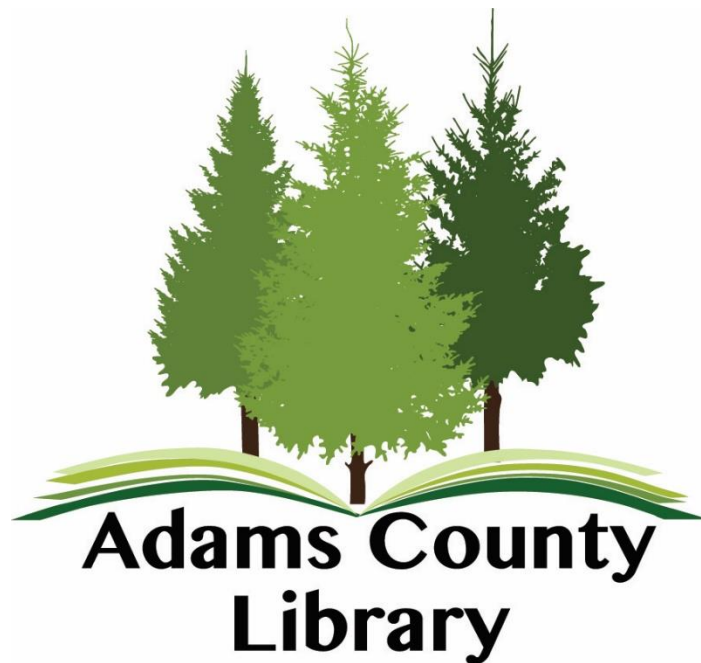


**Adams County Library  
Mission Statement  
&  
Policies  
  
2018**

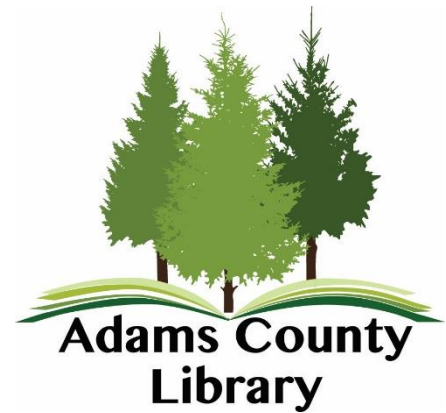


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# Adams County Library

## Mission and Objectives



OUR MISSION: To provide resources for Adams County residents that are current and diverse, and fulfill educational, cultural, and entertainment needs at all stages of life.

To fulfill that mission, the Adams County Library –

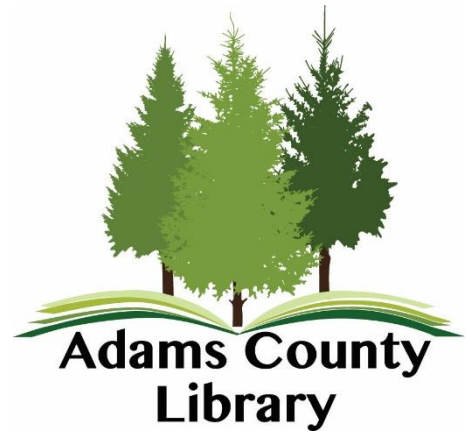
- Will assemble, preserve, and administer in an organized collection print and non-print materials that will serve the educational, intellectual, and recreational needs of all our citizens.
- Will serve the community as a center of reliable information.
- Will provide those varied resources that reflect all points of view in today's complex society so that the inquiring minds may find available the original, sometimes unorthodox, and critical ideas so necessary in a society that depends for its survival on the freedom of ideas.
- Will supply materials that will meet the community's special needs and to support clubs, organizations, civic and cultural groups with special materials and programs.
- Will meet, as closely as possible, Wisconsin State standards for public library services.
- Will constantly work toward better library service for all citizens in our area.
- Will provide public library building facilities that will adequately meet the physical requirements of modern library service. Such facilities will offer the community invitation to enter, read, look, listen, and learn.

*Policy reviewed 05/21/2018*

# Adams County Library

## Five-Year Plan and Goals

OUR MISSION: To provide resources for Adams County residents that are current and diverse, and fulfill educational, cultural, and entertainment needs at all stages of life.



### COLLECTION RESOURCES

- Purchase items in a variety of formats, and at a variety of levels. Adjust the purchasing year by year based on the changes in use and in population needs.
- Provide access to these materials through personal research help, a range of open hours, and digital download points that maximize the public's ability to use all desired sources of information.

### TECHNOLOGICAL RESOURCES AND ACCESS

- Provide Adams County Library patrons with access to devices for printing, copying, and scanning, as well as with public computer workstations and readers. Adjust the numbers of such devices as needed due to changes in use and needs.

