

The Mission of the Berlin Public Library

The mission of the Berlin Public Library is to provide materials and services that meet the educational, cultural, and recreational needs of the community. The Library will encourage curiosity, free inquiry, and lifelong learning.

POLICY OF THE BERLIN PUBLIC LIBRARY

- I. Ongoing goals of the Berlin Public Library:
 - A. To assemble, preserve, and administer, in organized collections, materials in a wide range of formats that foster communication of ideas, promote and educate citizenship, and enrich personal lives.
 - B. To serve the community as a center of information, including local history and genealogy materials.
 - C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas necessary in a society that depends for its survival on free competition of ideas.
 - D. To provide opportunity for recreation through the use of literature, music, and other audiovisual art forms.
 - E. To provide opportunity and encouragement for individuals of all ages to educate themselves continuously.
 - F. We adopt the ALA Library Bill of Rights. (*Attachment 1*)
 - G. We adopt the ALA Freedom to Read Statement. (*Attachment 2*)
 - H. Long-range goals will be set by the Board for a period of 5 years and will be reviewed annually.

- II. Under State Statute §43.58(4), the Berlin Library Board of Trustees is the policy-making body of the Berlin Public Library. Where the policies of the Library Board and the City of Berlin conflict, the Board policies shall have precedence. City of Berlin Policies shall be in effect where no Board policies exist, subject to the decisions of the Board.

- III. External Policies
 - A. Hours of operation (subject to change by action of the Library Board of Trustees):
 1. Monday through Thursday 9 AM to 8 PM
 2. Friday 9 AM to 6:00 PM
 3. Saturdays
 - a. Winter hours (beginning Saturday after Labor Day)
9 AM to 5 PM
 - b. Summer hours (beginning Saturday before Memorial Day)
9 AM to 1 PM

4. Holidays and Closings

New Year's Eve Day – close at 12 Noon

New Year's Day – closed

Good Friday – close at 12 Noon

Memorial Day – closed

July 4th – closed

Labor Day – closed

Thanksgiving Eve – close at 5 PM

Thanksgiving - closed

Christmas Eve Day – closed

Christmas Day – closed

- a. Adjustments to these holiday hours may be made by the Board at a meeting preceding the holiday.

B. Eligibility for service and library cards

1. All borrowers must be registered and must have a library card to borrow library materials.
 - a. Library cards will be issued with proper photo identification and another identification showing current address.
 - b. A restricted library card may be issued with photo identification only. Library user must show another form of identification showing current address for restrictions to be removed.
 - c. Adults 18 and over need to fill out an adult library application (see *attachment 13*)
 - d. Children under 18 need to fill out a children's library application (see *attachment 14*).
 - e. Children must be 4 years of age or older and must be present at the issue of the card to sign for their own Berlin Public Library card.
 - f. Children between 4 years of age and under 16 years of age must have a parent's or legal guardian's signature to obtain a card. Only a legal guardian can sign for their child's card and may be asked to show proof of guardianship.
 - g. A Child card may be issued using parent's photo identification only if parent has a current card with matching address.
 - h. Children age 16 to 18 may obtain a library card without parent or legal guardian signature by presenting a student ID or state issued ID.
 - i. A parent or caregiver of a child may use their own adult card for checking out child materials.
 - j. If a parent/legal guardian's card is in collection status or has fines of over \$20.00, their child's card will be limited to check out 3 juvenile items.
 - k. Library users having a card from another Winnefox library system library may use that card at Berlin.

- l. Only the cardholder has the right to use the card issued to them.
 - m. Cardholder is responsible for all use made of their card until it is reported lost or stolen including replacement cost of lost or damaged material.
 - n. Unusual circumstances may be handled at the Library Director's discretion.
2. Library cards will be issued free of charge, but replacement of lost or damaged cards will be \$1.00.
3. Library cards will be issued for 14 months. At expiration, patron record will be checked for current mailing address, e-mail address, and phone number. All fines and charges over \$5.00 must be settled before a new card will be renewed.
4. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to hinder services to the general public. Such demands may include those made by students or others.
5. Unattended Children
 - a. Library staff is not responsible for children or young adults in the library. Responsibility for the behavior and well being of children and young adults using the library rests with the parent/legal guardian or caregiver assigned by the parent.
 - b. Children under the age of 8 must be accompanied by an adult or caregiver over age 13 or older. If a child under the age of 8 is unattended in the library, the library staff will attempt to contact the parents. If unable to contact the parents, the staff may call the police for assistance in determining whether the Green Lake County Social Services Department should be contacted. An incident report will be prepared.
 - c. Self-supervised children, age 8 or older, and young adults are welcome to use the library as long as they maintain proper library behavior, including but not limited to courtesy to staff and other patrons, and compliance with library policies.
 1. If children or young adults are asked to leave the library, library staff will offer them the opportunity to use the telephone to make arrangements for transportation if they do not have transportation.
 - d. Local police will be called if a child under the age of 14 is left in the library for more than 5 minutes past closing.

