

2023

TOWN HALL LIBRARY POLICY MANUAL



TOWN HALL
LIBRARY

Approved by Town Hall Library Trustees
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August 2023

Town Hall Policy Manual

Town Hall Public Library Policy Manual

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Mission Statement	Issued: October 2004 Reviewed December 2010 Revised November 2013 Revised February 2021
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The mission of the Town Hall Library is to offer all people a welcoming, accessible, and attractive gathering place conducive to learning, research, enlightenment, and enjoyment. Through innovative programming, relevant collections and responsive services, the Town Hall Library aspires to be an information-based community center which supports life-long learning and the joy of reading.

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Library Use	Issued: July 2008 Revised December 2011 Revised November 2013 Revised February 2021
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Anyone, regardless of his/her residency, age, race, religion, national origin, or social or political views, may use the Town Hall Library in accordance with established policies and procedures.

The Town Hall Library serves the residents of the Town of Merton, Waukesha County, adjacent counties, as well as persons who work or own property in the Town of Merton. Service will not be denied or abridged because of religious, racial, social, economic, or political status, or because of mental, emotional, or physical condition, age, or sexual orientation.

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

The Town Hall Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and the pursuit of life-long learning opportunities.

Library patrons are expected to use the Library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner. It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect the rights and privileges of all patrons. Patrons may be restricted from use of the library, and those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by Town Hall Library staff will be subject to intervention by law enforcement personnel.

Failure to comply with this policy may result in the loss of Library Use privileges.

Rules of Conduct

1. Any behavior that disrupts or hinders public use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, or fighting.
2. The violation of federal or state laws or local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted. The Town Hall Library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated.
3. Seating at Library tables, carrels and chairs is limited to the number of persons for whom the furniture was designed.
4. Smoking, vaping or the use of chewing tobacco is prohibited in the Town Hall Library.

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5. Bicycles are not permitted in any Library public interior area or entryway. Roller skating, skateboarding and Heelys (athletic shoes that feature a single, stealth wheel housed in the heel) are not permitted in the Library. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
6. Sale of products or services, or soliciting of donations, is not permitted in the Library, except as part of a Town Hall Library-sponsored program.
7. Taking surveys (with the exception of library patron surveys), circulating petitions, distributing leaflets, and other similar activities are prohibited.
8. Animals, except those used to aid persons with disabilities, are not permitted in the Library, except as part of a Library sponsored program. Animals may not be left unattended on Library property.
9. The Library is not responsible for personal belongings left unattended.
10. Shoes and shirts must be worn at all times.
11. Engaging in any physically intimidating or assaultive behavior or making any threats of violence or unlawful activity is prohibited. The Library has a policy of zero tolerance for threats and acts of violence.
12. Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substances is prohibited.
13. No weapons are allowed inside the Library (Town Hall Library is exempt from WI Conceal Carry Legislation).

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Library Card Policy-Revised 2021

As a member of the Bridges Library System, the Town Hall Library serves all residents and taxpayers of Waukesha and Jefferson Counties. There is no age or skill requirement for obtaining a library card. A free library card will be issued to any resident of Waukesha or Jefferson County fourteen years of age or older who presents a picture ID and proof of current residency. The card must be signed in the presence of the parent or legal guardian. The library also honors the valid borrowers' cards of any public library in a system that has a cooperative borrowing agreement with Bridges Library System, as well as those cards from libraries within Wisconsin public library systems, other than the Milwaukee County Federated Library System. To be eligible to check out materials from the Town Hall Library, a potential customer who resides outside of Waukesha or Jefferson County boundaries must present a library card from their local library and identification which proves current residency. All others pay an annual fee for a library card.

Please note:

- If a parent or legal guardian's card is blocked because of outstanding unreturned material, the material must be returned or the replacement cost paid before any minor in the household is issued a card.
- Businesses (any business, professional service, or community agency, including private pre-schools) which own or rent space in Waukesha or Jefferson County may apply for cards for individual employees (regardless of place of residence) to use for normal business activities. Application must be made on business letterhead and signed by a responsible official. The businesses agree to be ultimately accountable for library materials and to keep the library informed of changes in employee status.
- Eligibility entitles an individual to apply for a Town Hall Library card. Library cards from other libraries may be used under the following conditions:
 - o the card is compatible with our automation system.
 - o the card is registered at a Café Member Library to ensure the accuracy and integrity of the customer database; library cards expire every eighteen months. All fines and fees must be paid in full to renew the card.

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LIBRARY CARD PROCEDURES

- A library card should be presented each time materials are borrowed. This ensures the integrity of library records and speeds up the checkout process.
- The library will make an exception if a library customer presents picture ID which includes their date of birth and change of address.
- It is the customer's responsibility to let the library know when the customer changes their mailing address, telephone number or e-mail address so they may be contacted regarding information about their library account.
- A customer who does not receive a Library notice because they have not notified the library of a change of address, telephone number or e-mail address will be held responsible for any resulting fines or bills.
- At registration and card renewal customers will be required to read and agree to the following statement:
 - o “The cardholder or legal guardian agrees to comply with all policies and procedures authorized by the Board of Trustees of CAFÉ member libraries. The cardholder or guardian agrees to pay replacement charges for materials lost, damaged or stolen. This card remains the property of the issuing library and a replacement fee for lost cards will be charged. In case this card is lost or stolen, notify the issuing library immediately, otherwise cardholder or guardian is responsible for any unauthorized use.”
 - o If Library materials are checked out by someone not authorized to use the card in question, and the affected cardholder or legal guardian notifies the Library of the unauthorized use by phone, postal mail or in person within 30 days of receipt of the Library’s first written notice that the materials are overdue, the maximum amount owed the Library for the unauthorized materials shall be \$50.
 - o If the cardholder of a lost or stolen card or the cardholder's legal guardian contacts the library to report the loss or theft before the card is used, the card will be barred from further usage. If the cardholder or the cardholder's legal guardian notifies the library of a lost or stolen card before the Library sends a 14-day overdue notice, any amount owed the Library for unauthorized materials checked out on the card will be waived.
 - o If the cardholder or cardholder's legal guardian fails to receive an overdue notice because they failed to notify the library of a change of address, phone number or e-mail address, they will be held responsible for any bills as noted in this policy. The filing of a theft report with the police department does not remove the customer's obligation to pay any accumulated replacement costs as noted in this policy.

