

# New London Public Library

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406 South Pearl Street  
New London, Wisconsin 54961  
920-982-8519  
FAX 920-982-8617

## Bulletin Board

Adopted: 11-20-90  
Revised: 01-17-94  
Revised: 11-21-00

The New London Public Library has a bulletin board for use by the public to announce community organizations, to announce and advertise special events and/or fundraisers for the public domain.

1. Only non-profit organizations may post notices on the bulletin board. This privilege is open to community organizations to announce and advertise for the public domain.
2. All announcements and posters must be approved and posted by the library staff. All announcements and posters must be tastefully done.
3. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
4. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or Board of Trustees.

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# New London Public Library

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406 South Pearl Street  
New London, Wisconsin 54961  
920-982-8519  
FAX 920-982-8617

## Bylaws

Adopted: 6-6-89

Amended: 11-21-00; 4-15-02; 6-21-04; 4-18-05; 4-17-06, 11-21-11

### Article I- Name and Responsibilities

Section 1. This organization shall be called "The Board of Trustees of the New London Public Library and Museum" existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and by City of New London Ordinance, #1115, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Section 2. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54.

Section 3. The responsibilities of the Board will include:

- a. To hire a competent and qualified Library Director according to the Wisconsin State Statutes.
- b. To hire a competent and qualified Museum Director.
- c. To determine and adopt written policies governing the operation and program of the Library and Museum.
- d. To assist in the preparation of the annual budgets and secure adequate funds to carry on the Library's and Museum's missions and objectives.
- e. To know the programming needs of the Library and Museum in relation to the community and to keep abreast of Library and Museum standards and trends.
- f. To attend all Board meetings regularly and recognize the legal responsibilities concerning Board membership. When any trustee fails to attend three consecutive meetings of the board without an excuse from the president, or fails to attend five meetings whether excused or unexcused in a calendar year (April to April), the president shall notify the appointing authority, request the disqualification of the trustee, and recommend persons qualified to fill the position.
- g. To maintain a good working relationship with the municipal governing body.
- h. To support and participate in planned public relation programs where applicable.

Section 4. The Board shall have exclusive control of the expenditure of all money collected, donated or appropriated for the Library and Museum fund and shall audit and approve all Library and Museum expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total Library and Museum programs.

Section 6. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the city council.

Section 7. In carrying out its duties the Board shall act as a whole. No individual member or committee shall have power to act or speak for the Board except as specifically delegated by the Board.

## **Article II--Officers**

Section 1. The officers shall be a President, a Vice-President, and a Secretary, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform all duties and functions of the President

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.

## **Article III--Meetings**

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. The election of officers shall be held at the time of the regular meeting in July of each year.

Section 4. Special meetings may be called by the President, or at the request of four members for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 6. Conduct of meetings: Robert's Rules of Order shall govern Proceedings of all meetings.

Section 7. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Past board minutes and agendas shall be posted on the library website.

Section 8. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

#### **Article IV--Library Director and Staff**

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall be responsible for the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the Library property, for adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of Library service to the public and for its financial operation within the limitations of the budgeted appropriation.

#### **Article V -- Museum Director and Staff**

The board shall appoint a qualified Museum Director who shall be the executive and administrative officer of the Museum on behalf of the board and under its review and direction. The Director shall be responsible for the appointment of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the Museum property, for proper storage, display and acquisition of items to the Museum collections, in keeping with the stated policies of the board, and for its financial operation within the limitations of the budgeted appropriations.

#### **Article VI--Committees**

Section 1. The President shall appoint committees of one or more members for such specific purposes as the Board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a periodic progress report to the Library/Museum Board.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

**Article VI - Conflict of Interest**

Section 1. Board members may not in their private capacity be employed, negotiate, bid for, or enter into a contract with the New London Public Library or the New London Public Museum in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Article VII-General**

Section 1. An affirmative vote of the majority of members of present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 4. A committee will be appointed annually to review these by-laws. Any suggested amendments will follow procedures listed in Article VII Section 2 of this document.

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## Challenged Materials Procedures

Adopted: 10-3-89  
Amended: 11-21-00  
Amended: 02-20-06  
Amended: 03-16-09

In the event that a patron of the New London Public Library requests that material which is a part of the permanent collection be withdrawn or restricted, the following procedure is to be followed.

1. The patron will be asked to complete the Statement of Concern about Library Resources form and submit it to a New London Public Library staff member. The staff member will also give the complainant a copy of the New London Public Library Selection Policy, the American Library's Association's Bill of Rights, and the Freedom to Read statement
2. The staff member must immediately sign and date the form. The staff member must then save the original for the Director and give a photocopy of the form to the patron.
3. The Director of the New London Public Library will then arrange an interview with the patron who filed the complaint as soon as possible.
4. If the patron is not satisfied with the interview with the Director, he/she may request a hearing with the Executive Committee of the Board of Trustees of the New London Public Library.
5. If the issue cannot be resolved with the Executive Committee, the complainant can ask for a public hearing with the Board of Trustees of the New London Public Library.
6. Any decision made by the Board of Trustees following the interviews and/or hearing will be final.