6. Cell phones may be used in the library if used quietly and discreetly. In the event a cell phone user is disturbing other patrons, the library staff may request the user to leave the building to complete the call and then may return to the library.
7. All patrons must wear proper attire including pants, shirts, and shoes while in the library.
8. Pets are not allowed in the library. Service animals are welcome.
9. Food and meals are not allowed in the library.
10. Smoking and vaping are not permitted in the library building or on its grounds.
11. Disruptive behavior by library patrons will be addressed by the Library Director, Librarians, Patron Services Coordinator, or Library Assistant based on their discretion or if another library patron complains. The library staff reserves the right to ask a patron to leave the library for any of the following reasons listed below.

The following types of disruptive behavior will not be tolerated in the library:

- a. Any behavior that endangers the safety or health of others.
- b. Violation of any local, state, or federal law.
- c. Vandalism or deliberate destruction of library materials.
- d. Theft of library materials or the personal property of other patrons and staff.
- e. Use of abusive or intimidating languages or gestures to patrons or staff members.
- f. Behavior that is willfully annoying, harassing, or threatening to another person.
- g. Loud talking or using audio equipment or cell phones that disturbs or could disturb other patrons.
- h. Use of skateboards, roller blades, skate shoes, or scooters inside the library or on library property.
- i. Inappropriate dress, such as bathing suits and wet clothing in the library.
- j. Loitering on the premises after closing.
- k. Poor hygiene that constitutes a nuisance.
- l. Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.

12. The use of the library and its services may be denied for willful violations of library rules and policies, pursuant to Wis. Stat. §43.30(2). Examples of such violations shall include, but not be limited to, failure to return books or pay penalties, destruction of library property, disturbance of other patrons, objectionable conduct on the library premises, and inappropriate internet usage. Under these circumstances, the use of the library may be denied for up to one month by the Librarian. Such denial may be appealed by the affected patron by submitting a written request to the chairperson of the Library Board, whereby the Library Board shall hear the appeal at its next regular meeting, or special meeting scheduled at the discretion of the Board for such purpose. Denials of library use and services for longer than one month, including permanent bans, shall require direct action by the Library Board, upon the request of the Librarian.
13. If any library patron fails to comply with a request to leave the library or continues to engage in inappropriate behavior on the library grounds after leaving the library building, staff will immediately call the Berlin Police for assistance.
14. Incident Reports: Whenever a library patron is asked to leave the library, library staff must complete an Incident report form. (See *Attachment 9* for example) This form should include:
 - a. The name(s) of the library patron(s).
 - b. The circumstances surrounding the incident (e.g. what was the behavior, how often did the staff request that the behavior stop).
 - c. Description regarding offers made by library staff to the patron to arrange for transportation from the library and whether the offer was accepted.
15. The library recognizes the records identifying the names of library users and circulation records to be confidential in nature. They may not be disclosed except to persons acting within the scope of their duties in the administration of the library, or by persons authorized by the individual to inspect such records, or by order of the court of law.

Library staff should refer any inquiries regarding such records to the Director, Library Board of Trustees President, or the City Attorney.