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Food and Beverages in the Library	Issued: June 2008 Revised April 2013 Revised February 2021
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In order to protect our resources and facilities from damage, the Town Hall Library requests that you adhere to the following guidelines regarding food and drink:

- Please use sturdy, spill-proof containers with lids for beverages.
- Please limit your consumption of food to pre-packaged/individually wrapped snacks.
- Avoid snacks that disturb (loud or aromatic) others or may damage library materials.
- Dispose of any food or drink-related trash before you leave the library.
- Report any spills that may occur to Library Staff immediately. Town Hall Library users violating this policy will be asked to remove the food and drink from the area. Unattended food and drink openly displayed in public areas may be confiscated and discarded. THL Staff have the right to limit consumption of food or drink if it is disruptive to others or potentially damaging to library property. No food or drink allowed in the stacks or by computers. This policy will be modified if it is not effective in protecting our facility and our collections.

Alcoholic beverages are allowed only with written permission from the Library Board.

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Children in the Library	Issued: December 2007 Revised November 2013 Revised February 2021 Revised August 2023
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The Town Hall Library is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages. All persons are required to abide by the rules for Library Use established by the Board of Trustees.

Unattended Children

The library encourages visits by young children, but the staff is not responsible for the care of unsupervised children in the library.

All children 5th grade and under must be accompanied by a parent, guardian or a caregiver at the library. If a young child is attending a library program, a parent or a designated responsible person must remain in the library throughout the program.

Disruptive Children

Disruptive behavior is any noisy, boisterous, or acting-out behavior which is inappropriate in a setting where library business is being conducted. This behavior may represent a physical danger to the child or others, or may serve to interfere with legitimate library business of other parents or staff. Examples of disruptive behavior may include: running, throwing, loud or abusive talking, or fighting. Vandalism will not be tolerated.

Children (whether with parents or not) who are continually disruptive will be warned that they must settle down or be told to leave the library. If they need to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Our Library Board and Staff are committed to helping our young people with activities related to the library. However, they are not here to serve as babysitters, teachers, or disciplinarians, and cannot arrange transportation needs.

We reserve the right, at our discretion, to ask parents or guardians to remove children who are displaying inappropriate behavior in the Library. We further reserve the right to call the parents, when not present, or the police when children display such behavior in the library.

Closing Time

Children should arrange for transportation before arriving at the library. If parents or responsible persons cannot be contacted by 15- minute time frame after closing, the library staff will contact law enforcement personnel.

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Two library staff members will stay with the child after closing until either a parent/caregiver or law enforcement personnel have picked up the youth.

Children will not be left outside to wait for a ride. Under no circumstances will staff members drive unattended children home. Staff will leave a note on the library door notifying the parent/caregiver that law enforcement personnel have their child prior to leaving the premises.

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Library Services	Issued: October 2004 Revised February 2011 Revised December 2015 Revised February 2021
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The library provides materials and resources for the information, entertainment, intellectual development and enrichment of the people of the community. The library will endeavor to:

1. Select, organize, and make available books and other materials which support our Mission Statement ("The mission of the Town Hall Library is to offer all people a welcoming, accessible, and attractive gathering place conducive to learning, research, enlightenment, and enjoyment. Through innovative programming, relevant collections and responsive services, the Town Hall Library aspires to be an information-based community center which supports life-long learning and the joy of reading.").
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, and other initiatives which support our mission.
4. Cooperate and collaborate with other community agencies and organizations with initiatives and programs which are mutually beneficial to those entities involved.
5. Secure information beyond its own resources by using ILL services and other resource sharing methods provided through the system and the state.
6. Lend to other libraries upon request as our resources allow.
7. Develop and provide services to patrons with special needs.
8. Strive to maintain a balance in service to various age groups.
9. Cooperate with, but not perform the functions of, school and other institutional libraries.
10. Provide hours of service that reflect a balance between patron needs, community needs, staffing levels and Library Standards guideline.
11. Regularly review library services being offered to assure best practices in addressing community needs.
12. Use appropriate media to promote use of library services.
13. Provide electronic services which support our mission. The director will propose a calendar for days of operation at the November board meeting, to be approved by the trustees. The calendar will take into consideration the holiday needs of patrons and the community, as well as staffing requirements. It will be the goal of the library to provide a calendar that reflects open hours that minimizes more than

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two consecutive days closed for holidays or other needs. It is the director's responsibility to propose changes in hours of operation, subject to approval by the trustees.

Responsibilities and Authorities of the Library Board	Issued: October 2004 Reviewed July 2011 Reviewed December 2015 Reviewed February 2021
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Refer to Chapter 43 of Wisconsin Statutes, (particularly section 43.58) the Wisconsin Public Library Trustee Manual and individual library bylaws for the responsibilities and authority of the library board and individual trustees.