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## Circulation Policy

Adopted: 3-19-91  
Amended: 1-21-92  
Amended: 11-21-00  
Amended: 11-17-03  
Amended: 4-19-04  
Amended: 2-21-05

1. The New London Public Library is committed to the philosophy of a statewide borrowers card. All residents of the state of Wisconsin are eligible for a library card.
2. Library circulation records of patrons 16 and older are confidential under Wisconsin Statute 43.30. Upon the request of a custodial parent or guardian of a child under the age of 16, the library will disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources or services by the child.
3. The library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers records and lend materials. Only patrons registered at an OWLSnet library are eligible to borrow materials.
4. Library staff will require those applying for library cards to present identification sufficient to establish their place of residence. There shall be no charge for issuing or renewing a card.
5. Patrons applying for library cards will sign a responsibility statement on the registration card.
  - a. The library will require that a custodial parent or guardian must sign the application form for minor children under 16.
  - b. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
  - c. Each family shall have the right and responsibility of setting standards for their own children.
  - d. The library will comply with a custodial parent or guardian's written request restricting their minor child's access to specific collections at checkout.
6. The library staff shall set loan periods and limits on the number of materials, which can be borrowed, and borrowing periods for various collections appropriate for the proper use of materials.

7. The library may charge a fee or recover costs for the following situations:
  - a. Lost library card replacement
  - b. Items returned overdue
  - c. Replacement of items damaged or not returned
  - d. Photocopies/document delivery
8. Library staff may deny borrowing privileges to cardholders:
  - a. with a significant number of overdue materials not yet returned
  - b. with significant fines or bills for materials not returned on time
9. The library reserves the right to take measures up to and including legal action to recover materials not returned.

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## **Donations of Books and Other Collection Materials**

Approved: 1-18-93  
Amended: 11-21-00

The library will accept donations of books and other collection materials. Once donated, the books and other materials become the property of the library, and the library reserves the right to use and dispose of them in the manner most useful to the library.

This could include, adding them to the collection, sending them to other libraries or schools, placing them in the used book sale, or disposing of them.

By law, the library is not allowed to appraise the value of donated materials, although it can provide an acknowledgement of receipt of the items if requested by the donor.

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## Emergency Policies

Adopted: 3-19-91

Amended: 11-21-00, 02-21-05, 02-27-08

### **Winter Storms:**

The Library may close (or postpone opening) when weather conditions exist making it hazardous for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.

The New London Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the director (or senior staff member) will call a Library/Museum Trustee (preferably the president) to advise him/her of the situation.

If a decision is made to close or postpone, the radio stations in the area will be called to make necessary announcements. Permanent full-time staff and scheduled part-time employees will be compensated as if there was not loss of service.

### **Tornadoes:**

When a tornado has been sighted, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and will ask them to proceed to the lower level hallway of the north side (Carnegie building). A weather radio will accompany the group. Normal routine may resume when the all clear sign is given.

### **Fire:**

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 9-911 and then clear the building.

Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

## **Health emergencies:**

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

## **Bomb Threat:**

When a phone call is received:

1. Prolong the conversation as long as possible.
  - a. Be alert for distinguishing background noises such as music, voices, aircraft, and church bells.
  - b. Pay particular attention to the voice (loud, soft, foreign, educated, etc.)
  - c. Try to determine the approximate age and sex of the caller.
  - d. Note if the caller indicated knowledge of the building by his/her description of locations.
  - e. Immediately after the caller hangs up evacuate the building.
2. Notify key personnel and authorities
  - a. Call 9-911
  - b. Call Director
3. Director or person in charge.
  - a. Notify by prearranged code (code black) all supervisory personnel.
  - b. All personnel will begin a VISUAL exam of their areas looking for things out of the ordinary.
  - b. If a package is sighted, DO NOT TOUCH IT, DO NOT MOVE IT.
  - c. Have a person ready to lead police to or show them where the package is.
4. Police Department
  - a. They will respond to your call as soon as possible.
  - b. They will make sure our personnel have covered all areas.
  - c. Depending on circumstances, they may attempt to open the package or remove it.