C. Selection of books and materials.

1. The library director and librarians shall oversee selecting library materials.

2. The library director and librarians shall select materials that best meet the needs and interests of the community. To build collections of merit and significance, materials must be measured by objective guidelines.
 - a. All acquisitions whether purchased or donated, are considered in terms of the following standards. (A work does not have to fit all the standards to be considered for purchase.)
 - Insight into human and social conditions
 - Importance as a document of the times
 - Relation to existing collection and other material on subject in question
 - Suitability of subject and style for intended audience.
 - Reputation, authority, and significance of author
 - Recreation, cultural and artistic merit
 - Attention of critics, reviewers, and public
 - Demand
 - b. The collection must contain materials that discuss various positions on important, complicated, or controversial questions, including unpopular or unorthodox positions.
 - c. The public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.
 - d. Selection of adult material will not be limited by the possibility that materials may inadvertently come into the possession of minors. Responsibility for the reading of minors rests with their parents and legal guardians.
 - e. The basic policy for adult material selection is to purchase the best current materials, and to discard materials that no longer have value. Items that have proven their value may be replaced.
 - f. Digital collections shall be available free of charge with an active library card, and shall include the most current formats available, whenever possible.
 - g. An up-to-date, attractive and useful collection is maintained through a continual discarding and replacing process. Some material may be mended depending on the condition, usefulness, and age of the item. Materials damaged, soiled, or no longer useful in the light of the library's stated objectives may be removed from the library and disposed of at the Library Director's discretion. Method of disposal may include recycling or a sale through the Friends of the Library.
 - h. The Berlin Public Library, in cooperation with the Berlin Historical Society, will endeavor to preserve local history materials for use by future generations. This includes items by local authors.

3. It is recognized that although great care is taken in the selection of library materials, occasional objections will be made. Anyone in the community having an objection to library materials may request that they be reconsidered by filling out a Request for Reconsideration of Library Materials form available at the library (attachment 4).

The library director will respond to the request and, if necessary, provide reviews or other documents supporting the value of the item in the collection. If the person filing the request is not satisfied with this response, the form will be passed to the Board of Trustees. The decision of the Library Board shall be final.

4. Gifts
 - a. All materials donated for the library collection will be accepted on the condition that the Library Director and the Board of Trustees have the authority to make the final disposition of the materials.
 - b. All donations and gifts become property of the library and will be used or discarded at the Library Director's or Library Board's discretion.
 - c. Substantial gifts of money, real property, and/or stock may be accepted if conditions attached thereto are acceptable to the Board of Trustees. Nominal gifts of money will be accepted. Monetary donation of \$250 or more shall be recognized on a donor plaque within the library.
 - d. Personal property, art objects, portraits, antiques, and other museum objects will be accepted or rejected on the basis of artistic quality, suitability to the purpose and décor of the library, and the availability of space for their display. The Library Director shall present an evaluation of the object to the Board of Trustees who will decide to accept or reject the gifts.
 - e. The Library Director may choose not to accept donated items based on their condition or based on physical space available in the library.
 - f. The library does not accept volume sets, text books, bulk periodicals, and items not in "like-new" condition due to space restrictions.
5. Materials damaged, soiled, or no longer useful in the light of the library's stated objectives will be removed from the library and disposed of at the Library Director's discretion. Method of disposal may include a sale.
6. The library will not purchase curriculum materials solely because they are needed for formal courses of study offered by the schools. However, the library will provide materials for self-study in keeping

with our mission and goals.

D. Circulation

1. The Library Director shall determine the library privileges each borrower will receive and reserves the right to limit such privileges.
2. Materials will be loaned for 21 days, except DVDs, which are loaned for 7 days.
3. Reference Materials
 - a. Reference materials within the adult and children's collections will only circulate to patrons with the permission of the adult services or youth services librarian. Materials will be checked out for a length determined by the librarian.
 - b. Local History and Genealogy Materials may only be loaned to a patron or organization under extremely unusual circumstances for a predetermined period as determined by the library director. The loan will be secured by completion and signature of a loan consent form by the organization or patron and director.
4. Renewals
 - a. Audio books, music CDs, DVDs, magazines, and books may be renewed twice.
 - b. No material will be renewed if reserved for another patron except with the approval of the Director.
 - c. No renewal of Interlibrary loan or reference materials, except with the approval of the Director.
5. Fines
 - a. Long overdue cases will be referred to Unique Management Services, Inc. 45 days after the due date for collection processing.
 - b. No patron may check out materials if there is a \$5.00 or larger find on his or her library card.
 - c. Fine schedule for DVDs
 1. DVDs -- \$.50 per day with a \$5.00 maximum per DVD.
 - d. All other materials
 1. 10 cents per day per item
 2. Maximum fine for hardcover and paperback books, DVDs, CDs, audio books, and periodicals is \$5.00 per item
 3. After 30 days an overdue book is considered lost and the cost of replacement and handling are charged.