### STAFF

- Hire and support a well-trained staff to give excellent service and training to Adams County Library patrons.
- Provide one or more entry-level Library Aide positions to be filled with Adams-Friendship high school students.

### PROGRAMMING AND TRAINING

- Provide a series of programs that feature entertaining and informative presentations for all ages and interest levels.
- Provide opportunities for training, including one-on-one aid with using the Adams County Library's resources and devices.

### BUILDING

- To make sure the Adams County Library Building is a welcoming and secure spot for individuals and families to visit. This includes providing adequate lighting and seating.
- Work on redesigning the children's area to provide an attractive area for children to explore while visiting the Adams County Library.

*Approved 7/27/2015*

# ALA American Library Association

## Library Bill of Rights

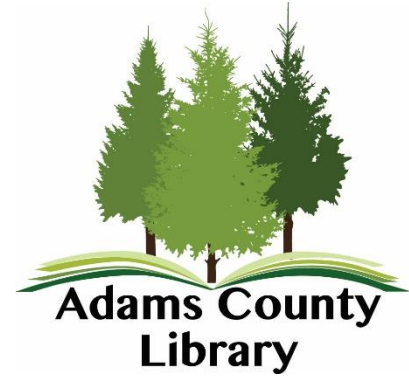
The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

# Adams County Library

## Who May Use the Library

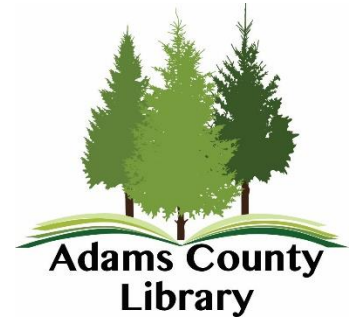


- The library will serve all Adams County residents and residents of the South Central Library System area who have valid borrowers' cards from their home library. The library will also provide a basic level of services to residents of other systems if the patrons have valid borrowers' cards from their home library. Anyone may use the library collection within the building.
- The library will serve all patrons who are qualified to use our library regardless of age, sex, race, color, national or ethnic origin, religion, handicap, or social, economic, or political status.
- The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public.
- The use of the library or its services may be denied for due cause at the discretion of the library staff. Such cause may be failure to properly check out or return books or pay penalties, destruction of library property, disturbance of other library patrons, or any other objectionable conduct on library premises.

*Policy reviewed 05/21/2018*

# Adams County Library

## Public Library / School Library Relations



The Adams County Library recognizes the need to cooperate with public schools and school libraries to successfully serve the needs of students. Since the public library's clientele and range of services are broader than those for school libraries, the public library cannot perform the function of school libraries that are designed to meet curricular needs. However, every effort will be made to establish cooperative relations with the schools for joint planning of services between the school and public library. The public library may:

- A. Provide supplementary materials to aid students in their assignments (textbook materials or multiple copies of books for required readings, however, should be provided by the schools).
- B. Help teachers choose from the library's collection for books and materials on specific subjects. On request, booklists or book talks on specific subjects will also be prepared if staff time and ability permit.
- C. Give tours and explain library services to groups of students and teachers.
- D. Visit schools in an effort to promote the use of both public and school libraries.

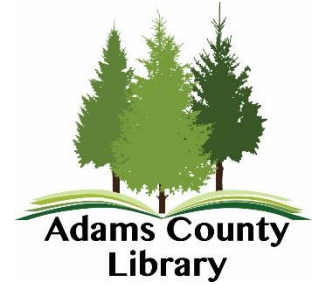
*Policy reviewed 05/21/2018*





# Adams County Library

## Appropriate Library Behavior Policy



The Adams County Library Board of Trustees is committed to providing an atmosphere where people of all ages may come to read, browse, do research, or study. This policy permits quiet conversation between patrons and/or staff members, and conversation required to carry on Library programs or business. This policy is designed to preserve a reasonably quiet atmosphere where Library patrons may use Library services and materials without disturbance.

Inappropriate behavior includes any activity that disturbs others, interferes with Library operations, damages the building, property, or furnishings, as well as rudeness, profanity, or any other behavior generally considered inappropriate in a public place. To ensure the comfort and safety of staff and patrons, and to maintain order in the Library, inappropriate behavior includes, but is not limited to, the following conduct or behavior:

