

# HATCH PUBLIC LIBRARY POLICY STATEMENT

## I. Objectives

### A. Mission Statement:

The Hatch Public Library (HPL) provides materials and services to help area residents obtain information to meet their personal, educational, professional, and recreational needs. Implementation of modern technology and community outreach will enable HPL to provide expanded personal attention to collection development and service provision while increasing efficiency.

### B. Roles and Services

1. The library serves as an independent learning center by supporting individuals of all ages pursuing a sustained program of learning independent of any educational provider.
2. The library serves as a popular materials center by featuring current, high-demand, and high-interest materials in a variety of formats for persons of all ages.
3. The library serves as a preschooler's door to learning by encouraging young children to develop an interest in reading and learning through services for children, and for parents and children together.
4. The library serves as a reference library by actively providing timely, accurate, and useful information for community residents.
5. The library uses the Wisconsin Public Library Standards to develop service goals to meet community needs.

### C. Statement of Intellectual Freedom

1. The library adheres to The Library Bill of Rights. (Appendix A)

## II. Operations of Board of Trustees

A. HPL shall be operated as a municipal library extending service to the City of Mauston and surrounding communities consistent with the laws of the State of Wisconsin.

B. HPL is officially a department of the City of Mauston, governed by the HPL board of trustees under the bylaws adopted by the board.

C. The library board bears full responsibility for all aspects of the operation of the library, including the adoption of a budget, the employment of a library director to administer the library, and the establishment of policies for its operation.

D. The library board, or designated members thereof, shall assist the library director in preparing the annual budget and submit it to the board at a regular designated meeting each year.

E. The library board shall direct and carry on public relations for the library.

## III. Who May Use the Library?

A. The library will serve all residents of the community and the surrounding townships. Service will not be denied or abridged because of religious, racial, social, economic, or political status.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other library users, or any other objectionable conduct on library premises.

#### **IV. Materials Selection/Collection Development**

A. Responsibility for selection:

HPL will collect materials of diverse media. The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the HPL board of trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selection made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

B. Criteria for Selection:

The main points considered in the selection of materials are:

1. Popular appeal/demand
2. Existing library holdings
3. Suitability of material to the community
4. Individual merit of each item
5. Budget

C. Whenever possible books will be evaluated on the basis of reviews in the major reviewing media available, such as Library Journal, Booklist, and School Library journal.

D. Multiple copies:

Single copies will be kept of all books unless the library director decides that a book will be in such demand that a duplicate copy is necessary.

E. Replacement copies:

Replacement copies for lost, damaged, and mutilated books will be purchased if the subject matter is still needed in the library's collection and no new materials have been published recently. The final decision will be at the discretion of the library director.

F. Gifts:

1. Books and other materials will be accepted on the condition that library director has the authority to make whatever disposition she deems advisable.
2. Memorial gifts of money for the purchase of materials are gratefully accepted. Such materials will be shelved in the regular collection.
3. Gifts of money, real property, and/or stocks are encouraged and appreciated under conditions acceptable to the library board.

G. Weeding

1. Because of library space considerations, condition, and timeliness of materials, weeding must be done periodically to maintain the most current and adequate collection possible. This weeding process is completed by the library director, and his/her decision is final.
2. The collection will be evaluated on the basis of the publication, "Evaluating and Weeding collections in Small and Medium-sized Public Libraries: The CREW Method"

(Continuous, Review, Evaluation, and Weeding) published by the American Library Association.

3. Memorial books will be discarded as with any other materials in the library. The family of the donor will be contacted if possible and given a chance to keep the books being weeded. If they do not want the books or the library is unable to contact the donors, the materials will be discarded/sold.

4. Discarded materials may be sold.

H. Problem areas

1. HPL recognizes that some materials are controversial and that any given item may offend some individuals. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

2. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

3. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered except to protect it from injury or theft.