6. Lost or damaged materials and cases
 - a. Replacement cost plus postage, handling, and processing charge of \$5.00 per item will be added to the patron's account.
 - b. If materials are returned within 30 days from the date the material is overdue with a receipt for costs paid, a refund may be given at the discretion of the Director with Library Board approval, minus the \$5.00 processing fee. Patron will be asked for the receipt received at the time of their payment. If a receipt is not available, other proof of payment will be requested.
 - c. Materials returned damaged will be evaluated for condition by the Director. If unsuitable for return to circulation, the replacement cost of the damaged item plus an administrative fee of \$5.00 will be charged. The damaged item will be returned to the patron at the discretion of the Director.

7. Reserves
 - a. Patrons may reserve up to 25 items owned by libraries in the Winnefox Library System.
 - b. Patrons may reserve no more than 3 at a time items owned by libraries outside of the Winnefox Library System.

8. Magazines
 - a. Current magazines are not loaned or reserved
 - b. After new issues are received, magazines are loaned for 21 days.
 - c. Back copies of most magazines are kept at the discretion of the Director.

9. DVDs
 - a. DVDs are loaned for 7 days with a limit of 14 per cardholder.
 - b. Parents may request R-Rated videos or DVDs not be checked out to their children under 17. A note will be placed on the minor child's library card and the card will be designated as juvenile so that only the materials for juveniles may be checked out.

10. Borrowing Limitations
 - a. Patrons may borrow 75 total items at a time per card. Subject areas and current fiction may be limited at the Librarian's discretion. (Limits on DVDs are listed in 9:a)

E. Copyright Law

1. Single copy reproductions are permitted under the Fair Use Doctrine providing the reproduction is to be used for private study, scholarship

or research and without any purpose of direct or indirect commercial advantage. Violations of copyright are the responsibility of the patron requesting or making reproductions.

2. The library will display an explanation of copyright law at the place where public copies are made.
3. DVDs are for HOME use only, unless clearly marked as “Public Performance” videos. Performances in places such as clubs, churches, schools, factories, lodges, summer camps, or other institutions are PUBLIC PERFORMANCES subject to copyright law. It is a violation of federal law to exhibit prerecorded videos beyond the scope of the family and its social acquaintances regardless of whether or not an admission is charged.
4. Public access software programs are copyright protected and no copying of these programs is permitted.

F. Service Policies

1. The library staff will guide and assist patrons in finding information desired.
2. The library will secure information beyond the scope of its own collection through the use of Winnefox and WorldCat Interlibrary Loan procedures with consideration for staff size and time available.
3. Library staff may assist patrons with genealogy searches as time permits. The requesting patron shall reimburse the library for materials and time needed for such a search.
 - a. The patron shall complete a genealogy request form (see *Attachment 11*).
 - b. One simple search shall incur a prepaid fee of \$5.00 submitted with the request form. Additional searches will also be assessed at a prepaid rate of \$5.00 each.
 - c. If a search becomes more complex, the library staff shall consult with the patron and an additional prepaid fee will be assessed.
4. The library assumes the responsibility for replacement or repair costs if interloan materials are lost or damaged. Such costs will be recovered by the library from its patrons.
5. Patrons will be notified when interloan materials arrive at the library.

6. The library will participate fairly in the WorldCat (statewide online catalog) program by loaning materials to requesting libraries.
 - a. Materials will be loaned for a 30 day period.
 - b. Seasonal or in-demand materials will be loaned at the discretion of a Librarian.
7. A patron who wishes to make a formal complaint regarding issues that cannot be resolved satisfactorily by staff shall submit a written complaint form. The form must be completed, signed, dated and submitted to the President of the Library Board of Trustees within 30 days after their last contact with the staff. The Board of Trustees shall take action upon the complaint and inform the complainant of the disposition of the complaint (see *attachment 12*).

G. Photocopy procedures

1. Cost will be 10 cents for a black and white copy on 8 ½” by 11” paper; 25 cents for legal size (8½” by 14”), executive size (11 by 17) and color copy on 8 ½” by 11” paper; 50 cents for color copy on legal and executive size paper.
2. The library staff will determine if a copy is of acceptable quality for payment.

H. Reconditioning CD’s Procedures

1. The Berlin Public Library agrees to recondition CD’s and DVD’s for the public for the fee of \$1.00 per disc. Surface scratches only may be refinished. Gouges or tears in the data foil that allow light to pass through are not repairable. The Berlin Public Library assumes no responsibility for the disc or for the playability of the disc after reconditioning.
2. The owner of the CD or DVD must sign a disclaimer agreeing to the above stipulations. Payment must be made in advance. (See *Attachment 10* for disclaimer form)

I. The Berlin Public Library provides public access computers at no charge to promote computer literacy for all age groups.