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## E Reader Lending Policy

Adopted: 01-16-12

### Checking Out:

- Only current OWLsnet cardholders in good standing (i.e. library account is not blocked due to unpaid fees or lost materials) can check out an E Reader. Patrons must use their own OWLsnet card to check out the Kindle. The checkout limit is one E Reader per household at any given time. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning E Readers.
- A customer will need to complete an “E Reader Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.
- Kindles are checked out for 14 days with no renewal available.
- Once an E Reader is checked out to a customer, the E Reader becomes the responsibility of that customer per the E Reader Agreement.

### Fees and Liabilities:

- Late return fees are \$1 per day.
- The customer is responsible for full replacement cost if the E Reader or any parts are lost, stolen, damaged, or otherwise not returned.
- If any technical problems are encountered, the E Reader should be returned immediately to the Customer Service Desk.
- All E Reader borrowers will be required to sign an E Reader Agreement.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

### Kindle Agreement

I agree to accept full responsibility for the Kindle while it is checked out to me.

- I will not tamper with the Kindle, accessories, and digital books, attempt to load digital books, or attach any equipment not designed for use with the Kindle.
- I will pay a late return fee of \$1 per day (no grace period) if I fail to return this Kindle to the Library's Customer Service Desk by the time it is due.
- I accept full financial liability for the Kindle and accessories, while in my possession.
- **I agree to return the Kindle to a staff person at the Customer Service Desk for check-in. Do not put the kindle in the book drop.**
- I agree to pay all costs associated with damage to, loss of, or theft of the Kindle and accessories (\$100.00) while it is checked out to me.
- I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft.
- I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the New London Public Library and will be added to my library account.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a Kindle.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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## Fax Machine Usage Policy

Adopted: 1-16-95  
Amended: 11-21-00

The library's fax machine will be made available to the general public on a limited basis, which includes:

1. Only the library staff will operate the fax machine.
2. The library accepts no responsibility for missing pages, bad transmissions, or incomplete patron identification on incoming faxes.
3. Cash or personal checks may be used to pay for either incoming or outgoing faxes.
4. All payments must be prepaid before faxing out or receipt of materials.
5. The patron is responsible for and must have the fax number ready, including area codes for long-distance or country codes for international calls.

Outgoing faxes will be charged at a rate approved by the Library/Museum Board. Charges cover telephone costs, including long distance.

Incoming faxes will be charged at a rate approved by the Library/Museum Board for U.S. and international faxes. Incoming faxes will be filed in a manila folder in alphabetical order by receiver's last name and will be held for 10 days and then discarded. Patrons expecting a fax must call the library to check to see if it has been received. A notice will be placed on the incoming fax indicating the date received and the amount due. The bill must be paid in full before the fax will be turned over to the patron.

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## **Gift and Endowment Policy**

Adopted: 5-1992  
Amended: 11-21-00  
Amended: 11-17-03  
Amended: 02-20-06

Endowment Funds are gifts and bequests to the New London Public Library. The Board of Trustees of the Library/Museum has established special separate accounts for these gift/endowment funds.

The purpose of gifts to the library is to enrich its services, resources and facilities beyond what would normally be available through public funding.

This fund will be managed by the Clerk-Treasurer of the City of New London as directed by the Board of Trustees at no cost for administration.

Any contributions to these funds will be accepted subject to approval by the library director and the Board of Trustees in accordance with the following guidelines:

(Note: The term "Trust Officer" refers to the Clerk-Treasurer of the City of New London.)

1. All cash contributions to the funds shall be deposited to the respective account/s at the financial institution designated by the Board of Trustees and Trust officer.
2. Potential donors may be offered a choice of options to allow some flexibility in use, but specific enough to reflect the donor's interest whenever possible.
3. Any gift or endowment given to the library shall be under the control of the Board of Trustees and be used under its direction.
4. These funds are intended for programs, services, special equipment, collections, automation, and improvements to facilities and grounds of the library respectively, which are not part of the normal operation budget.

5. Monetary gifts are always easiest to designate and control. If a donor is considering a gift of a collection, stock, real estate, or any other type of specialized giving, it is recommended that the Board of Trustees, together with the Trust Officer, be designated to have full power to convert such type gifts to cash. The proceeds will then be added to the endowment funds and used in accordance with the donor's wishes and recommendations of the Board of Trustees.
6. Any funds generated by a Friends group are not to be deposited into endowment funds accounts.
7. Any income from these gift/endowment accounts shall be added to the accounts, separate from the regular library budget. No part shall be spent for on-going maintenance or operational costs.

All gifts shall be acknowledged by the respective recipient.

The Board of Trustees shall approve all expenditures to be made from these funds. The Trust Officer shall provide to the Board of Trustees a monthly report on the funds in the accounts with any additions, income and expenditures.

Individual, club business, and corporate contributions are welcome subject to this policy and guidelines. As arms of the municipal government of the City of New London, all funds donated to the endowment/gift fund will be used for public purposes and are therefore tax deductible according to current IRS regulation.