The library encourages trustees to take advantage of training opportunities offered by the public library system and by state agencies and organizations. Likewise, the library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

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Conflict of Interest for Library Trustees	Issued: November 2011 Revised September 2014 Reviewed February 2021
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The purpose of this policy is to ensure that the financial interests of the members of the Library Board of Trustees ("Trustee") do not conflict with the public trust.

By definition: "Conflict" or "Conflict of Interest" is the use by a Trustee of the authority of his or her office or any confidential information received through his or her position as a Trustee for the pecuniary benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or member of his or her immediate family is associated.

Given this,

1. Trustees shall not engage in conduct that constitutes a conflict of interest.
2. A Trustee shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which he or she is financially interested either as an employee, partner or principal or has a direct ownership interest of more than 5% in the entity, except for the services for which a Trustee is specifically retained. Nor shall a Trustee participate in any decision or recommendation involving the Library where such persons shall have a direct or indirect financial interest.
3. Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board, shall not vote on the matter and shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.
4. A Trustee shall not hire or vote for the hiring of any person related by blood or marriage as an employee of the library when the compensation of such employee is to be paid from public funds.
5. Per Town Hall Library By-Laws, no Trustee may be an employee of the library, or the Town of Merton, and may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

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Volunteers and Friends	Issued: October 2004 Revised February 2010 Revised December 2015 Reviewed February 2021
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Volunteers are a valuable resource for the library as their energy and talents can help the library achieve its mission. Volunteers often enhance, but in no way replace, adequate staffing.

Volunteer Program Guidelines

All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered. Volunteer coordinators in the different library departments will schedule volunteer activities after assessing the library's needs and considering each volunteer's capabilities and wishes.

The library doesn't compensate volunteers for time spent, or expense incurred, except by special arrangement with the library director.

Individuals donating time to the library under the auspices of any other group (scouts, churches, community organizations, etc...) may identify themselves with the group but may not promote the affiliated organization while performing library work.

Service volunteers who work in or outside the library on a regular basis can request that their service hours be filed by their library supervisor. Minor children may only work as volunteers with the consent of a parent or legal guardian. Volunteers must be at least fourteen years of age.

Volunteers are bound by the rules contained in the Town Hall Library Policy Manual, including those policies related to privacy and confidentiality. If a volunteer does not comply with library policy, that volunteer will be dismissed.

Friends of the Town Hall Library

The mission of the Friends of the Town Hall Library organization is to support the library through fundraising, advocacy and volunteering (adopted 6/9/2015 by the Friends Board). To coordinate the work of the Friends with the needs of the library, the library director and a library board liaison are members of the Friends' board of directors.

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Material Selection/ Collection Development Policy	Issued: 2000 Revised May 2013 Revised February 2021
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Objectives

A goal of the library is to provide the community with carefully selected books and other materials to aid individuals in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The selection policy attempts to combine that goal with the practical considerations of budget and space. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Town Hall Library Board of Trustees and are integral parts of the policy.

Responsibility for Selection

The responsibility for selection of library materials rests with the library director, who may delegate it to other staff members.

Criteria for Selection

1. The main points considered in the selection of materials are: a. individual merit b. popular appeal/demand c. suitability of material for the clientele d. existing library holdings e. budget
2. Reviews are a major source of information for selection materials. Two primary sources of reviews that may be used are School Library Journal, Library Journal and Booklist.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is given to requests from library patrons and items discussed in public media. Materials are judged on the basis of the work as a whole and not on a part taken out of context.
4. Must meet the basic principles of the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association (ALA):

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/statementspols>

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5. Every effort will be made to represent all points of view.
6. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the Town of Merton.

Interlibrary Loans

The Town Hall Library is a part of an interlibrary loan network that, in effect, gives patrons access to the collections of most public libraries in the state. In return, the library agrees to make its collection available to the loan network and to allow its holdings to be published in a catalog accessible to the network users. Staff will communicate if there are difficulties in obtaining an ILL request.

Withdrawals

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process is the responsibility of the library director and is authorized by the trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Collection Challenges

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the bases of anticipated approval or disapproval, but solely on the basis of the selection criteria in this policy.

Responsibility for what children see 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.

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 them from damage or theft.

Patrons who request that material be withdrawn from or restricted within the collection may complete a "Town Hall Library Request for Reconsideration of Library Materials" form (see Appendix for form and procedure). This material selection/collection development policy, as with all other policies, should be reviewed on a cyclical basis and/or revised as the need arises.

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Donations and Gifts	Issued: March 2009 Revised August 2010 Revised December 2014 Reviewed February 2021 Revised August 2023
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Materials

The Town Hall Library welcomes gifts of books and other materials, with the understanding that they will be added to the collection only if deemed an appropriate addition. If they cannot be added due to duplication, condition, or dated information, the Director may refuse or dispose of the donation. The selection criteria used for purchasing materials also applies to gifts.

Memorial gifts of books or money are also accepted. Suitable bookplates may be placed in memorial books if paid for and coordinated with the donor. Specific memorial items may be ordered when requested by a patron if they meet the library's selection criteria. Prospective donors should be encouraged to confer with the Director for advice in selecting appropriate materials. The Director may make selections based on library need when no specific items or types of items are requested.

Due to the high cost of disposal/recycling of materials, the library is unable to accept all material donations. General examples of materials that the library is unable to accept include:

- Textbooks
- Magazines
- Materials in poor condition such as, but not limited to: pages missing, broken spines, mildew or mold
- Outdated titles
- Encyclopedias
- Readers Digest Condensed books
- VHS Tapes/Cassette Tapes/formats no longer supported/obsolete

If the library chooses to decline a gift/donation, appropriate alternatives may be suggested by the Director.

