



WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

WAUPACA AREA PUBLIC LIBRARY

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WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
POLICY COMMITTEE MEETING AGENDA
WEDNESDAY AUGUST 17, 2022, 5:30 PM OR DIRECTLY FOLLOWING BOARD MEETING
CITY OF WAUPACA COUNCIL CHAMBERS

Mission Statement: "...committed to offering opportunities for connections innovation, and engaged learning."

1. ROLL CALL :

COMMITTEE MEMBERS: Glenda Rhodes, Gracie Liegl, Lori Chesnut, Mary Zimmermann

2. APPROVAL OF AGENDA

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

3. Review of existing policies

- a. Circulation of Materials Policy
- b. Adult Gaming Policy

ACTION ITEM: APPROVE changes to Circulation of Materials Policy and Adult Gaming Policy

4. Adjournment

PLEASE CALL ERIC BAILEY (715-258-4414) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND.

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

Circulation of Library Materials

A. Registration

1. Wisconsin residents of all ages are encouraged to apply for their own library card. Individuals under the age of 16 must be accompanied by a parent or legal guardian to register for a card. Online registration is available through the Infosoup portal and requires proof of residency.
2. All borrowers must be registered at an Outagamie Waupaca Library System Member library and show their library card or proof of identity to borrow materials.
3. Patron agrees to the following: I accept responsibility for library materials borrowed with this card until I report the card lost or stolen. I agree to reimburse the library for materials that are lost, damaged or stolen. I agree that this library card may be required to borrow materials.
4. Waupaca Area Public Library will accept any combination of the following forms of identification that verify identity, birthdate and current address:
 - Valid Wisconsin Driver's License or Wisconsin ID
 - Passport
 - Checkbook with local address
 - Any official item mailed to current address (ex. utility bill)
 - Rent Receipt
 - Student ID
5. A replacement fee of \$3.00 is charged for a lost card. Worn or expired cards are replaced at no charge.

B. Loan Periods

All items are allowed 3 renewals, except those designated below **or** they are on holds lists, are out-of-system interlibrary loan, or are designated short loan

28 day circulation - Books, Audio books, Playaways, Wonderbooks; **option to implement a 14 day short loan period**

14 day circulation - Music, Magazines, **Short loan (no renewal), Laptops (no renewal)**, WiFi Hotpots, Movies (any format: DVD, bluray, etc.), Video games, Launchpad or other gaming devices, Equipment (projectors, screens, etc) **option to implement a 7 day short loan period**

~~**7 day circulation** - Movies (any format: DVD, bluray, etc.), Video games, Launchpad or other gaming devices, Equipment (projectors, screens, etc)~~

1. Maximum checkout limit for all materials is **150 items** ~~75 items~~.
2. Movies and music are limited to **50** ~~25~~ per person for the designated loan period
3. Video games are limited to **5** ~~2~~ per person for the designated loan period
4. Card holders are limited to **50** ~~25~~ Infosoup holds and 5 Out of System holds at one time.

C. Overdue library materials

1. ~~The Waupaca Library does not charge overdue fees. The Library Board eliminated overdue fees in August 2020. However~~ The responsibility for payment for lost, damaged or stolen items still rests with the patron. It is the expectation that the patron will make every effort to return materials by the due date.
2. No card holder with billed materials over \$5.00 will be allowed to check out additional materials.
3. As a courtesy, patrons will be notified of overdue materials as designated on the application form (by email or text message).
4. Schedule for overdue notices and bills is as follows:
 - a. The first overdue notice for all materials is generated 3 days after the due date. (only text messages and emails are sent)
 - b. The second overdue notice is generated 7 days after the due date. The patron will be notified through the postal system.
 - c. A bill will be generated when the item(s) are not returned after 28 days. It will be mailed to the patron.
 - d. Items from other libraries will be subject to policies of owning library.

CI. Lost or damaged Materials

1. If an item is lost or damaged, the patron will be billed for the replacement cost plus the cost of processing.
2. Patron accounts with bills for unreturned or damaged items of \$50 or more will be turned over to a collection agency. A \$10 nonrefundable fee will be added to the account. Library patrons with unpaid bills that have gone to collections will

not be allowed to borrow materials from the library until the balance is paid in full.

3. The Library is not responsible for damage done to personal equipment while using library materials.

E. Refunds

If the lost item is returned within 30 days after the bill is paid, the patron may be refunded the cost of the item less a fee of \$5.00. The decision to refund payment will be made at the discretion of designated library personnel. Materials belonging to other libraries will be excluded from this policy.

Approved 9/14/1993 Revised 2/01, 3/2003, 8/2008, 2/2009, 2/2010, 6/2010, 5/2011, 9/2011, 8/2013, 4/2015, 9/2015, 11/2016, 5/2017, 12/2018, 3/2019, 1/2020, 8/2020, 2/24/2021

Adult Gaming Policy

- By using the gaming equipment the patron agrees to this Gaming Policy.
- Patrons wishing to use the gaming systems in the Conference Room must be an adult over 19 years of age and have a valid library card.
- Gaming is only permitted when meetings are not scheduled. Hours available will be posted.
- Gamers may bring their own games to use for available consoles. No personal gaming consoles allowed.
- Game playing may be limited if someone else is waiting.
- All gamers are required to sign up at the Information Desk. Gamers must checkout the games, controllers and other accessories from library staff at the Information Desk with a valid library card.
- Games and accessories will be kept at the main desk when not in use and must be returned after use.
- Staff reserves the right to shut down gaming equipment for administrative purposes or if use interferes with other patrons' use of the library.
- Gamers will be asked to respect others and keep the volume low.
- Gamers are asked to treat the equipment gently. Gamers who do not treat equipment gently will be asked by staff to stop for the day. Gamers who repeatedly abuse equipment will have his/her gaming privileges revoked.
- Gamers agree that any damage to gaming systems and accessories caused by misuse will result in the individual being held monetarily responsible for damage and possible loss of all gaming privileges.
- The room must be returned to its original state after use.

Adult Gaming Policy

1. By using the gaming equipment, the patron agrees to this revised Gaming Policy.
2. Patrons wishing to use the gaming systems located in the Adult Area must be 18 years of age or over. Younger users must be accompanied by an Adult user at all times.
3. Gamers may bring their own games to use as long as they are rated T or E. *No personal gaming consoles allowed.*
4. Game playing will be limited to 2 hours at a time, if someone else is waiting.
If someone else wishes to play after 2 hours of play, a warning will be given to finish up the game. Maximum time play per day is 4 hours.
5. Gaming equipment will be available daily, 9 am to ½ before closing
6. Staff reserves the right to close gaming equipment.
7. Gamers agree that any damage to gaming systems caused by misuse will result in the individual being held monetarily responsible for damage and loss of all gaming privileges until payment for damage is received.
8. Gamers must sign in with the circulation staff before using gaming systems.
9. If gamers wish to play games owned by the library, games must be checked out, using either a valid library card or a picture I.D.
10. Gamers will be asked to respect others; keeping the volume low and the content appropriate to young people who may be viewing.
11. Gaming equipment will be kept in locked cabinet when not in use.
12. Gamers are asked to treat the equipment gently. Gamers who do not treat equipment gently will be asked by staff to stop for the day. Gamers who repeatedly abuse equipment will have his/her gaming privileges revoked.
13. Due to the unrated nature of online or downloadable content, we ask that you make appropriate choices for playing in a public space.