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## Internet Use

Adopted: 6-6-89  
Amended: 4-22-98  
Amended: 11-21-00  
Amended: 2-27-08

Use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of this privilege. All users of electronic information resources such as the Internet are expected to use these items in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these policies and regulations.

### Ethical Use

Responsible and ethical use of such resources include the following:

- Using Internet resources for educational, informational and recreational purposes only; Internet computer terminals are not to be used for illegal, unauthorized or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Respecting the privacy of others using Internet access terminals at the New London Public Library by not interfering with their use.
- Not sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public.
- Not making unauthorized changes to the setup or configuration of the software or hardware.

### Disclaimer

The World Wide Web is a vast network of information and resources. The New London Public Library assumes no responsibility for the content of material on the Internet. It is not possible for the Library to control specific information that an Internet user may locate on the

Internet. As with other library materials, restriction of a child's access to the Internet ultimately rests with the parent or legal guardian. Users are cautioned that the accuracy, completeness and currency of information found on the Internet vary widely.

**Internet User Agreement**

1. Access to the workstation may be limited to 1/2 hour per day. To support access for all users, the Library has the right to enforce posted time limits.
2. Same day reservations may be made. If no one is waiting, the user may use another 1/2 hour.
3. Library staff will assist patrons with Internet use as time permits, but may not be familiar with every application that a person might wish to use. Because of the many different Internet applications available, we cannot provide complete technical support.
4. A per page printing charge will be assessed. Payment is made at the Circulation Desk.
5. Any damage to the computer or peripherals will be charged to the patron. Failure to use the Internet workstation appropriately and responsibly may result in revocation of Internet use privileges.

Library's Rights Reserved:

- To terminate the user's session, without notice.
- To limit the amount of computer time at any one sitting.
- To erase any and all users files stored on library equipment, without notice.
- To immediately suspend persons from computer use for violating these rules and regulations.
- To limit the software available to users to library owned resources and to deny the loading of user provided software.

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## Job Sharing

Adopted: 10-11-01

Revised: 03-16-09

Job sharing is an arrangement in which two people share one full time job, by coordinating responsibilities in the performance of specific tasks and with the existing benefits divided between them.

1. A job may be shared in the following ways:
  - a. Paired job: Two workers fill one full-time job between them, with equal responsibilities for the total job. Each person has similar or identical responsibilities, dividing the week, month or year with each working part time but providing full-time coverage.
  - b. Shared job: Two workers divide the responsibilities of one job between them, each performing different tasks, combining strengths, specialties and experience. The work-load is shared by the two employees.
2. Positions eligible for Job sharing: The Director with the Board of Trustees approval will determine which full time positions are eligible for job sharing.
3. Salaries shall be:
  - a. Prorated on the basis of time spent on the job,
  - b. Set according to each individual's qualifications, but shall not exceed in total the salary of one full time employee.
4. Benefits: Fringe benefits are prorated on the basis of time spent on the job. Vacation, Holidays and leave time shall be prorated on the basis of time spent on the job.
5. Resignation and termination: Job-sharing partners are required to give 30 days notice prior to resigning. In the event that one member of a job sharing team resigns or is terminated the remaining employee shall have the option of:
  - a. Filling the position on a full time basis if performance evaluations indicated he/she is meeting or exceeding standards in all areas.
  - b. Continuing the job sharing arrangement if a suitable replacement can be found within a reasonable period of time.
  - c. Failing (a) or (b) the remaining party shall resign; or if the employee refuses to resign, they may be terminated at the discretion of the Director.

The job share may be terminated at the discretion of the Board of Trustees.

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## Laptop Lending Policy

Adopted: 11-21-11

1. Laptops are available for in-library use only.
2. Borrowers must present a photo ID to library staff at the time of check-out. The address on the library record must be current. The borrower's photo ID will be held at the main desk until the equipment is returned and inspected.
3. The laptop is loaned in 1/2 hour increments for up to 1 hour per borrower daily.
4. Laptops must be returned to the main desk in person at least 15 minutes before closing. Borrowers are advised to wait until the condition of the laptop is verified and the sign out sheet returned with the signature of a library staff member.
5. Printing is not available.
6. Each laptop will be equipped with operating software, an Internet browser. Each laptop has built in Wi-Fi capability. Audio or video files must be played using headphones. Ear buds are available for sale at the main desk.
7. No additional software may be downloaded or installed on the laptops, nor should changes be made to their system configurations.
8. The library shall not have any responsibility or liability for claims relating to the loss, damage, or interception of any information, data, work product, or other material viewed, searched or stored on the laptops. Borrowers wishing to save files they have created must back them up to disks, USB drives, or personal Internet accounts. All created files will be wiped clean upon the laptop's return.
9. Very limited technical support is available through library personnel. Borrowers attest that they have basic familiarity and comfort with the laptops and the software they will be using.