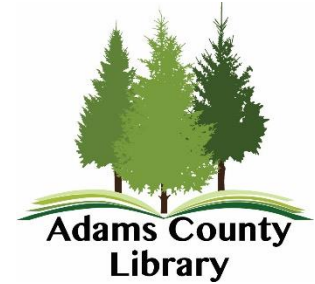
- Eating or drinking, except in designated areas or with Library staff permission. Beverages in closed containers are permitted (No beverages, closed or otherwise are permitted at the computers);
- Using a cell phone or pager in a way that disturbs others;
- Loud, disruptive conversations, including shouting;
- Use of personal electronic equipment at a volume that can be heard by others;
- Engaging in any behavior that the reasonable Library user would find to be disruptive, harassing, or threatening in nature to Library users or staff, including stalking, prolonged staring at, or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons;
- Using or being under the influence of alcohol or illegal drugs;
- Smoking, chewing or other tobacco use;
- Not wearing shoes or shirt within the Library premises;
- Blocking entry, aisles or traffic areas;
- Loitering on the premises, including sleeping;
- Intentionally damaging Library materials, equipment, or furniture;
- Possessing a weapon or exhibiting any instrument in a threatening manner. (except for an on-duty law enforcement official);
- Canvassing for petitions, nomination papers or other purposes, or soliciting or surveying not authorized by the Library;
- Bringing animals into the Library other than service animals or animals used in Library programming.

Library staff will enforce these guidelines so that the facility can be used to the fullest by all persons. Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the Library and/or arrest. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

*Policy reviewed 05/21/2018*



# Adams County Library



## Unattended Children Policy

One of the primary missions of the Adams County Library is to provide a variety of services for people of all ages. The Library encourages visits by children, and it is our desire to make these visits both memorable and enjoyable for the child. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. Library staff cannot assume responsibility for the care of unsupervised children in the Library.

All children **age 7 and under** shall be attended to and adequately supervised by a responsible adult or caregiver **12 years of age or older**. The caregiver must be with the child at all times while in the Library.

Children ages 8 or older may be in the Library unattended for a period of time not to exceed 4 hours, provided that their behavior is not disruptive to other customers or staff members.

Parents are responsible for the behavior of their children at the Library, even if the children are old enough to be left unattended.

A child of any age who is unable or unwilling to follow the rules of the Library or the direction of Library staff, or whose behavior is disruptive to customers or staff members may be required to have appropriate supervision while in the Library.

A caregiver who is unwilling or unable to properly supervise children in his or her care will be reminded about the need for supervision and appropriate Library behavior. If inadequate supervision or behavior problems causing disturbance to Library users or operations continue, the family or group may be asked to leave the Library.

For children **under age 5**, a parent or other caregiver must remain in the Library while the children are attending Library programs. When children of any age attend Library programs, a parent or caregiver is expected to pick up his or her children as soon as the program ends.

While the majority of children are ready to come to the Library unsupervised at the age minimums given here, many are not. Parents should keep their children's needs in mind when deciding at what age they are prepared for the responsibility of caring for themselves in a public and busy place such as the Library.

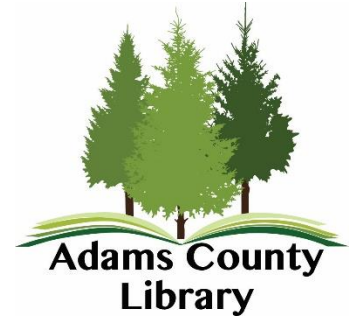
When concerns arise about a child left unsupervised, Library staff will attempt to contact a parent. If a parent cannot be reached within a reasonable amount of time or if the Library is closing, staff may contact the Adams Police Department to ensure the child's well-being and may turn the child over to the police. The responding officer should make the determination about whether or not the child may return home alone.

*Policy reviewed 05/21/2018*



# Adams County Library

## Confidentiality of Library Records



All Adams County Library circulation and other records that indicate the identity of library users, especially as they connect library users with material or services used, are confidential. This confidentiality extends to information sought or received, including library materials consulted or borrowed, database search records, reference interviews, circulation records, registration records, and all other personally identifiable uses of library materials, facilities, or services.

Such information may not be disclosed, except to:

1. Persons acting within the scope of their duties in the administration of the library or library system.
2. An agency or individual or any local, state or federal government, pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
3. Persons authorized by the individual to inspect the individual's record.
4. A custodial parent or guardian who requests library records relating to the use of the library documents or other materials, resources, or services by the child under the age of 16 of the custodial parent or guardian."

### Wisconsin Statute 43.30. Public library records.

- (1) 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 libraries as authorized under subs. (2) and (3).
- (2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:
  - (a) The library is supported in whole or in part by public funds.
  - (b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).

(c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

(3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub (2) (a) to (c).

(4) History: 1981 c. 335; 1991 a. 269.

From the American Library Association:

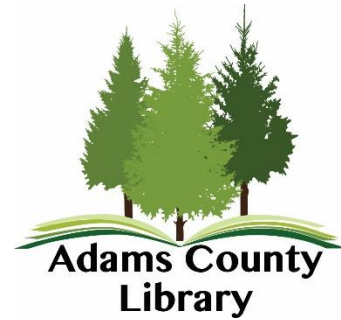
"Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records."