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Gifts are accepted with the understanding that they become property of the Town Hall Library upon receipt and the library may make all necessary decisions as to their retention or location once acquired. Materials not added to the library's collection may be exchanged with other libraries, sold, discarded, or disposed of through charitable organizations.

By law, the library is not allowed to appraise donated materials, though it can provide an acknowledgement of receipt of the quantity of items if requested by the donor. If a list of items donated is required, it is the donor's responsibility.

Monetary Gifts

Monetary gifts given without restriction will be utilized to purchase materials or equipment to support library programs and services.

Monetary gifts offered with specific restrictions, including endowment funds, require Library Board approval of such restrictions before such monetary gifts will be accepted by the Library Board.

Works of Art

Any donations of art work will be approved by Art Committee members who were appointed by the Foundation Board and the Library Board.

At the discretion of the Library Board, plaques may be installed at or near large works of art. The Library reserves the right to choose the wording, size, location, and style of the plaque.

In-kind Gifts (not books)

The Library may accept other in-kind donations. Merchandise coupons or complimentary admission tickets in support of Library programs are often a component of programs like Summer Library Reading Program. In-kind donations of this type should be acknowledged in the Library's promotional materials.

Regarding other in-kind donations, the Library reserves the right to sell the donated item for value and use the proceeds for any purpose appropriate to the Library's vision. The Library may transfer ownership to any other agency it deems appropriate.

Tax Deductibility

Gifts to the Town Hall Library are tax deductible. An acknowledgement letter will be provided and will serve as the receipt for tax purposes. The Library is not permitted by the IRS to give donors an appraisal of the value of gifts. Donors are responsible for meeting the requirements of the IRS for any estimate(s) or contributions claimed.

Private contributions are essential to the development and operation of the facilities and services of the Town Hall Library. Consistent with this policy, specific recognition accorded to donors may include named spaces, furnishings or fixtures within the library, letters of

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acceptance and appreciation, press releases, public events, mementos, certificates, placement on a donor wall, or other commemorations of a gift as deemed appropriate by the Library Board, and in conjunction with the Town Hall Library Foundation when the gift is processed through the Foundation.

Donor Recognition and Named Gifts	Issued: March 9, 2009 Revised December 2015 Reviewed February 2021 Revised July 2023
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The Town Hall Library Foundation has an established infrastructure to track, acknowledge and recognize donor gifts, so it is preferred that all contributions be made directly to the Foundation. However, final decisions regarding donations to the Town Hall Library are handled with regards to the donor's wishes.

Final approval on naming and wording rests with the Town Hall Library Board. The Town Hall Library Foundation and the Town Hall Library Board will work in partnership and in accordance with this policy to ensure appropriate management of the process of naming, donor recognition, gifts-in-kind, realized bequests, and any other contribution configuration which results in public recognition.

Every effort will be made to ensure that the donor's name is spelled correctly. If a name is spelled incorrectly, the name will be corrected at the Town Hall Library or Library Foundation's expense. In the event of a donor name change due to divorce, marriage or other change in name, the donor may have the option to correct the name at the donor's expense.

Naming a building or segments of buildings does not imply that the name or names will be used in perpetuity. Once a building is demolished or replaced, or if occupancy or usage of the building or spaces change, or if the former name is no longer appropriate, then a new naming process would be under the purview and consideration of the Town Hall Library Board.

Town Hall Library items that have individualized plaques are dedicated as such for only the life of the item, and not in perpetuity.

Donor recognition shall be subject to donor wishes as to confidentiality. Donors requesting anonymity shall be omitted from all public displays and publications.

The Donor Recognition Wall recognizes donations made in the 2004 – 2009 Capital Campaign for those donors whose gifts exceeded \$500.

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Circulation Policy	Issued: 2000 Revised February 2012 Revised January 2015 Revised February 2021
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Registration

All borrowers must be registered and must have a local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance.

I verify that the above information is correct. I agree to follow the rules of the Town Hall Library. I will pay all costs, fees and fines for materials lost, damaged, or returned late, including costs and attorney's fees incurred in recovery of materials or in collection. I assume financial responsibility for all material and equipment borrowed with this card.

Signature

An online version of this policy that is accepted by the patron is an acceptable alternative to the written form.

Identification is required. A picture or student ID is preferred; however, any official ID or recent piece of mail (mortgage statement, utility bill etc..) with a current address and photo may be acceptable

Applicants under 14 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. The parental signature is not required for children who are renewing cards.

All library cards expire after 18 months. In order to renew a library card, patrons must verify identification.

Lost or Forgotten Cards

Patrons who lose their library card should notify the library as soon as possible and request a replacement

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All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items and/or use services. Individuals who repeatedly ignore this expectation may be denied their borrowing privilege until they present their card at the library.

Loan Periods

1. Loan periods are 3 weeks for all materials not listed below.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due by the date indicated by the lending library.
4. An item may be renewed up to three times if there is no waiting list.
5. Current issues of periodicals do not circulate.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g. computer software.

There is no limit on the number of items a patron may borrow at one time, however there is a 250 item limit for current simultaneous use on an individual borrower's card.

Reserves/Holds

Reserves or holds may be placed by patrons in person, on line or over the phone. Patrons will be notified either electronically or by phone when the materials are available. There is no charge to the patron for placing a reserve.

Fines and Charges

There are no fines for overdue materials. Three notices are sent for overdue and soon to be overdue items. One reminder notice is sent via email three days before the item is due. The first overdue notice is sent via email 21 days after the item is overdue. If the patron does not have email, then staff call them and ask them to return the materials. If the materials are not returned within 42 days, the patron is billed for the replacement costs. Patrons who have been sent a second overdue notice will be denied borrowing privileges until the overdue materials are returned or paid for.