10. Any loss or damage of the laptops should be reported immediately. Borrowers should not attempt to troubleshoot problems on the laptops.

11. Under no circumstances should a borrower leave a laptop unattended. The borrower assumes full responsibility for the cost of repair or replacement in the event the laptop is lost, stolen, or damaged.

12. Borrowers must not engage in any illegal activities (e.g. hacking, pirating, downloading illegal materials, etc.) or in any activities inconsistent with the library's Internet Use Policy and Wireless Use Policy. Borrowers attest that they have read and will adhere to these policies.

13. Violation of any of the above conditions may result in suspension of laptop borrowing privileges as determined by the Library Director.

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## Meeting Room Policy

Adopted: 12-6-88

Effective: 1-1-89

Revised: 2-1-93, 11-21-00, 02-19-07, 09-19-11

The meeting room in the New London Public Library is available for use by community groups. Use of the meeting room is subject to the rules and regulations established by the New London Public Library/Museum Board of Trustees. Persons or groups wishing to reserve the meeting room shall file a request form with the library director or her agent. The library director (or her agent) shall approve all requests unless special circumstances require the board's approval.

Meeting room use:

1. When the Library, Museum or City does not need the meeting room, it is available for public use.
2. Use is scheduled on first come, first serve basis.
3. Children or young adult groups must be under adult supervision.
4. Groups must provide their own supplies and remove all refuse.
5. Food may be served, but no cooking is allowed except for the preparation of coffee or other non-alcoholic beverages.
6. The meeting room and kitchen must be left in a neat and clean condition. All furniture must be returned to its original location.
7. The library will not be responsible for any personal property, equipment, or displays used by the groups.
8. A member of the group must file a request form and sign a statement accepting responsibility for damage to library property. Any damage to library property will be the responsibility of the said individual.
9. The meeting room may not be used for profit-making or sales solicitations. Any

advertisements inviting the public to a meeting at the library shall include the words;"Use of a City of New London facility by this organization constitutes neither approval or endorsement of its products or services".

10. No charge is made for use of the meeting room.
11. The room may not be scheduled later than the closing of the library.
12. Any group, which has abused the facilities or regulations, will not be allowed to use the facilities for one year following the infraction.
13. Any exceptions to these rules must be authorized by the New London Public Library/Museum Board of Trustees.

Reviewed:\_\_\_\_\_

Reviewed:\_\_\_\_\_

Reviewed:\_\_\_\_\_

# New London Public Library

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406 South Pearl Street  
New London, Wisconsin 54961  
920-982-8519  
FAX 920-982-8617

## No Smoking Policy

In order to be in compliance with state and federal clean air laws, there will be no smoking permitted in any area of the New London Public Library and Museum Building after February 1, 1993.

Reviewed: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Reviewed: \_\_\_\_\_

# New London Public Library

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## Open Records Policy

Adopted: 10-17-03

Provides notice that the public may inspect New London Public Library records, make requests for records, and obtain copies thereof, at the following times and manner, with payment of the appropriate fees and costs. Requests for information will be filled in a reasonable timeframe:

Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m. (except holidays)

Legal Custodian: Library Director

Or

Board of Trustees President

Or

Their designee

Fees and costs:

1. Photocopy duplication will be charged the current cost
2. Photograph, video tape, or audio cassette duplication charge of actual cost of reproduction
3. Applicable shipping and/or mailing fees will be added
4. Prepayment may be required for record requests in excess of \$5.00 fees/costs

Requests should be made in writing and directed to either of the appropriate legal custodians of record.

This notice is given pursuant to Wisconsin Statutes Section 19.34.

# New London Public Library

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## Outside Program Policy

Adopted: 1-92  
Amended: 11-21-00

The librarians will be available to provide tours, booktalks, storytelling and workshops for schools, students, and community groups according to the following guidelines:

1. Visits to the library must be arranged in advance and be compatible with the librarian's regular schedule.
2. Teachers are responsible for providing adequate adult supervision when bringing students to the library according to the purpose of the visit and the age of the students.
3. Visits to the classroom by the librarian must be arranged in advance by the teacher. Whenever possible the librarian will accommodate the classroom schedule, but library staffing considerations will have priority.
4. Type of presentation (i.e. booktalks, storytelling, workshops), group size and grade level must be specified when arranging the visit.
5. Booktalks may be arranged for community groups according to the availability of the librarian. Other programs must be arranged privately with the librarian.
6. Additional storytelling programs in the classroom or for community groups may be arranged privately with librarian. The librarian must receive permission from the director to be gone if the program takes place during her regular work schedule. Adequate library staffing will have priority. All time away from work for additional programs will be made up in the same pay period.