See also Information about the USA Patriot Act and Library Records

*Policy reviewed 05/21/2018*

# Adams County Library

## Computer and Internet Use Policy



### Disclaimer

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally, and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. It is possible that individuals might access information that they find personally offensive or disturbing. The Internet is a global entity that does not fall under control or governance of any single agency, government, or organization. The availability of networked information via Library terminals does not constitute the Library's endorsement of the content of that information. The Library does not warrant information found on the Internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes. If any patron believes that information obtained via Library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Federal and Wisconsin State statutes.

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.

### Supervising Children's Use

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents providing constant care and supervision of children as they explore the Internet. Adams County Library supports the right for each family to decide what is appropriate Internet use for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the Library:

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites that you consider inappropriate for them.

- Encourage children to use sites recommended on the Library's homepages and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, passwords, telephone number, credit card information) online.
- Provide children with guidelines on acceptable use of electronic resources, including email and chat rooms.
- Teach children to be good online consumers. As with print information, consider the source, date and accuracy of online information.

### **Library Responsibilities**

The Library strives to maintain Internet access via Library computers, networks, and wireless access at all times the Library is open. Library staff will assist users with Library computers, printers, software, and general Internet use, and can also verify that the Library's network and equipment are functional. Library staff may be able to assist users with laptops, phones, e-readers, or other wireless devices, and may be able to answer software questions. Library staff may direct users to Library materials, Internet resources, or training classes that can help users explore software or wireless devices.

Computer use information, as well as Library cardholder information, is confidential. All files are removed and Internet search history is deleted from Library computers at the end of each user's session.

### **Guidelines for Computer Use**

The Library sets limits to computer use so that all patrons seeking access will have an appropriate opportunity. The Library reserves the right to end an Internet session when time limits are exceeded.

- Computers are available only during open Library hours and can be scheduled in advance or on a walk-in basis.
- Patrons must use the Library computer equipment with reasonable care. Damage to the equipment caused by deliberate misuse of the hardware, or by installation of harmful software, will be charged to the patron.
- Users **12** years or younger must be accompanied by a parent, legal guardian, caretaker, or sibling over 12 years of age to use a computer.
- Patrons may use a Library computer up to two hours per day. If additional time is needed, Library staff should be contacted in advance.
- No data may be saved on the Library computers. Information from the computer may be downloaded to a patron's own equipment such as a flash drive.
- Information may be printed from the Library computers. Check with a Library staff member for current prices for black-and-white or color copies.
- Access to Library computers may be restricted at the discretion of the Library. Reasons for such restrictions include, but are not restricted to: excessive numbers of unreturned Library materials; unruly or disorderly behavior; violations of the privacy of other Library



computer users; and use of the Library computers for illegal activities such as hacking, online bullying or abuse.

- Persons who use Library computers are responsible for their own devices and belongings. The Adams County Library will not be responsible damages to personal equipment or possessions resulting from use of the computer.

### **Wireless Internet Access Policy**

Free wireless Internet access is available at the Adams County Library. The wireless internet access offered at Adams County Library is unfiltered.

The Library wireless network is not secure. Information sent to and from your notebook/ laptop computer or other wireless device may be captured by others with a wireless device and appropriate software. The Library assumes no responsibility for the safety of equipment or for notebook/ laptop computer or other wireless device configurations, security, or data files resulting from connection to the Library wireless access.

Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection. If you are not sure if your notebook/ laptop computer or other device has this functionality, please check with the manufacturer or supplier of your equipment.

### **Legal and Acceptable Uses**

The Library's computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to, the following:

- Transmission of threatening or harassing materials;
- Libeling, slandering, or maliciously offending other users;
- Not respecting the privacy of others by misrepresenting oneself as another user;
- Attempting to crash, degrade performance of, or gain unauthorized access to the Library's computer systems and networks;
- Modifying or damaging equipment, software, or data belonging to the Library or other users;
- Exposing children to harmful materials. Sec. 948.11 of the Wisconsin Statutes makes it a crime to expose children to pictures or images of nudity, or to depictions of sexually explicit conduct that are patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for children.

These restrictions also apply to email and chat room environments accessed through Library computers. If an individual or group of Internet users creates a disturbance that limits the effective use of the Library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate. Misuse and/or abuse of the computer or Internet access will result in suspension of Internet access privileges. Illegal acts involving Library computer resources may also be subject to prosecution by local, state, or federal authorities.