Damaged or Lost Materials

Lost or damaged materials will be billed to the borrower at replacement cost. No replacement items are accepted, and no refunds are given if material is returned after the replacement cost has been paid

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(however, the borrower may keep the item for which they paid). Borrowers are asked to call the library first when an item is damaged or deemed lost so that staff can assist with this process

Confidentiality

As specified in Wisconsin Statutes 43.30, “records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to library authorized under subs. (2) and (3).

The library adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.

Town Hall Policy Manual

Reference Service Policy	Issued: 2000 Revised February 2012 Revised September 2014 Reviewed February 2021
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Library staff will provide appropriate and impartial service to all patrons, and strive to—

- Provide high quality, consistent assistance to patrons seeking information, materials, reader's advisory service, or guidance in the use of the library.
- Acquire resources appropriate to the community's needs in order to satisfy the majority of requests, using materials available in the library or available electronically using the library's Internet connection.
- Refer the question or patron to appropriate outside sources if the request cannot be answered using the library's resources.
- Provide current information by continuously updating the library's collections, acquiring new titles and subscription electronic resources, within budgetary limits. Reference transactions are confidential under Wisconsin Statute 43.30.

Town Hall Policy Manual

Program Policy	Issued: 2000 Revised: 2011 Reviewed January 2016 Reviewed February 2021
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The library supports its mission of connecting people with ideas and information by developing and presenting programs that provide additional opportunities for information, learning and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Library programs are offered as availability of staff, funds, and other resources allow.

Town Hall Policy Manual

All Library programs are open to the public. A fee may be charged for materials for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Access to programming may be limited to specific ages depending on the nature of the program, and at the discretion of the presenter or the library staff member in charge.

Registration may be required for planning purposes or when space is limited. Even in the event of pre-registration, the Library does not guarantee seating once a program has begun. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the Library Use policy. Adult supervision is required at all programs involving youth, in accordance with Town Hall Library's Children in the Library policy unless otherwise stated by the program facilitator.

Town Hall Policy Manual

Public Relations Policy	Issued: 2000 Revised January 2016 Reviewed February 2021 Revised July 2023
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In order to promote active participation in the services and events offered to people of all ages, Town Hall Library recognizes the role of public relations to foster understanding of the library's objectives and initiatives among governing officials, civic leaders and the general public. Further, the Town Hall Library Board of Trustees recognizes that public relations involve all persons connected with the library. Good service supports good public relations, and it is the Board's view that every public contact reflects on the library.

To this end, the Town Hall Library Board of Trustees has a budget provision to address various expenses in regards to public relations, including creation and distribution across all formats. Materials to be used by public media will be approved by the Library Director in conjunction with the Adult Services Librarian.

Official statements to the public and media in the instance of an emergency will be made by the Library Director, Board President, Adult Services Librarian or designee. If there is a need to provide the public with information, the Library Director will provide staff with that information.

Town Hall Policy Manual

Filming & Photography Policy	Issued: October 2015 Revised February 2021
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In the Library

Town Hall Library abides by the American Library Association (ALA) guidelines for photography in the library (adapted here from the ALA website). Generally, under no circumstances should a photo of a child's face appear on the library's website or in library generated printed materials unless a signed parental release form is on file (see Appendix for copy of Town Hall Library Photography Release Form).

It is appropriate for the library to display in print or on the website images of children's artwork, poetry, stories, and even photographs of children involved in library activities. However, it is required that a signed parental release form be obtained for each photograph of a child or child-created work before it is displayed in print or online. Also, it is important to not provide information that when combined with a photograph would enable contact with a child. To avoid potential problems, use first names only and add the first letter of the last name only when necessary.

Photographs of adults can be used if the adult provides consent for use. Signing a Photography Release Form is required. Performers who are photographed will sign a Photography Release Form.

Announcing at an event that photos will be taken for possible future use allows those persons attending to decide whether or not they want to be photographed. It is also possible to photograph persons from behind, so as not to be identified. If a person in a photograph is identifiable, then a signed Photography Release Form will be on file if the photo is to be used in print or online by the library.

Of the Library

Town Hall Policy Manual

Images of the Town Hall Library should be used only with permission from the Town Hall Library Director. A person or organization needs to make a request to photograph or film the library (interior or exterior) in writing, including an explanation of intent for the use of the image(s). This signed and dated document would then be approved by the Library Director. In the case where the Library Director feels the request is not appropriate, the requestor could appeal to the Board of Trustees.

No commercial or media photography or filming may occur in Library facilities without the prior permission and approval of the Library Director and/or his/her designee. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films. For commercial/media requests, please call 262- 966-2933.

Town Hall Policy Manual

Equipment Use Policy	Issued: 2000 Revised 2011 Revised January 2016 Revised February 2021
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A valid Town Hall Library or Bridges Library System/Café Member Library card is required to use most equipment at Town Hall Library. Guest passes for Public Internet Computers are reserved for guests, and patrons with library cards need to use their individual card numbers for access. Patrons can replace lost cards, but if more than one replacement card is issued within a calendar year, a \$1.00 fee may be charged.

Public Internet Computers are available on a first-come, first-served basis. A 30-minute time limit will be observed if there is a queue for use. Time is limited to 120 minutes per day per patron. Library staff will provide general assistance, but cannot provide training.

Use of printers is fee based, and the user is responsible for paying for their printed copies.

A public photocopy machine is available for use, and is fee based. The copy machine user is responsible for paying for their copies. Under Federal Law there are copying restrictions on copyrighted materials that users need to abide. Violations are the responsibility of the copy machine user.