Reviewed:\_\_\_\_\_

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# New London Public Library

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## Personnel Policy- Addendum

Adopted: 10-89

Amended: 2-92, 3-93, 9-93, 8-95, 11-00, 11-04, 02-07, 02-08, 09-12

The Board of Trustees of the New London Public Library has adopted the *Employees Personnel Policies and Procedures Manual* of the City of New London, Wisconsin, as the basis for most personnel policies. The board has decided to make these statements to clarify and reflect the library's special needs.

The Library Board requires that all employees will work morning, afternoon, and/or evening hours as scheduled throughout the Library's calendar year.

**Work Schedule:** Full-time employees will work for 40 hours a week, 37 1/2 hours of that time will be work hours; 2 1/2 hours of that time will be designated for lunch. Daily breakdown: 7 1/2 hours a day will be work hours, 1/2 hour a day will be lunch. Any part-time employee working at least five and one-half hours will be entitled to take a 30-minute lunch. Lunch is not compensated for part-time employees.

**Breaks:** Full-time employees are entitled to 1 (one) fifteen-minute break for every four hours worked, or 2 (two) breaks a day. Breaks must be taken in a whole 15-minute block of time; they cannot be broken in smaller increments of time throughout the day. Time designated for breaks will not be allowed to accumulate to allow the employee to leave early or come in later, or to take longer lunch breaks. Part-time employees are entitled to 1 (one) fifteen minute break for every four hours worked.

Employees who smoke must use their designated break time for this purpose. There will be no other time taken during the working day for this purpose.

**Compensatory Time:** When salaried employees work the Saturday schedule during the fall and winter months, the employee may take compensatory time. That compensatory time will be reimbursed on an hour-for-hour basis. The scheduled time to work on Saturdays is 9:00 AM to 2:00 PM. Salaried and part-time employees may take a 1/2-hour break for lunch on Saturdays. The total time compensated for working on a Saturday is five hours. Employees are not encouraged to come in earlier or stay later on Saturdays for the purpose of gaining more compensatory time during the week. Part-time employees may not take compensatory

time for Saturday hours. They will be paid for this time in addition to their regular weekly hours.

Sunday hours will be compensated at time and one half-pay rate.

The Library Director may accumulate compensatory time.

**Holiday Pay:** These are the paid holidays for the salaried positions:

January 1	New Year's Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving Day
December	Christmas Eve Day
	Christmas Day
	New Year's Eve Day

**Salaried employees will be granted two personal days annually.**

Part-time employees will not be paid for holidays. Any leave taken will not be compensated.

Vacation: Paid vacation is earned by permanent full-time employees according to the following schedule:

- 2 weeks after 1 year 1<sup>st</sup> week is available after 6 months of employment
- 3 weeks after 6 years
- 4 weeks after 12 years
- 5 weeks after 18 years
- 6 weeks after 25 years

**Vacation:** Paid vacation is earned by permanent part-time employees according to the following schedule:

- 1 week after 1 year
- 2 weeks after 2 or more years

Vacation will be prorated on the employee's scheduled hours.

Employees shall accrue their appropriate vacation amounts on their employment anniversary date.

**Scheduling of Vacation:** The preference of granting vacation leave shall be the following:

- Library Director
- Adult Librarian and Children's Librarian - by seniority
- Assistant Librarians - by seniority

**Sick Leave Allowed:** There will be no sick leave granted to permanent part-time employees.

**Educational Reimbursement:** The Board of Trustees recognizes that well trained and educated staff members are essential to the provision of quality library service. Support for such educational activities will vary from allowing employees to attend such events on work time or accommodating scheduling to allow attendance or a partial reimbursement of expenses as the budget will permit or the Board may grant other arrangements as deemed necessary.

**Workshops and/or Conferences:** All regular staff members and members of the Board of Trustees are eligible to receive support for attendance at workshops and conferences related to the work of the library. Employees will normally be granted library work time to attend these courses, and are usually granted tuition or registration, and reimbursement of expenses if the budget allows. Employees and trustees are encouraged to apply for scholarship money if available for expenses incurred. First preference for workshop or conference attendance will be given to the personnel who must maintain their minimum professional certification.

**Evaluation Procedure:** All employees have a right to know how well their supervisors evaluate their job performance. Periodic evaluation gives them the formal opportunity to ask questions about their job description and their job assignments, and to improve themselves and their job performance. Evaluations are normally performed at the end of each probationary period, and thereafter, annually. However, a supervisor may elect to evaluate any staff member at any time it is deemed necessary or useful. The director of the library will be formally evaluated annually by the Board of Trustees.