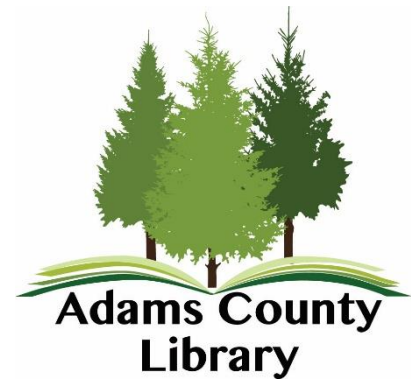
*Policy updated 6/25/2012*

*Policy reviewed 05/21/2018*



# Adams County Library

## Copyright

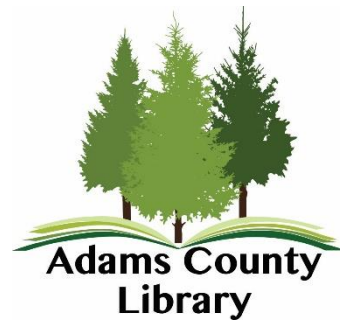


U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs or data without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.



# Adams County Library

## Patron Complaint Policy



While the Adams County Library strives to provide the highest level of service, we recognize that conflicts and differences of opinion occur. If you are concerned that the Library did not resolve an issue concerning your library account, or that you were not treated well during your visit to the library, please use this form to let us know.

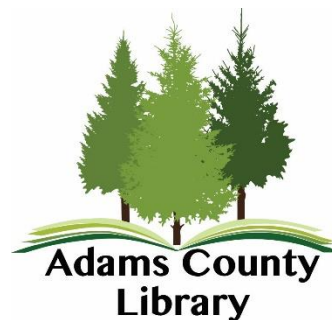
The Patron Complaint Form on the other side of this sheet may be completed at the library or taken home for later submission. When finished, it may be given to a Library staff member or mailed to the library. The Library Director will review the completed form promptly, and then contact you to discuss the issue. If that discussion does not resolve the issue, the complaint will be passed on to the Library's Board of Trustees for action at their next meeting. If you desire, you may request that your complaint be handled directly by the Board of Trustees, including an opportunity to address the Board in person at one of its monthly meetings.

After review, The Library Director or a member of the Library Board will contact you to discuss the proposed resolution of your complaint. A written response will also be provided.

*Policy reviewed 05/21/2018*

# Adams County Library

## Patron Complaint Form



*Please complete the contact information so that we can contact you about your complaint:*

Name:

Address:

Phone number:

Briefly, what is your specific complaint? Attach additional sheets if necessary.

When did this issue occur?

Was there any effort by the staff to fix the problem at the time it occurred?

What course of action would you like the Director or the Board of Trustees to take in this matter?

Thank you for completing the form. It can be mailed to the library at

Adams County Library  
569 N. Cedar St., Suite 1  
Adams, WI 53910

---

Staff use only below this line.

Date received at library \_\_\_\_\_ Date discussed by Library Board \_\_\_\_\_

Director's call to patron \_\_\_\_\_ Resolution \_\_\_\_\_

# American Library Association

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a

profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of



experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important;

that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

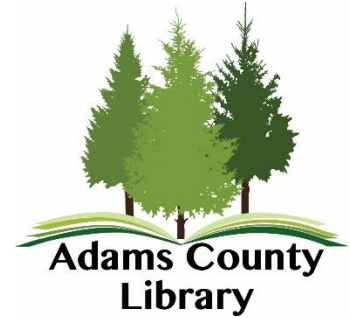
[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)  
[The Association of American University Presses, Inc.](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
[The Thomas Jefferson Center for the Protection of Free Expression](#)

# Adams County Library

## Materials Selection Policy



### I. OBJECTIVES OF THE LIBRARY

The aim of the Adams County Library is service to all people in the community. This encompasses individuals and groups of every age, sex, education, philosophy, occupation, economic level, ethnic origin, and human condition. Fulfilling the educational, informational, and recreational needs of these people is the library's broad purpose. More specifically, the library helps people to know more about themselves and their world; keep up with change; educate themselves; become better members of their families and communities; become socially and politically active and aware; be more capable in their occupations; develop their intellectual and creative abilities; appreciate and enjoy literature and art; and stimulate their own personal and social well-being. All materials are selected with these objectives in mind.

### II. RESPONSIBILITY FOR MATERIALS SELECTION

Final responsibility for selection rests with the Library Director. However, the Director may delegate responsibility to staff. Library materials selected by any staff shall be deemed to have been selected by the Library Board.

### III. INTELLECTUAL FREEDOM

The "Library Bill of Rights" and the "Freedom to Read" statement of the American Library Association are the foundations of this Materials Selection Policy.

Citizens may request a review of items in the collection. This request must be submitted in writing to the Adams County Library Board, using the Request for Consideration Form (available online or at the Circulation Desk). The Board and Director will review the request and reply in writing regarding the request.