1. Internet Workstation Use Policy (*Attachment 5a*)

The Berlin Public Library Board establishes this Internet policy to ensure appropriate use of internet resources within the library.

The library believes that it lies within the scope of its mission to provide access to the internet to its users in order to meet their cultural, educational, informational, and recreational needs.

While the ability to access information on the internet provides a wealth of material that is personally, professionally, and culturally enriching to individuals, the internet also enables access to materials that may be offensive, disturbing, illegal, inaccurate and/or incomplete.

The internet is an open, worldwide communications forum. In this respect, the library cannot control or monitor material on the internet. Individuals must accept responsibility for determining what is, and is not, appropriate.

With the freedom and privilege to access computer networks comes the responsibility to use them in a safe and ethical manner that includes, but is not limited to, the following:

- a. Using resources for educational, informational and recreational purposes only
- b. 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/altering software components of any network or database. The cost of damage to software or hardware is the responsibility of the patron using the same.
- c. Respecting the privacy of others using public access workstations at the library by not interfering with their use.
- d. Making only authorized copies of copyrighted or licensed software or material.
- e. Not sending, receiving, or displaying graphics that may reasonably be construed as obscene, or harmful to minors, as defined by law.
- f. Not making unauthorized changes to the setup or configuration of the computer's software or hardware.
- g. Installing or downloading software programs is not allowed except with permission of a librarian. Patrons must not save to the hard drive, but rather use their own storage device. The workstations have anti-virus software loaded but may not completely protect users or the library from contracting a virus.

The library reserves the right to monitor an individual's use of the library's workstation and server if inappropriate use is suspected. Failure to follow the Internet Workstation Policy and Guidelines will result in suspension or revocation of internet access privileges, and may result in denial of use of general library services. (See Section 9 hereof for further procedural information on the denial of library usage and services)

U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user. The Berlin Public Library expressly disclaims any liability or responsibility resulting from such use.

2. Internet Workstation Procedures

- a. Adult patrons will receive a copy of the library's internet policies and regulations when applying for a library card.
- b. Parents or guardians of minor children will receive a copy of the library's internet policies and regulations when applying for a library card for a minor child.
- c. Guests will be allowed to use the library's internet workstation after reading the library's internet policies.
- d. Children under the age of 8 must be accompanied by an adult or caregiver over the age of 13 when using a computer workstation.
- e. If a patron does not have a library card or have their library card with them, the patron must show a current photo ID to use the library computers
- f. Patrons may not use library computers if they are in "collection" status except at the discretion of the Library Director
- g. Patrons must pay \$1.00 towards fines if their account is over \$5.00 to use the library's computers
- h. No eating or open beverages are allowed near any of the library's computers
- i. Use of the internet is available on a first come, first served basis. Time slots of 60 minutes per patron per day are standard. If no one else is waiting to use the internet, the session *may* be extended at library staff discretion.
- j. Patrons may make reservations for a specific internet workstation time for a specific purpose by contacting library personnel (i.e. taking an exam, preparing taxes, etc.)
- k. Computer printing donation of 10¢ per page may be paid at the circulation desk. Color printing is not available.

3. Children's Use of the Internet Policy (*Attachment 5b*)

The Berlin Public Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use

of all library materials and resources, including the internet. It is the responsibility of the parent, guardian, or caregiver to determine what is appropriate for children under their supervision.

A parent or guardian may request that his or her minor child be denied the use of the library's internet computers. The library will provide its best efforts to enforce the restriction requested, however we cannot guarantee absolute compliance with the restriction by the child. The parent or guardian remains responsible for monitoring use of the internet and other electronic resources at the library.