Reviewed:\_\_\_\_\_

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# New London Public Library

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## PRIVACY OF LIBRARY RECORDS

Adopted: 9-15-03  
Amended: 4-19-04  
Amended: 2-21-05

The New London Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the New London Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

### Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- 1) with the consent of the individual library user
- 2) upon the request of a custodial parent or guardian of a child under the age of 16 or by court order
- 3) to persons acting within the scope of their duties in the administration of the library or library system, or
- 4) to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Records indicating the identity of library users include a library users name, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personal identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the four exceptions provided by Section 43.30 (see above).

### **Rules to be followed by library staff**

- 1) As required by state law, library staff may only disclose library records indicating the identify of library users under the following conditions:
  - a) disclosure to staff members of the New London Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
  - b) disclosure as authorized by the individual library user
  - c) upon the request of a custodial parent or guardian of a child under the age of 16
  - d) disclosure pursuant to court order (see below for handling of different types of court orders)
- 2) Library staff must refer all requests for library records and all requests for information about particular library users to the library director or to the New London City Attorney, in the director's absence.
- 3) Library staff are not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

### **Handling of court orders**

If a law enforcement officer (or anyone else) brings a **subpoena** directing library staff to produce library records:

- 1) Notify the library director, or if the director is not available, notify the New London City Attorney
- 2) The library director or reporting staff person will ask the New London City Attorney to review the subpoena.
- 3) If the subpoena has any legal defects, require that the defects be cured before records are released.
- 4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
- 5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**:

- 1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- 2) Request that the law enforcement officers wait until New London City Attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)
- 3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**:

- 1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- 2) Request that the law enforcement officers wait until the New London City Attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
- 3) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
- 4) **It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).**

**Notes:**

- All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.
- A subpoena is a call to come to a court, and may include a direction to bring specified records. Not all subpoenas are court orders. The New London City Attorney can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identify of library users.
- A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.
- The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the “production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment...”

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# New London Public Library

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406 South Pearl Street  
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## Rules of Conduct

Adopted: 02-27-08

Patrons of the New London Public Library have the right to use the library materials and services without being unduly disturbed or impeded by others. No person shall engage in any conduct which disturbs or interferes with patrons or employees of the Library, including but not restricted to the following:

1. Engage in disruptive behavior including but not limited to:

- Speaking in a loud voice
- Playing any audio equipment or device that can be heard by others
- Running or horseplay
- Fighting

2. Willfully annoy, harass, or threaten another person

- Convey threats of any kind of physical force or harm
- Use obscene, abusive or racially charged language
- Engage in sexual misconduct
- Stalk, stare or invade personal space

3. Be under the unreasonable influence or in possession of any intoxicating drug or alcoholic substance on Library grounds.
4. Loiter without using Library resources or services or assisting others in the use of Library services.
5. Deface or destroy Library property.
6. Solicit funds, panhandle, gamble, sell, advertise or petition for contributions or support.
7. Interfere with patrons' use of the Library through poor personal hygiene.
8. Fail to wear shirts or shoes.
  - Fail to observe Internet use guidelines and policy.
9. Enter the Library with any firearm, knife or other weapon prohibited by City Ordinance or State Statutes.
10. Violate any City Ordinance or State Statute while on Library property or grounds.
11. Plug personal devices into the Library's network or tamper in any way with Library equipment.

Anyone violating these rules will first be warned by a staff member. If the conduct continues the offender will be ordered to leave the premises. Staff members at their discretion will expel patrons without a warning in situations of serious, threatening, or willfully malicious behavior. Failure to observe these rules may lead to revocation of Library privileges,

including the right to visit the buildings and grounds. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

# New London Public Library

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## **Selection Policy**

Adopted: June 6, 1989

Amended: 11-21-00

Amended: 11-17-03

Amended: 02-27-08

Amended: 03-16-09

### **I. The Community**

Knowledge of the community is a vital ingredient in the responsible selection of library materials. There must be knowledge of residents' interests, capacities and problems, plus knowledge of the geographical and building patterns that affect the placement of materials to satisfy the residents' needs.

### **II. Purpose and Objectives of the New London Public Library**

The purpose of the New London Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the New London Public Library Board of Trustees and are integral parts of the policy.

### **III. Criteria for Selection**

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the established standards. Clearly, however, an item need not meet all of the criteria in order to be acceptable. When judging the quality of materials several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational entertainment needs of the community.

Items having widespread demand may or may not meet the general criteria contained in this policy. However, demand is a valid factor in book selection and it shall be considered an important factor in cases such as books on bestseller lists for which there is persistent local demand.

As the social and intellectual climate of the community changes, materials, which were not recommended for purchases, may become of interest. Such materials will be re-evaluated on a continuing basis.