### IV. POLICIES FOR SPECIFIC CLIENTELE

- A. Adult collections are chosen for people 16 years and older. Selection must be as broad in scope as the interests of the community. The collection should also reflect a wide range of reading ability.
- B. The young adult collections are chosen for patrons about 12 to 18 years old. Emphasis will be on popular browsing materials rather than school curriculum-based materials. Materials selected will reflect teenagers' special emotional, recreational, and informational needs.
- C. The children's collection will provide materials for children from pre-school through, roughly, age 14. The objective is to satisfy the recreational, informational, and cultural needs of a diverse population and age group.
- D. All patrons will have free access to all parts of the collection.

## **V. GENERAL CRITERIA FOR SELECTION**

To build a collection of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards:

- Suitability of physical form for library use
- Insight into human and social conditions
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs
- Appropriateness and effectiveness of medium to content
- Importance as a document of the times
- Relation to existing collections and other materials on the subject
- Reputation and/or significance of author
- Attention of critics, reviewers, and public
- Reasonable price

Items having high demand may not meet the general and specific guidelines of this policy. However, demand is a valid factor in selection.

The collection must contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. The public library does not promote or endorse particular views or beliefs. However, it does provide resources where individuals can examine issues freely and make informed decisions.

Others predicate the selection of library materials on the individual's right to read and, similarly, his freedom from censorship. Many materials are controversial, and any item may offend some person. Selection will not be made on the basis of any anticipated approval or disapproval. Rather, items will be selected for their merit and in relation to the collection and the community. Anyone is free to reject, for himself, materials of which he does not approve, but he cannot be allowed to restrict the freedom of others.

Responsibility for the reading of minors rests with parents and guardians. Selection of adult materials will not be limited by the possibility that materials may be examined or borrowed by minors.

## **VI. WEEDING**

The library maintains an active weeding policy based on the elimination of unnecessary items, outdated material, and books no longer of interest or in demand, duplicates, and worn or damaged copies. Frequency of circulation, community

interests, and the availability of more valid materials are of prime consideration. Books weeded from the collection will usually be available for sale.

## **VII. RELATIONSHIP TO SOUTH CENTRAL LIBRARY SYSTEM**

Through its membership in the South Central Library System, Adams County Library has access to a wide range of resources through inter-library loan. Through the "LINK" catalog the library is able to ascertain the holdings of specific libraries. This information is helpful in making purchasing decisions. However, the responsibility for local collection development rests with the Adams County Library Board, not the South Central Library System.

## **VIII. GIFTS**

Gifts for the library collection may consist of materials or of funds for materials purchase. Funds may be given for acquiring materials recommended by library staff or for the purchase of specific items suggested by the donor. The library encourages gifts not earmarked for specific items that allow greater flexibility in collection development. Gift additions must meet the same criteria as purchased materials. Gifts are accepted subject to the following limitations:

- A. The library retains unconditional ownership.
- B. The library makes the final decision on its own use or other disposition of the gift.
- C. The library reserves the right to decide the conditions of display, housing, and access to the materials.

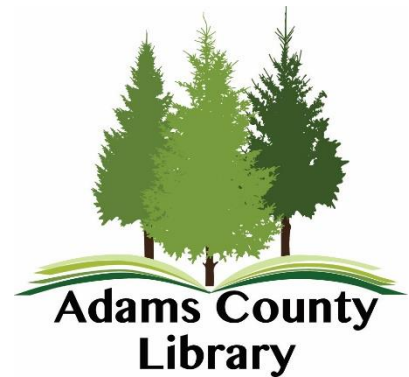
The library will not appraise gifts for the purpose of income tax deductions. Such appraisals are the responsibility of the donor.

*Policy reviewed 05/21/2018*



# Adams County Library

## Request for Consideration Policy



A county resident may make a request that an item in the Adams County Library Collection be reviewed for removal or restrictions. This request must be submitted in writing using the library's "Request for Consideration" Form (attached). The Library Board will consider the request at its next meeting. A reply as to the Board's action on the request will be sent after a decision has been made.

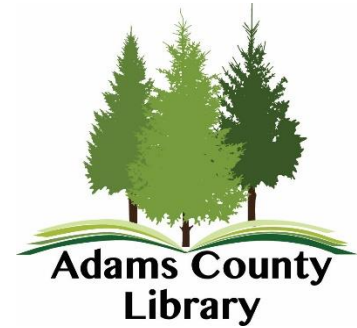
*Policy reviewed 05/21/2018*





# Adams County Library

## Gift Policy



The Adams County Library welcomes gifts of library materials, money, or real property. These gifts help enrich and improve public library resources.