IV. Community Related Policies

A. Federal and Wisconsin State Statutes (§43.30) regarding open records will be observed by the Board of Trustees.

B. Kay Swan Community Room

1. The Community Room may be reserved upon availability for educational, community, or literary purposes. It is not intended for social or commercial gatherings.
 - a. Nonprofit entities may reserve the room free of charge. Donations for use of the Community Room help defray the library's cost and are appreciated.
 - b. For profit groups will be assessed a prepaid usage fee at a rate of \$25.00 for a half day or less and \$50.00 for a full day. Also, a refundable security deposit of \$50.00 may be required for those requesting scheduled multiple uses.
 - c. On rare occasions, public reservations may be canceled due to library needs.
2. Any audio-visual materials brought into the library to be shown and/or heard must have "Public Performance" rights in accordance with federal copyright law.
3. The Community Room must be used during normal library hours unless approved by the Library Director.
4. The library DOES NOT provide personnel or equipment to assist with the handling of exhibits, etc. for anyone using the Community Room.
5. The user hereby must agree to protect, indemnify and save harmless the Berlin Public Library, City of Berlin, its officers and agents, against any and all damage to the library building and contents which may arise from the contracting for the use of the facilities or the performance in

any way of the agreement or any part thereof for the use of the library.

6. The user shall leave the Community Room in the condition in which it was found.
7. The user shall be responsible and pay for any damage to the Community Room and/or its contents excepting normal wear and tear.
8. Request for use of the Community Room will be reviewed and approved/disapproved by the Library Director. A disclaimer must be signed by a responsible member of the group (*Attachment 6*). Groups requesting a regular meeting schedule should contact the Director at the beginning of each year. Requests that restrict the availability of the Community Room to other groups may be denied. The Director has the option of deferring any questionable request to the Library Board.
9. Alcoholic beverages are not permitted in the library building or on its grounds except for activities sponsored and approved by the Board of Trustees.
10. Light refreshments are allowed; however, no meals are to be served.
11. The Community Room may be used by the public for group meetings only, not merely social gatherings.

C. Exhibits and Displays

1. The Library Director will review and approve/disapprove requests for display space. Requests shall be handled on a first come, first served basis. Display space will be used for educational, cultural, community, or recreational purposes by groups or individuals. Exhibits of a commercial nature and those purporting political or controversial issues, including displays which are indecent, harmful to minors, obscene, or inflammatory, are prohibited. The director will have final approval of content and appearance.
2. The limited public forum display will comply with the library's mission to support reading, the search for knowledge, support the library collection, and/ or community interest.
3. Any publicity materials relating to the display space must be pre-approved by the Library Director.
4. Any wording associated with the display must be displayed on a single sign no larger than 8.5 x 11.

5. The display must include signage no larger than 8.5 x 11 that identifies the group or individual responsible for the display.
6. No prices may be displayed.
7. Exhibitors are responsible for setting up and removing exhibits/displays. This is usually done monthly.
8. Items displayed are the responsibility of the exhibitor. Exhibitors must sign a Release Form. (*Attachment 7*)

D. Foyer Bulletin Board

1. Items publicizing events, activities, or meetings of a cultural, educational or civic nature and sponsored by nonprofit and not-for-profit organizations will be displayed when space allows. The Library Director must approve an item before it is posted.
2. Information of a controversial nature, including information that is indecent, harmful to minors, obscene, or inflammatory (as determined by the director/board) will not be allowed.
3. Posted items will be removed and disposed of by library staff unless other arrangements have been made.

E. Public Demonstrations

1. City of Berlin Ordinance (Title 7, Chapter 10 or as amended or renumbered) will be observed by the Board of Trustees and Library Director. (*Attachment 8*)

F. Canvassing, soliciting, or selling by members of the public is not allowed within any public space of the Berlin Public Library.

V. Intergovernmental Policies

- A. The Berlin Public Library is a member of the Winnefox Library System, the Winnefox Automated Library Service, and the Winnefox Cooperative Technical Service. As such, it cooperates with all member libraries and cooperating systems.
- B. The Berlin Public Library will work in cooperation with Berlin Area Schools and their librarians/media specialists. The library cannot, however, perform the functions of a school library as pertaining to particular curriculum needs.
 1. Teachers are encouraged to use the library and apply for a Teacher Library Card.

2. Teachers may request materials to be put on reserve for their students to use in the library.
3. Teachers may reserve time for their class, as a group, to use the library facilities. Teachers are expected to supervise their groups.
4. Teacher Library Cards may only be used for educational purposes with restrictions at Director discretion.