I. Reconsideration of challenged materials

1. Although materials are carefully selected, differences of opinion regarding suitable materials can arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" which is available in the library. (Appendix B).

a. The complainant fills out the "Statement of Concern about Library Resources" form.

b. The material is made available to the library board for review.

c. The library board meets to re-evaluate the material, its reviews, and to read the objection to the material.

d. The decision of the library board on the material reviewed will be final and binding on all parties.

V. **Public Service Policies**

A. The library will be open to the public during the following hours:

- |    |           |                        |
|----|-----------|------------------------|
| 1. | Monday    | 9:00 a.m. to 8:00 p.m. |
| 2. | Tuesday   | 9:00 a.m. to 8:00 p.m. |
| 3. | Wednesday | 9:00 a.m. to 8:00 p.m. |
| 4. | Thursday  | 9:00 a.m. to 8:00 p.m. |
| 5. | Friday    | 9:00 a.m. to 5:00 p.m. |
| 6. | Saturday  | 9:00 a.m. to 3:00 p.m. |

B. The library will be closed on the following days:

1. New Year's Day -- January 1st
2. Good Friday
3. Memorial Day
4. July 4th
5. Labor Day

6. Thanksgiving Day
  7. Christmas Eve -- December 24th
  8. Christmas Day -- December 25th
  9. New year's Eve -- December 31st
- C. Weather related closings will be at the discretion of the library director, and will be announced on the WRJC radio station.
- D. Changes in library hours of operation must be approved by the library board upon recommendation of the library director.

## **VI. Photocopy Machine and Microfilm Reader/Printer**

- A. A photocopy machine is available, and staff can assist patrons who wish to copy materials.
1. Copy charges are per copy not per page.
  2. Charges are: 10 cents for 8 ½ by 11 size paper,
  3. 15 cents for 8 ½ by 14 size paper,
  4. 20 cents for 11 by 17 size paper.
- B. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user and subject to copyright restrictions. (Appendix C)
- C. Use of the microfilm reader/printer is available to patrons on a first-come, first-served basis. Patrons will be instructed by staff on the operations of the machine, and necessary assistance will be provided.
- D. At times of peak usage a time limit for usage of the microfilm reader/printer may be imposed so that the service is available to as many patrons as possible.
- E. Patrons will be charged 10 cents per copy made on the microfilm reader/printer.

## **VII. Borrowing Procedures**

- A. Registration
1. All patrons must be registered by filling out a "Winding Rivers Library System (WRLS): Borrower Registration" form, and must have a current "WRLS Library Card."
  2. Proof of ID with name, current address, and either a driver's license or state ID card is required when applying for a library card.
  3. If the applicant doesn't have the above they may provide a photo ID with a checkbook with name and current address, a lease with name and current address or a piece of current postmarked mail
  4. Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.
  5. Children, six years and older, are able to register for a library card with parental consent. Parent's or guardian's ID information will be required on the child's Borrower Registration Form.
  6. \$1.00 will be charged for the replacement of a lost library card.
- B. Loan periods
1. All library materials, with the exception of videos and DVD's, will be borrowed for 3 weeks.

2. Current issues of periodicals do not circulate, but non-current periodicals may be checked out for 3 weeks.
  3. Patrons aged 18 and over may check out a maximum of 5 videos and 5 DVD's for 1 week.
  4. Reference books do not circulate.
  6. Interlibrary loans are due the date indicated by the lending library.
  7. There is no limit to the number of items that a patron may borrow, with three exceptions:
    - a. Two items on a subject, per patron, will be the limit for a known school assignment.
    - b. Five videos and/or five DVD's per patron may be checked out.
  8. The library director may establish special loan periods for special collections, or for items temporarily in great demand.
  9. Videos and DVD's will only be checked out to patrons over 18.
- C. Requests
1. Requests may be placed either in person, over the telephone, or by using the WRLSWEB shared automation system.
  2. Patrons will be notified by a phone call, a mailed hold notice, or via email when materials are available.
  3. There is no charge for placing a request.
- D. Confidentiality of Library Records
1. Materials may be checked out by a family member on an individual's library card if the family member presents the individual's library card at the circulation desk and provides proper identification.
  2. All records, formal and informal, relating to library user registration and the subsequent circulation by patrons of materials provided by the library are considered confidential in nature.
  3. In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except by court order pursuant to Section 43.30 of the Wisconsin Statutes. (Appendix D).
  4. Any problems relating to the privacy of a patron through the library which are not specified in the policy statement shall be referred to the library director, who after study and consultation with the library board and/or legal counsel shall issue a written decision.

