagine...Learn...Connect

Library Mission: The Waupaca Area Public Library is committed to offering opportunities for innovation and engaged learning.

Vision: The Waupaca Area Public Library will be known as a community resource that promotes innovation, technology, collaboration and all forms of literacy.

Values: The Waupaca Area Public Library strives to be:

Inclusive- opening doors for increasing engagement

Responsive- collaborating with partners to meet community needs

Respectful- a welcoming environment, open yet private

Accessible- by offering up-to-date technology and resources

What Does It Mean to Be Inclusive?
A Statement from the Division of Libraries and Technology
May 25, 2017

Wisconsin public libraries are places where everyone should be safe, welcomed, and respected in experiences such as (but not limited to):

- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (navigating the aisles, accessing Wi-Fi, individual privacy, diversity of collection)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, diversity of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, diversity, accommodations).

The Division of Libraries and Technology interprets [Statute 43.24\(2\)\(k\)](#) “*Promotion and facilitation of library service to users with special needs*” to encompass **inclusive services**. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community. Diverse communities are strengthened by libraries that intentionally develop and deliver services to individuals or groups for whom accessing and using the library is difficult, limited, or minimized.

The library director and board of trustees should provide awareness and leadership concerning the concept and implementation of inclusive services to library staff and stakeholders. Regional library systems should both support member libraries in matters of compliance, and communicate such efforts through annual system plans and reports. The state library agency will provide consulting and collaborate with libraries and systems regarding inclusive services. Wisconsin public libraries serve everyone, and it is the duty of everyone in the service of Wisconsin public libraries to foster inclusivity.

The practice of providing inclusive services requires continuous reflection and ongoing dialog with and between library administration, staff, and members of the community, with particular emphasis on including the voices of those who are underserved, underrepresented, and underrecognized within the community. Efforts should respond to the assets and needs of non-library users and users alike. Attention to actual, versus perceived, assets and needs is paramount; i.e., a barrier perceived by library staff may or may not be an actual barrier experienced by the user.

On a concrete level, inclusive services should be visibly incorporated into all library services. The concept that libraries are for everyone should be evident through every point of access or interaction with the library. A person’s age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, sexuality, style of dress, familiarity with public libraries - or any other dimension of identity - should neither negatively influence nor interfere with access to library services.

When libraries honor the full diversity of their communities, communities thrive. First and foremost, inclusive library services should be developed locally with and for all community members. Wisconsin public library system and state library staff should facilitate coordinated regional and statewide inclusive services training and consulting. Our common goal is to improve life and learning opportunities for all Wisconsin residents.

Chapter 1 Computer and Internet Use

Please review the following pages **before** agreeing to this policy.

This policy also applies to personal equipment (laptops, etc.) utilizing a library Internet connection.

1. The Library does not censor or filter your access or protect you from information you may find offensive. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
2. Access to public computers or wireless may be blocked for Infosoup patrons who are delinquent.
3. Minor children under 16 years of age must have a parent/guardian read, agree to, and sign the Internet Policy in person. If accompanied by a parent/guardian minor children without a card may be issued a visitor's pass to use the Internet with permission of the parent/guardian.
4. Use of the Internet computers is on a first come, first serve basis. The Library uses SAM (Smart Access Manager) computer software. The Internet sessions are in 30 minute blocks. Your time may be extended up to 3 hours per day depending on availability.
5. The SAM software requires users to accept the Library Internet agreement. This agreement implies acceptance of the Library Internet Policy, available upon request.
6. The Internet computers will be available during normal library hours, subject to periodic maintenance. Internet terminals in the teen library will be available only when staff is present. The Internet terminal in the children's department is reserved for youth under 14 years of age and parents accompanied by small children. Children under 8 year of age who wish to use computers must be accompanied by an adult.
7. Charges for printing:
 - \$.10 for 8 ½ by 11inch black & white
 - \$.50 for 8 ½ by 11 inch color
 - \$.15 for 8 ½ by 14 inch black & white

- \$.75 for 8 ½ by 14 inch color
- \$.50 for 11 by 17 inch black & white
- \$1.00 for 11 by 17 inch color

8. The Library prohibits:

- use of its computers and network for unauthorized, illegal or unethical purposes. use of its computers and network to access material that creates a hostile working environment to patrons or staff, is obscene, contains child pornography, is considered bullying or harassment or is harmful to minors.
- the misuse of copyrighted material as per state and federal law.
- misrepresenting oneself for any purpose.
- invading the privacy of others or interfering with their computer use.
- Use of another person's library card to access the Internet

7. Any use in violation of this Internet Policy may result in the loss of Internet privileges. First violation may result in the loss of privileges for up to three months. Second violation may result in the loss of privileges for up to one year. For copyright infringement and other illegal offenses the Waupaca City Police Department will be notified.

Non Internet computers and microfilm readers may be accessed by anyone. Signup is required at the Information or Children's Desk. Time limits may be enforced if others are waiting.

Internet Agreement as displayed in SAM

The Waupaca Area Public Library:

- -Does not filter content or control information accessed through the Internet.
- -Holds parents/guardians responsible for use of the Internet by their minor children.
- -Will charge \$0.10 per printed side. You are encouraged to use print preview and check the number of copies to be printed. You are charged more for color copies and sizes other than 8 ½ by 11 inch.
- -Prohibits the use of its computers and network for unauthorized, illegal or

unethical purposes.

- -Prohibits use of its computers and network to access material that creates a hostile working environment for staff or patrons, is obscene, contains child pornography, is considered bullying or harassment or is harmful to minors.
- -Prohibits the misuse of copyrighted material as per state and federal law.
- -Prohibits misrepresenting oneself for any purpose.
- -Prohibits the use of another person's library card to access the Internet.
- -Does not guarantee the security of its computers or

network. A complete copy of the Internet Policy is available upon request.

Minor's name (please print):

Barcode: _____

I have read and understand the above policies and procedures. I also understand that misuse or abuse of the computers will result in loss of privileges.

Signature of parent or guardian: (required if applicant is less than 16 years of age.)

Approved by the Waupaca Area Public Library Board on January 13, 1998. Revised by the Waupaca Area Public Library Board on April, 13, 1999 Revised by the Waupaca Area Library Board December 14, 1999. Revised by the Waupaca Area Library Board November 2001. Revised by the Waupaca Area Library Board September 2005. Revised by the Waupaca Area Library Board November 2007 Revised by the Waupaca Area Library Board February 10, 2009 Revised by the Waupaca Area Library Board May 12, 2009 Revised by the Waupaca Area Library Board April 13, 2010 Revised by the Waupaca Area Library Board February 8, 2011 Revised by the Waupaca Area Library Board December 11, 012 Revised by the Waupaca Area Library Board May 11, 2017