C. Public Relations

1. Publicity via websites, radio, newspaper, television, and bulletin board displays shall be the responsibility of the Library Director.
2. All correspondence and written representation of Berlin Public Library through promotional materials by its Board of Trustees, Library Director, Friends of the Library, and staff members will clearly include the library logo that is currently approved by the Board of Trustees. Such promotional materials include newsletters, bookmarks, fliers, stationery, donation for raffle baskets, business cards, bibliographies, and other materials that are produced by library staff to promote materials and services of the library.
3. No one on the library staff shall divulge to anyone information from library records. (This includes records about the types of materials loaned or used by a patron.) (Wisconsin State Statute §43.30) Such requests should be referred to the Library Director.
4. No one on the library staff shall divulge to anyone a particular person's presence in the library. (Wisconsin State Statute §43.30) Such requests should be referred to the Library Director immediately. If the director is unavailable, the City Attorney or Board of Trustees President should be contacted.
5. A library must respond to all requests to view or copy Public Records made by any person (except most requests from individuals who are committed or incarcerated). The Board of Trustees has designated one or more legal custodians to respond to Public Records requests. These custodians are the Library Director and the City Attorney. The Board encourages them to consult with one another before releasing any records. This must be done in a timely manner.

VI. Internal Management Policies

- A. The Board of Trustees shall operate as stipulated in the Library Board of Trustees By-Laws and Wisconsin State Statutes, both of which shall supersede these policies.
- B. Financial Policy
 1. Funding
 - a. The library is funded by city and county tax revenue plus gifts and donations.

- b. Funds for specific projects may be solicited under the direction of the Board of Trustees.
- 2. Investments
 - a. The Trustees shall determine the place and method of investment.
 - b. The Board Treasurer shall oversee all investments.
- 3. Fiscal Controls
 - a. An Annual Budget will be prepared by the Library Director and the Library Board Finance Committee and be submitted to the Board of Trustees for approval.
 - b. City of Berlin vouchers prepared by the Library Director will be co-signed by 2 of the Board of Trustee Officers, or in their absence, by 2 Board Members. The Library Director will submit voucher/s to the City Clerk for payment.
 - c. Trust vouchers prepared by the Library Director will be co-signed by 2 of the Board of Trustee Officers, or in their absence by 2 Board Members. The Library Director will submit voucher/s to the Board Treasurer for payment.
 - d. The City of Berlin audit system will be used.

C. Property Management

- 1. The Library Board of Trustees is responsible for initiating building programs or purchases necessary to provide adequate library facilities.
- 2. The Library Director is responsible for overseeing the maintenance of library facilities within the building; however, because the building and grounds are the property of the City of Berlin, the City is ultimately responsible for their upkeep.
- 3. The Risk Management Program is part of the City of Berlin Insurance Plan.
- 4. The City of Berlin Disaster Plan Handbook is on file at the library and will be reviewed annually by Trustees and Staff.

D. Personnel Policy

1. Employment at Will

Unless expressly proscribed by statute or contract, all library employment is “at will,” which means employees may be terminated at any time and for any reason, with or without advance notice and with or without cause. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and approved and adopted by the Library Board of Trustees. None of the statements, policies, procedures, rules or regulations

contained in the handbook constitutes a guarantee of employment, or guarantee of any other rights or benefits, or contract of employment, express or implied.

2. Management Policy

- a. The Library Director shall be responsible for:
 - 1. Assigning work duties to other employees
 - 2. Maintaining employee compliance with personnel requirements.
 - 3. Evaluating employee performance at least once annually.
 - 4. Selecting and hiring staff to fill vacancies or newly created positions.

3. Job Classifications

- a. The Library Director shall determine placement of all staff members at a position level as listed in Position Classifications for Wisconsin Public Libraries and on the City of Berlin Salary Schedule when appropriate.
- b. Placement and changes in position levels are to be confirmed by the Board of Trustees.
- c. Staff members will be afforded opportunities for professional growth through in-service programs, workshops, conferences, distance education sessions, and other classes as the budget allows.

4. Grievance Procedure is outlined in the City of Berlin Employee Handbook (July 2013 or as updated).

5. Time Off

- a. Sick Leave as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - 1. One day for every working month with accumulation to a maximum of 130 days allowable with full pay.
 - 2. Sick leave with pay shall be granted when an employee is required to be absent from work because of illness of the employee, serious illness of his/her immediate family requiring his/her care and attention, or validated reasonable medical or dental care that cannot be scheduled during non-working hours.
 - 3. Physician's documentation may be required for an absence of more than three days.
 - 4. 2 hours' notice is required for time off for illness except in the case of morning shifts and emergencies.
- b. Personal Leave
 - 1. Three days personal leave will be granted per year, not to accumulate.

