

Barneveld Public Library

GENERAL LIBRARY POLICIES & PRACTICES

ADVERSE WEATHER POLICY

During episodes of unsettled weather conditions, every effort will be made to maintain regular operating hours as long as staff can arrive and depart safely. If weather conditions deteriorate during library operating hours, the library will close at the discretion of the senior staff member on duty in consultation with the Library Director. Events that would warrant closing include: power loss, weather-related event or school cancellations, issuance of travel advisories or severe weather warnings. Whenever possible, the closing will be posted on the Library's website, Facebook page, outgoing phone message, and on the door.

When weather conditions are deemed unsafe prior to opening (i.e. if school is cancelled or a severe weather warning has been issued), the library will remain closed until conditions improve. If poor weather is expected to persist, the library may remain closed for the day.

Updated Oct, 2015
Adopted April 29, 2008

CONFIDENTIALITY/RIGHTS OF PRIVACY

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may be disclosed only:

- with the consent of the individual library user, or
- by court order, or
- to custodial parents or guardians of children under the age of 16, or
- to persons acting within the scope of their duties in the administration of the library or library system, or
- to other libraries (under certain circumstances) for interlibrary loan purposes [see §. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

POLICY GOVERNING PETITIONS, SURVEYS AND SOLICITATION

As a public institution, the Barneveld Public Library must remain impartial in matters of local or national debate or controversy. For this reason library patrons or staff may not be approached for petition signatures while in the library.

Petitions:

The library reserves the right to display petitions approved by the Library Board of Trustees which are directly related to library services or activities.

Surveys:

The Board of Trustees of the Barneveld Public Library does not permit surveys to be conducted within the library or on library property with the following exceptions:

- With the approval of the Library Board, surveys may be conducted by the library itself or by library-related groups when information from such surveys will benefit the library and its patrons.
- Requests may be made to the Library Board to conduct surveys of informational or educational nature.

Solicitation:

The Board of Trustees of the Barneveld Public Library does not permit non-library affiliated persons, groups or organizations to solicit patrons on library property.

SMOKING

Smoking is not permitted in the library building. Effective July 5, 2010, the 2009 Wisconsin Act 12 prohibits smoking in all public buildings.

PUBLIC RELATIONS

The Barneveld Public Library seeks to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public; and to promote active participation by people of all ages in the varied services offered by the library.

The Board of Trustees recognizes that public relations efforts involve every person who has connections with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The Library Director is expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the Library Director.

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