### **VIII. Procedures for Lost, Damaged and Overdue Materials**

- A. Fines will be charged for overdue, damaged, or lost materials.
  1. Overdue fines
    - a. Videocassettes and DVD's --\$1.00 per title per day.
    - b. All other materials -- 10 cents per title per day.
    - c. Maximum fine accrued per video or DVD is \$20.00
    - d. Maximum fine accrued for all other materials is \$5.00 per item
    - e. Fines imposed which are in excess of \$50.00 will be subject to review of the library director.

- B. Overdue notices will be mailed through the LaCrosse Public Library (LPL). The following notice interval for mailings of overdue materials will be:
1. Videos and DVD's:
    - a. 1<sup>st</sup> notice will be sent when an item is 7 days overdue.
    - b. 2<sup>nd</sup> notice will be sent when an item is 21 days overdue.
    - c. Final notice will be sent when an items is 42 days overdue.
    - d. A bill listing amount of the fine and the replacement cost of the item will be sent within 7 days by HPL after notification from LPL that the final notice had been sent.
  2. All other materials:
    - a. 1<sup>st</sup> notice will be sent when an item is 14 days overdue.
    - b. 2<sup>nd</sup> notice will be sent when an item is 42 days overdue.
    - c. Final notice will be sent when an item is 70 days overdue.
    - d. A bill listing amount of the fine and the replacement cost of the item will be sent within 7 days by HPL after notification from LPL that the final notice had been sent.
  3. 16 weeks--if no response to previous action, a certified letter containing the bill, a letter regarding fines, replacement costs and a \$50.00 administrative charge, and a copy of section 943.61 of the Wisconsin Statutes (Appendix E) concerning overdue library materials will be sent.
  4. 24 weeks--if no response comes from the patron, their name will be turned over to Mauston's city attorney for legal proceedings.
- C. The library director shall determine the charge for lost or damaged books and materials including processing expenses based on replacement costs in Books in Print or the WRLS Guidelines.
- D. In the event that a patron has paid for a lost item and then returns the item to the library, the patron will be reimbursed for the lost item by the library director if a replacement copy has not yet been purchased.
- E. Lost and Missing Status in Horizon
1. Videos and DVDs automatically convert from overdue status to lost status one notice cycle after the final notice has been sent (84 days overdue). A replacement fee is charged to the patron's card.
  2. All other items automatically convert from overdue status to lost status one notice cycle after the final notice has been sent (140 days overdue). A replacement fee is charged to the patron's card.
  3. Items convert from lost status to missing status after ten years. Missing items will automatically change to a status of weed and be discarded by LPL staff. When an item is deleted the fee will still remain on the patron's card until the patron resolves the fee issue and staff manually update the patron's record.

## **X. Interlibrary loan**

- A. HPL, being a member library of WRLS, has the resources of all Wisconsin libraries at its disposal. If a patron does not find what he/she wants at HPL, the patron may use Interlibrary Loan (ILL) to obtain the requested material. Because of this

service, a library can be selective about the materials that it purchases since more specialized books can be found at other public, special, school, or academic libraries.

- B. Postage charges to HPL will be passed on to the patron.
- C. Responsibility for late, lost, or damaged materials rests with the patron.  
Fees and fines will be subject to the lending library's policies.

#### **X. Equipment Loan**

- A. Audio Visual Equipment owned by the library will be used on library premises only by adult patrons upon presentation of proper identification.
- B. A patron fills out an "Equipment Loan Agreement" (Appendix F), if the equipment will be used without a library staff member present. .
- C. It is agreed that any costs for repair or replacement costs for equipment damaged while being used for the purpose requested will be the liability of the Equipment Loan Agreement signer.