- c. Holiday Pay
 - 1. Eligible employees will be paid holiday pay for holidays outlined under Section III.C. of the Library Policies.
 - 2. Eligible employees will be paid for holidays as the holiday occurs after the first date of employment.
 - d. Leave of absence as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - e. Maternity leave as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - f. Family and medical leave as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - g. Funeral leave as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - h. Jury Duty as outlines in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - i. Military leave as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
 - j. Library Clerks and Library Aides are responsible for switching fair shifts if time is needed off for non-illness or non-emergencies after monthly schedule is made. They are to notify the Library Director of all schedule changes.
6. Staff salaries are subject to review by the Library Director. The Library Director's salary is subject to review by the Board of Trustees.
7. Employee Benefits as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated).
8. Vacations as outlined in the City of Berlin Employee Handbook. (July 2013 or as updated) and modified by the Library Board below.
- a. Vacation days are earned and may be saved from one year to the next, but vacations must be scheduled with the Library Director so as not to cause staff shortages.
 - b. Only active, full-time employees and employees working more than one thousand and forty-four (1044) hours per year are eligible for paid vacation, and all vacation must be earned before being taken. Employees may not substitute pay for unused vacation.
 - c. Library Director
 - 1. Shall be entitled to 2 weeks' vacation upon hire. During the first 90 days of employment, the Library Director shall seek approval from the Board of Trustees if more than 3 days of vacation are requested.
 - 2. 3 weeks after 3 years
 - 3. 4 weeks after 7 years
 - 4. 5 weeks after 15 years

- d. Library Staff
 1. Shall be entitled to 1 week vacation upon hire
 2. 2 weeks after 2 years
 3. 3 weeks after 6 years
 4. 4 weeks after 10 years
 5. 5 weeks after 15 years
9. Compensation for part-time employees
 - a. Employees working less than one thousand and forty-four (1044) hours per year shall be considered “part-time” employees.
 - b. Employees working more than six hundred (600) hours in 12 consecutive months shall be eligible for Wisconsin State Retirement Trust Fund benefits.
 - c. All part-time employees of the library shall receive such salaries as may be established by the Library Board of Trustees.
 - d. Payday as listed in the Pay Schedule of the Berlin Employee Handbook. (July 2013 or as updated).
 10. Performance reviews for part-time employees
 - a. At the end of six months of employment, new employees will have a performance review conducted by the Library Director.
 - b. Thereafter, performance reviews will be conducted on an annual basis by the Library Director.
 - c. Part-time employees may be eligible for a wage increase at the time the City of Berlin awards its Annual Wage Increase/other incentive.
 11. Use of Library Staff as Consultants
 - a. The staff of the Berlin Public Library is encouraged to assist and advise other libraries, other City of Berlin departments, Berlin Public Library staff and board members seeking to solve administrative or organizational problems in their respective areas.
 - b. Such assistance or consulting when requested on an ad hoc and unplanned basis is not subject to any specific restrictions.
 - c. However, “planned” consulting or advising activities, workshop preparation and presentations, or class preparation and presentations for staff or Board members of another library or library agency for longer than 1 hour during normal working hours becomes “extended use” of library staff.
 - d. Such “extended use” of library staff during their normal working hours shall be subject to approval by the Library Director.

- e. The fee for such “extended use” during an employee’s regular working hours shall be the employee’s hourly rate plus the cost of fringe benefits after the first hour.
 - f. All fees for such “extended use” shall be paid to the Berlin Public Library.
12. Courses of study, conventions, and meetings
- a. Money may be budgeted annually for courses of study for the Library Director and staff.
 - b. Money may be budgeted annually for payments of fees, tuition, mileage, and meals for the director and staff to attend professional meetings, workshops, conferences, and conventions. Pre-approval of the Library Director is required with reimbursement following City policy.
13. Professional memberships.
- a. Membership in the Wisconsin Library Association is paid for half to full-time employees and the Board of Trustees President.
 - b. Membership in the American Library Association is paid for the Library Director.
14. The librarians will follow the record retention schedule for Wisconsin Public Libraries and Public Library systems adopted by the Wisconsin Public Records Board on February 27, 2006. (Record Retention Schedule can be found on the Wisconsin Department of Public Institution website <dpi.wi.gov>).
15. The Librarian’s Code of Ethics (*Attachment 3*), as adopted by the American Library Association has been endorsed by the Berlin Board of Trustees.

Adopted as revised
June 2018