Town Hall Library is not responsible for injury or damage to personal items resulting from the use of library equipment.

Town Hall Policy Manual

Internet Use Policy	Issued: 2000 Revised 2013 Revised February 2021
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The library provides access to the Internet as a means to enhance patrons' information and learning opportunities. The trustees have established the Internet use policy to ensure its appropriate and effective use.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service. Prior to being granted access to the Internet, anyone under 14 years of age, along with a parent or guardian, must sign the Internet Use Agreement (which is included in this policy, as well as on page two of the Town Hall Library Application for a CAFÉ Borrower's Card).

Exceptions

Users should be aware that inappropriate use of electronic information resources can be a violation of local, state, or federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet.

Users are expected to abide by the policies stated below, which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges.

Warnings

The Internet is a decentralized, unmediated global network: consequently, the library has no control over its content. The library will not censor or prohibit access to material or protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

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The library cannot assure the data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

Use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines

- Patrons may use the Internet for research and acquisition of information to address their educational, vocational, cultural, and recreational needs.

Patrons may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for organizations or individuals.

- All users must have a registered library card.
- Sharing of card numbers could lead to loss of privileges.
- Access to the Internet is available to all patrons in good standing.
- Users under the age of 14 must co-sign with a parent/guardian.
- Internet use is offered for 120 minutes' maximum/day.
- Users will be held responsible for his/her actions using the Internet.
- Users will respect and uphold copyright laws.
- Users will respect rights and privacy of others.
- Users agree not to incur any costs for the library through their use of the Internet.
- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment or programs.

INTERNET USE AGREEMENT

I understand and will abide by the Merton Town Hall Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken?

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Merton Town Hall Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the

Town Hall Policy Manual

library's network for Internet access and certify that the information contained on this form is correct.

Meeting Room Usage Policy	Issued: May 2009 Revised January 2010 Revised May 2015 Revised November 2015 Reviewed February 2021
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Town Hall Library's McBroom Community Room was designed to provide appropriate space for Library meetings and programs and to support and promote the Library's mission of providing free and easy access to informational, recreational, and educational materials. When it is not needed for library activities, it may be used by Waukesha Countybased groups. The room may not be used by organizations for commercial purposes, for private social events, or for any illegal activities. Use of the meeting room does not constitute an endorsement of the views of the user of the room by the Town Hall Library.

Application for Use

Applications will be handled on a first-come, first-serve basis.

One completed application form for each date must be submitted to the Circulation Desk in person or by mail. The application must be signed by an authorized representative of the group, who resides in Waukesha County, and who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages to facilities.

Each application will be reviewed and the contact person will receive written confirmation by fax, email, mail, in-person or by phone. The meeting room will not be considered scheduled until confirmation is sent.

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Applications must be submitted at least seven (7) days (not to include Saturday or Sunday) prior to the meeting date, in order to allow sufficient time to process the application and notify the contact person.

Applications will be accepted no earlier than two months before the desired meeting date. For example, for a meeting to be held on April 10, the earliest date an application may be submitted is February 10.

Although telephone applications will not be accepted, the library staff can provide information regarding the availability of the room over the telephone. The room will only be reserved when a room reservation application form is received and approved.

The use of the room by an organization is limited to one meeting per month. A parent organization and its sub-groups will be considered as separate entities if they clearly identify themselves as such.

Hours

Meetings may be scheduled for hours that the library is open, Monday through Saturday. Meetings must adjourn at least 15 minutes before the library closes. No meeting room access is available on Sundays or outside scheduled library hours.

Equipment The equipment needed must be requested on the application form, and it is the responsibility of the user to make sure equipment is compatible and viable prior to use.

Capacity and Facilities

Maximum room capacity is 48 persons. Chairs and tables are available for groups to set up to meet their individual needs. Town Hall Library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

Kitchen facilities with a sink, small refrigerator, and coffee pots are available; however, supplies are not provided. Each organization is required to clean all areas used and reset room. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room.

Additional Information

Library use of the Community Room is first priority. Town Hall Library reserves the right to deny a reservation if the room is needed for library use. If the library cancels a reservation by

Town Hall Policy Manual

the general public, we will attempt to find an alternate location in the library for the meeting. All uses other than by Town Hall Library will be granted on a first come, first served basis.

GUIDELINES FOR ELIGIBILITY

Meeting rooms are available for non-profit community, civic, cultural, educational organizations whose members are primarily from Town of Merton/North Lake and nearby communities – including local governmental agencies, organizations and elected officials.

Although civic organizations, including political organizations, may be eligible to use a meeting room, political rallies or electioneering are not allowed.

The person representing the non-profit community civic, cultural, educational or governmental organization in the application process must

- be at least 18 years of age
- be a resident of the Town of Merton, or a Town Hall Public Library cardholder, or a representative of a non-profit community, civic, cultural, governmental or educational organization whose members are primarily from nearby communities.
- sign an agreement to be responsible for the use of the room.

Meeting rooms/library spaces are not available for commercial use, social gatherings, private events or fund-raising activities. Events sponsored by the Town of Merton or the Town Hall Library are the exception.

A return engagement by a group or sub-group that has abused or damaged the facility in its earlier use or has violated any of the regulations set forth in this policy will not be approved.

All meetings must be free and open to the public.

The Library Director makes the final decisions regarding eligibility.