#### **XI. Programming**

- A. A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.
- B. Programming includes such activities as story-times, films, summer reading programs for children, speakers for young adults, book or author discussion groups for adults, and musical programs for patrons of all ages.

#### **XII. Patron Conduct**

- A. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her library privileges and the privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.
- B. HPL encourages visits by young children, but library staff is not expected to assume responsibility for the care of unsupervised children in the library. All children under age six must be accompanied by a parent or designated responsible person while in the library.
- C. The children's librarian will use his/her discretion in requiring parent supervision if a child is involved with a library program.
- D. Children of all ages are encouraged to use the library for homework, pleasure reading, and programs. However, children whether with parents or not, who are continually being disruptive will be given a warning that they must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait by the circulation desk until the parent arrives.

#### **XIII. Posting and Distribution of Material**

- A. Materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing

a specific event. Limited space generally allows only short-term notices. The director must approve all postings, and at his/her discretion seek the approval of the library board of trustees. All items must be signed and dated.

B. Non-profit organizations who wish to leave pamphlets or flyers promoting their organization must seek the permission of the library director, and at his/her discretion permission of the library board of trustees.

C. Library staff will place and remove postings promptly. Unless other arrangements are made, items must be picked up the day following the publicized event if the owners want them returned. The library will not be responsible for returning materials.

#### **XIV. Displays and Exhibits**

A. As an educational and cultural institution the HPL welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

B. Requests to have materials temporarily exhibited in the library will be considered on a case-by-case basis. Space, care, special handling, and the benefit to the community will be considered by the HPL Board of Trustees when honoring such requests.

C. All reasonable precautions will be taken to protect items on display. The library will not assume any responsibility for any possible damage or theft of items on exhibit. All items placed in the library are done so at the owner's risk.

D. Areas available to the public for displays and exhibits are the glass exhibit case in the library lobby. Any other display or exhibit would require the Library Director's approval.

E. A signed "Display and Exhibit Release Form" (Appendix G) will be kept on file.

#### **XV. Outreach Services**

A. Subject to the provisions of current HPL policy, community outreach services will involve providing library materials to those patrons who, due to infirmities of age or disabilities, are unable to use such materials within the actual library facility. An "Application For Community Outreach Services" (Appendix H) will be made to the library director who will evaluate all applications and make a recommendation to the library board of trustees. Upon board approval, the agency will enter an "Agreement for Book Deposit Collections" (Appendix I) with the library for the term ending December 31 of the year the agreement is first signed. Thereafter, the library director will review the past relationship with the agency and make a recommendation to the library board for a new one-year contract or a termination of outreach services.

B. Deposit collections of books, large print, and audio visual materials will be shared with the approved agency. "Agency" as used herein shall include but not be limited to senior centers, senior housing developments, care centers, and other similar institutions.

C. Actual development and delivery of such circulating collections will be done by library volunteers under the direct supervision of the library director. The library director has final authority over the selection of items within the circulating deposit collections.

## **XVI. Revision of Library Policies:**

The preceding statements of HPL's policies shall be subject to review and needed revision every five years by the library board.

### **APPENDICES**

- A. Library Bill of Rights
- B. Statement of Concern About Library Resources
- C. Warning Concerning Copyright Restrictions
- D. Section 43.30 of the Wisconsin Statutes
- E. Section 943.61 of the Wisconsin Statutes
- F. Equipment Loan Agreement
- G. Display and Exhibit Release
- H. Application for Community Outreach Services
- I. Agreement for Book Deposit Collections

Date of Approval: July 26, 1995  
Date of Revision: April 23, 1997  
Date of Revision: March 15, 2000  
Date of Revision: June 18, 2003  
Date of Revision: September 17, 2003  
Date of Revision: March 17, 2004  
Date of Revision: September 21, 2005