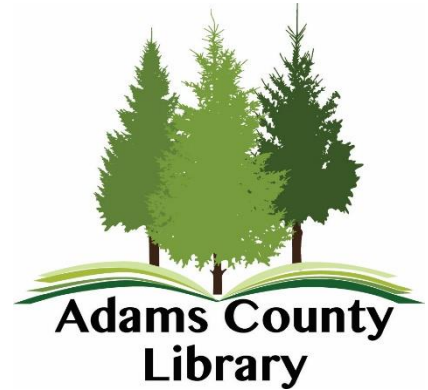
- Personal property, art objects, portraits, antiques and other museum objects will not be accepted unless approved by the Board of Trustees. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Library Board of Trustees.
- Monetary contributions are allocated by the Library Board for purchase of materials or programs not supported by the Library's operating budget.
- Memorial gifts of money for the purchase of books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate. A Memorial or Gift Donation Form should be completed. The Library will be pleased to select appropriate titles in memory of a relative or friend.
- Used books and paperbacks can often be used in the Library's collection. Items not needed by the Library are sold by the Library at an annual book sale and through other venues.
- Generally, the Library does not accept textbooks, sets of old encyclopedias, abridged books such as Reader's Digest editions, or books in poor physical condition. The Library reserves the right to refuse donations if the Library Director determines they are not of use to the Library.
- The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gift items will be withdrawn from the Library's collection in the same manner as purchased materials. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
- All gifts are tax deductible. A receipt for donation of materials will be provided upon request. The Library does not place a financial value on materials received.
- No gifts are accepted unless given to the Library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the Library.

*Policy amended 04/23/2018*

# Memorial / Gift Donation Form

I/We would like to make a donation to enrich the lives of all people who use the Adams County Library. This gift is:

- In memory of:
- In honor of:
- For anniversary of:
- Other (please give details):



Enclosed is my donation of \_\_\_\_ \$500 \_\_\_\_ \$250 \_\_\_\_ \$100 \_\_\_\_ \$50 \_\_\_\_ Other

Please direct my contribution to the following:

- Book title or book subject suggestion: \_\_\_\_\_
- Pick any book needed by the Library.
- Item on DVD, CD, audiobook, or other format needed by the Library (Please note that some formats do not have space to apply a memorial plate to the item)
- Library program supplies or performers

Please send letter acknowledging this gift to (amount will not be disclosed)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

- Please keep my gift anonymous.

## DONOR INFORMATION FOR RECEIPT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

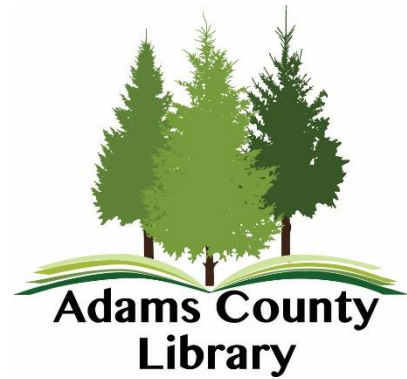
Telephone number (in case of questions) \_\_\_\_\_

Checks may be made out to: **Adams County Library.**

Please mail to: Adams County Library, 569 N. Cedar St., Adams, WI 53910

# Adams County Library

## Posting, Display, and Distribution of Public Notices



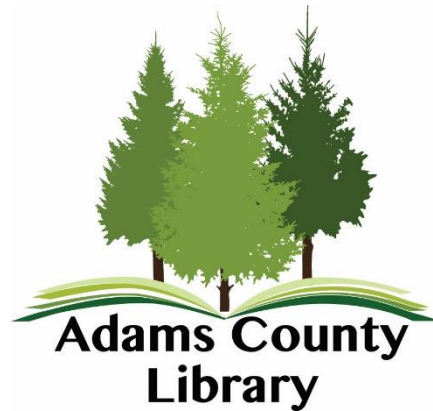
- The primary purpose of the bulletin boards, electronic displays and spaces designated for the display of notices in the Adams County Library is to provide information to Library users about events or services of a cultural, recreational, or community service nature. Library displays take precedence over other users.
- 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.
- All displays, exhibits, and handouts are to be approved by Library staff prior to setup or posting. Unauthorized displays or material will be removed.
- The Library will not display posters, petitions, or notices for political parties or candidates or those advocating a position on a public issue. The Library also will not display product advertisements, legal notices, or notice of fund-raising drives.
- The Library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display.
- The presentation of any display, exhibit, or handout does not imply an endorsement of the content by the Adams County Library, its Trustees, or staff. Each display must include contact information for responsible person or group.
- The Library may distribute multiple copies of ongoing publications, informational brochures, pamphlets, etc., of a cultural, recreational, or educational nature. Consideration of distribution of non-library materials will be made by the Library Director.
- The Library may accept copies of newspapers and other periodicals for in house display and use.
- Questions about this policy may be directed to the Library Director in writing.