Appeals and/or comments can be made to the Library Board in writing. Address such communications to:

Town Hall Library Board of Trustees
PO Box 158 North Lake, WI 53064

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Regulations Organizations that wish to continue to use library facilities must abide by the following regulations:

- All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by the Town Hall Library.
- Displays, posters, and literature connected with a meeting may not be placed anywhere in the Library except in the Community Room while the meeting is taking place. With the permission of the library staff, a flyer advertising the meeting may be placed on a bulletin board.
- Each organization will be admitted to and must vacate the room at the times outlined on the reservation application form and in conjunction with library hours.
- Groups using the meeting room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.
- The use of the name, address, or telephone number of the Town Hall Library as the address or headquarters of any group using the library for meetings is prohibited.
- Beverages and light snacks are permitted if prior approval is obtained. Approval will be noted on your approved reservation application form. It is the responsibility of the meeting room user to provide snacks, beverages, and all supplies needed to prepare and serve them. Beverages served are limited to coffee, tea, or water unless special approval is granted. Alcohol or malt beverages are not permitted except for specifically approved library functions.
- Smoking, vaping and the use of tobacco products are not permitted.
- A group composed of minors (under eighteen years of age) must have one adult chaperone per ten minors attending the meeting. An adult chaperone must also sign and submit the meeting room application form.
- Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.
- Meeting room users are responsible for carrying their own supplies and for operating the equipment they use. The library does not provide porter service to transport supplies to or from meetings rooms, nor does it provide staff to operate equipment in meetings.
- The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
- For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Town Hall Library from any and all actions or suits relating to its use of such rooms and facilities

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Further, such person or group agrees to reimburse the Town Hall Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the Town Attorney for legal action.

There is no telephone service in the meeting room unless pre-approved by Director. Library staff is not available to accept calls or relay messages except in emergency situations.

The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.

Library staff may attend or observe any meeting or program at any time

Displays and Exhibits Policy	Issued: 2000 Revised November 2011 Revised May 2015 Reviewed February 2021
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As an educational and cultural institution, the Town Hall Library welcomes exhibits and displays of interest, information and enlightenment from the community. Displays of handiwork, historical material, nature study, or other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability.

The Town Hall Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any items displayed or exhibited. All items placed in the library are there at the owner's risk.

Displays of Library Materials

Library staff schedules and prepares displays of library materials to make materials more accessible to users, to feature different segments of the library collection, and to increase or reflect awareness of current issues and/or events. Display themes range from seasonal to those of local, regional or national interest. Displays may be arranged in conjunction with library programming and other exhibits in the library.

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Displays are changed frequently. Circulating materials may be borrowed directly from the display.

Suggestions for material displays may come from staff, patrons, or even current news headlines. The two criteria for selecting topics are the availability of related materials and the level of perceived interest for library users.

Public Notice Bulletin Board Policy	Issued: 2000 Revised May 2015 Reviewed February 2021 Revised July 2023
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The Library maintains bulletin boards and a brochure rack for the purpose of disseminating library, community, and public service information, as well as materials of educational or cultural interest.

The library has six public bulletin boards, one located near each entrance, one on the upper level and two in the lower level. The bulletin board located near the back entrance is for government notices (ordinances, minutes, meeting and foreclosure notices etc...) only. The bulletin board located near the front entrance is for library and community postings from non-profit groups and organizations and government agencies. Town Hall Library notices take priority over all other notices. As space allows, notices from other organizations may be posted. Priority will be given to organizations or events that are the closest geographically to the Town of Merton. For example, an event taking place in the Village of Hartland would have priority over an event in Muskego. The bulletin boards in the lower level and upper are for library information only.

The large bulletin board in the foyer outside the McBroom Meeting Room is maintained by the Adult Services Librarian.

Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.

Display items should be of reasonable size for the display space available. The appearance and content of the notice must be suitable for the Library's general public service area.

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Town Hall Library will not display posters, petitions or notices for political parties or candidates or those advocating a position on a public issue.

Dated material will be removed as soon as possible after the event. Undated material will be removed after a minimum of two weeks or when the space is needed for other materials.

Materials which will not be posted or distributed include personal requests, and commercial advertisements of products or services.

Town Hall Library reserves the right to limit or prohibit at any time the posting or distribution of materials which represent a threat to the health or safety of library users, or the orderly use of the library. The library also reserves the right to dispose of materials that have been posted or put in the brochure rack. It cannot be held responsible for returning materials to the donors.

Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or Board of Trustees. If someone would like to have something placed on the bulletin board or in the brochure rack, they should leave a copy for the Adult Services Librarian at the Circulation Desk.

The Adult Services Librarian will initial and date the back of the item. All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by library staff. Staff may discard items not approved for placement, and excess copies of any items received.

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Emergency Closing & Safety Policy	Issued: 2000 Revised April 2013 Reviewed February 2021
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The Library is a public service institution, and every effort is made to maintain regular hours to the public.

The Library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g. furnace malfunction, no water in building, no electricity, etc.) or when there is a general emergency within the North Lake area.

The decision to close the Library will be at the discretion of the Library Director or his/her designee, and will be based upon the following—

- General conditions of the roads in the North Lake area/when local schools are closed due to weather.
- Availability of staff to open and operate the Library.
- Condition of building's equipment/operating systems.
- Requests for closure by local, county or state law enforcement agencies.

In the event the Library should close, the staff will make reasonable effort to notify the public by posting signs on all library entrances, as well as contacting the Bridges Library System (262-896-8083 or 262-896-8080) and posting a notice on our webpage and/or Facebook page. Staff is encouraged to follow the online guidelines for posting a closing with WTMJ4 if time allows (<http://www.todaystmj4.com/closings/>).

Staff members will be paid if emergency closure prevents them from working their previously scheduled shift(s).

Health Emergencies

The Rescue squad (911) should be called immediately in the event of a serious problem.