The Library is aware of the increasing availability of information in forms other than the printed page and will incorporate other formats when appropriate

The collection may contain the various positions expressed on important or controversial questions, including unpopular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.

The Library recognizes that many books are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of the readers.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of adult material will not be limited by the possibility that books may inadvertently come into the possession of minor. Upon written request of the parents, the library will restrict the borrowing of materials of their minor children.

#### **IV. Responsibility for Selection**

The ultimate responsibility for selection of materials rests with the library director and the department heads operating within the framework of policies and objectives determined by the Library Board. Other staff members may participate in the selection process. It is the responsibility of everyone working with the public to record patron requests and needs so that they may be consider in selection.

#### **Weeding:**

The library must occasionally decide to withdraw unused, dated or worn materials from the collection. The library staff will use the CREW method to select materials for weeding. The librarian will then check the materials against standard library guides before the item is discarded from the collection.

Reviewed: \_\_\_\_\_

Reviewed: \_\_\_\_\_

# New London Public Library

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## Staff Educational Development

Adopted: 3-19-91

Amended: 11-21-00, 02-20-06, 02-19-07, 02-27-08, 09-18-11

The Board of Trustees recognizes that a well-trained and educated staff is essential to the provision of quality library service.

### **Workshops, Meetings:**

1. Employees may attend seminars and workshops, professional and business meetings, or visiting other libraries. The Director shall authorize attendance in accordance with scheduling needs and budget.
2. Budget funds permitting, the directors may authorize actual travel expenses at a mileage rate to conform to the City of New London's mileage allowances and including reasonable expenses for meals, lodging, and other necessary expenses.
3. Employees and Trustees are encouraged to apply for scholarship money for workshops (if available) for expenses incurred.
4. First preference for workshop or professional meeting attendance will be given to the personnel who must maintain their minimum professional certification.

### **Educational Development:**

1. Staff members shall be encouraged to take appropriate college courses, vocational courses, or workshops to improve their competencies in library work.
2. Whenever possible, the Directors shall authorize changes in work schedules, providing normal library services are not disrupted.
3. The Library budget shall include an amount, to be determined by the Board, to defray tuition and fee expenses for employees.
4. Employees should request permission as far in advance as possible, and date of application may be considered in the decision to grant the request. Application should include a description of coursework, schedules, a list of fees, and a statement concerning

the benefit to the library. Primary consideration will be given by the Board to those applications which offers a direct benefit to the Library.

5. Grants will be given only to employees with at least one year of service. The employee shall agree to return any tuition grant to the Library if he/she leaves employment within one year after course completion.
6. The Board may request an employee to enroll for outside coursework, in which case the Library will pay all legitimate expenses and allow paid time off to attend classes.

**Professional Associations:**

1. The Library recognizes the value of library professional Associations and encourages employees to participate in them, especially the Wisconsin Library Association and the American Library Association. Attendance at their conferences is to be encouraged. Within reason and subject of the scheduling needs of the library, the Director may permit attendance on library time. "Time off" will be limited to the number of work hours missed, not the number of hours in attendance.
2. Volunteer work as an officer or committee member on behalf of a professional association is encouraged, but is secondary to the employee's responsibilities to this library. Employees nominated or appointed to positions, which would require significant time away from the library, should discuss the matter with the Director (or Board of Trustees) in advance.
3. The library will further support membership by paying for basic dues in The Wisconsin OR American Library Association.
4. Expenses for attendance at professional conventions and/or conference may be reimbursed partially within budgetary limitations. Employees will be asked to seek further assistance in the form of scholarship money.

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# New London Public Library

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## Wireless Use Policy

Adopted: 05-21-07  
Amended: 03-16-09

1. Users must abide by the policies created by the Library Board to utilize the free service of wireless access.
2. Access is unfiltered and users are cautioned that the network is not a secured environment.
3. Using Internet resources for educational, informational and recreational purposes only; Internet is not to be used for illegal, unauthorized or unethical purposes.
4. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
5. Respecting the privacy of others using the Internet at the New London Public Library by not interfering with their use.
6. Not sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public.
7. Printing is not available on the wireless connection but users may save their work to disk or peripheral devices and use the wired public access computers as available to print to the library's copy machine.
8. Staff reserves the right to limit the amount of bandwidth in use by any user of the wireless network and reserves the right to have a connection stopped if library policy on computer use is violated.
9. The library accepts no responsibility for damage caused to a person's laptop/notebook or peripheral devices.
10. Staff is not available to help anyone configure their laptop/notebook to be able to access the wireless network or provide technical assistance.
11. Personal power strips are prohibited to be connected to the library's electrical system.

Reviewed: \_\_\_\_\_