*Policy reviewed 05/21/2018*



# Adams County Library

## Volunteer Policy

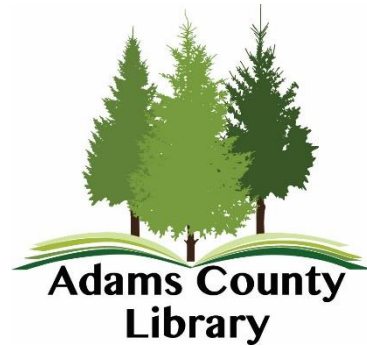


The Adams County Library Volunteer Services Program supplements the efforts of paid library staff to provide quality library collections, services and programs; serves as a method for area residents to become familiar with the library; provides community service opportunities for residents and students; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is an individual who performs hours of service for the County without the promise, expectation or receipt of compensation for services rendered, except for reimbursement for reasonable expenses, reasonable benefits, and nominal fees, or a combination thereof. All volunteer work performed for the County shall be performed in accordance with the provisions of the Fair Labor Standards Act. .
2. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.
3. Minor children may only work as volunteers with the consent of a parent or legal guardian.
4. Volunteers who work for the Library will fill out the **Adams County Volunteer Application** prior to beginning their volunteer assignments. These applications will be kept on file by the Library Director. All volunteers must complete the Adams County Library **Waiver of Liability and Hold Harmless Agreement**. This form will be kept on file with their volunteer application.
5. All Library Volunteers are bound by **Adams County Volunteer Service Policy Document Number Four**, and by the rules contained in the **Adams County Employee Handbook**. As noted in these documents, the Library may require volunteers to agree to have a background check at the Library's expense.

# Adams County Library

## Volunteer Application



### Personal Information:

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone Number: (     ) \_\_\_\_\_

Email address \_\_\_\_\_

### Interests and Skills:

I am interested in the following volunteer opportunities at the Adams County Library  
(*check all that apply*):

Shelving/Adopt-a-Shelf	_____	Used book sale (August)	_____
Cleaning/Decorating	_____	Garden and Landscaping	_____
Special Clerical Projects	_____	Summer Library Program	_____
Assistance with programs	_____	(May - July)	_____

Other \_\_\_\_\_

Is this a service project for school or a youth group? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide a **Reference** (employer, teacher, or other adult) we may contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

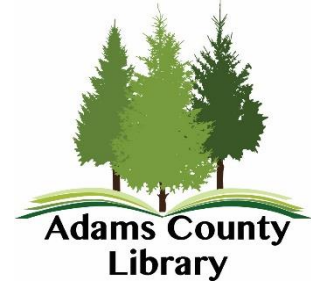
**Emergency Contact.** For students younger than 18 years old, guardian must sign below:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

# Adams County Library

## Waiver of Liability and Hold Harmless Agreement



The undersigned desires to participate in \_\_\_\_\_.  
 The undersigned assumes all responsibility and risks related to or in any way connected with the activities.

In consideration of Adams County, the undersigned does for himself, his heirs, executors, successors and assigns, release, waive, discharge and covenant not to sue the County, its employees, agents, successors and assigns, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation arising out of, on account of, related to, or in any way connected with the undersigned's participation at the Adams County event.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign if voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute the Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THIS IS A RELEASE  
 READ BEFORE SIGNING**

WITNESSES:

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Participant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

*Policy reviewed 11/28/2016*

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Staff use only below this line.

Date received at library \_\_\_\_\_

Approved?    Yes    No

Background check run \_\_\_\_\_

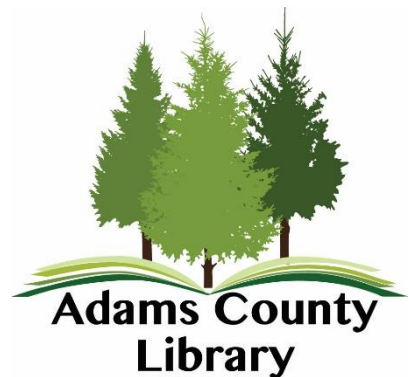
Date contacted \_\_\_\_\_





# Adams County Library

## Amendment of Policies



These policies, and all other specific policies, including the **Request for Consideration Policy**, the **Gift Policy**, and the **Materials Selection Policy** (which includes the American Library Association’s **Library Bill of Rights**, and **Freedom to Read** statement), may be amended at any regular or special meeting of the Board, provided that the proposed amendment was stated in the call for the meeting. An amendment requires four affirmative votes.

*Policy reviewed 05/21/2018*