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Staff members should exercise caution when administering first aid of even a minor nature because of potential liability and possible further harm to the victim. Keeping the sick or injured person comfortable and protected from disturbance until medical help can be obtained is advised. An Accident/Incident Report Form (see Appendix/copies kept/filed at circulation desk) should be filled out as soon as possible.

No medication should be dispensed to the public.

Fire/Explosion/Gas Leak

In the event of a fire, explosion or gas leak, activate fire alarm in an area that is safe. Evacuate building, and only use fire extinguisher if you are able to without putting anyone at risk. Do not operate any electrical switches, particularly in the case of a suspected gas leak.

Smoking in the library is strictly forbidden.

Bomb Threat

Engage caller and write down exact statements. Try to engage assistance from other staff while on the phone. Try not to interrupt the caller, but ask the following questions:

When is the bomb going to explode?
Where is the bomb? What does it look like?
What kind of bomb is it?
What will cause it to explode?
Why are you doing this?
Who are you? Where are you calling from?

Leave the phone off the hook after the caller hangs up, as law enforcement can better track the call. Immediately after the caller hangs up, clear the building. Once outside the building, call 911 using the cordless phone or personal cell.

Wait for authorities to handle the bomb search. Once the all clear is given, return to the building and fill out an Accident/Incident Report Form.

Threatening Behavior/Weapons on Premises

Call 911. Try to isolate/separate the uncooperative person, and evacuate the area/room. Once law enforcement has contained the situation, fill out an Accident/Incident Report Form.

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Revision of Library Policies	Issued: 2000 Reviewed February 2021
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All of the library's policies shall be subject to review and revision by the library board at least every five years. Individual policies will be reviewed or added as needed.

Adopted by the Town Hall Library Board of Trustees 12/11/2000.

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Expense Reimbursement	Issued: November 2018 Reviewed 2021
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Town Hall Library recognizes that there are instances where staff members need to attend meetings/workshops/conferences, or to acquire needed items to support library services and programs as part of their library duties. The Town Hall Library Board provides a budget line for mileage reimbursement (paid at the annual approved Internal Revenue Service rate as updated by the Town of Merton) to be used in support of these work expectations.

Staff members will typically depart from/arrive at the Town Hall Library for purposes of mileage reimbursement. However, if the employee departs from or arrives at a location other than the library, mileage will be paid from/to the library or alternate location, whichever is lower. An exception would be for travel to a location other than the library on a non-work day. In this situation, the mileage may be paid from the other location.

The Library Director approves staff reimbursements; however, the Library Board approves reimbursements for the Library Director.

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APPENDIX ACCIDENT/INCIDENT REPORT FORM

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____

Who was injured person? (circle one) Patron Staff

Type of injury: _____

Details of incident: _____

Did the injury require a 911 call? Yes _____ No _____

If yes, who placed the call? _____

Was the injured party transported to the hospital? Yes _____ No _____

Name of hospital? _____

If the injured party refuses medical attention, please have them sign below.

*Signature of injured party

Date

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*No medical attention was desired and/or required.

Person completing the form

Date

Return this form to the Library Director as soon as possible after the incident.

TOWN HALL LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Town Hall Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policy (a copy is available on request). If you feel that a particular item is not suitable for inclusion in the library's collection, please fill in the form below.

Your name _____ Phone _____

Address _____

Do you represent: Yourself _____ An organization (name) _____

1. Resource on which you are commenting:

_____ Book _____ Textbook _____ Video Display _____ Magazine

Library Program _____ Audio Recording _____ Newspaper _____

Electronic information/network (please specify) _____

Other _____ Title _____

Author/Producer _____

Publisher and Date _____

2. What brought this resource to your attention?

3. Please summarize your reasons for requesting reconsideration of the work:

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-
4. Did you read/view the entire work? _____ If not, what parts?
5. ~~Are your objections based on age of the potential user or to the point of view—~~
expressed?
-

6. What do you believe is the theme or intent of this work?
-

7. Are you aware of judgments of this work by reviewers or critics?
-

8. What action would you like the library to take in regard to this work?
-

9. What work would you recommend that would, in your judgment, be more appropriate?
-

Internet sites

10. What is the Web address (URL) that you would like us to reconsider?
-

11. Please tell us what you know about this site, including its content, where you learned about it, whether it was a link from another site, etc.
-

12. What happens to this form once I have completed it? The request goes to the library director. The library director reviews the request, then drafts a recommendation, based on such factors as the information provided by the user, how well the item meets the criteria for materials selection, consultation of review sources for the item, how the item fits in with the overall collection, personal examination, and consultation with appropriate library staff. This recommendation is forwarded to the Library Board for consideration. The Library Board

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President or his/her designee then responds to the individual in writing with the Library Board's decision.

Photography Release Form

I hereby authorize Town Hall Library, hereafter referred to as THL, to publish photographs taken on _____ of myself and/or the minor child or children listed below, and our names and likenesses, for use in the THL print, online and video-based marketing materials, as well as other THL publications.

I hereby release and hold harmless Town Hall Library from any reasonable expectations of privacy or confidentiality for myself and for the minor child and children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize Town Hall Library to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I, the minor child, or minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in THL marketing materials or other THL publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Town Hall Library, its contractors, its employees and any third parties involved in the creation or publication of THL publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor children listed below.

Authorization:

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City/State/Zip: _____

Names and Ages of Minor Children:

Town Hall Policy Manual

Name: _____

Age: _____

Name: _____

Age: _____

Name: _____

Age: _____

This release includes use of photos for outside publications Yes _____ No _____

Initials _

Form adapted from http://photography.lovetoknow.com/Photography_Release_Form