



City of Fort Atkinson
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

**LIBRARY BOARD POLICY COMMITTEE MEETING
VIA ZOOM**

THURSDAY, JULY 30, 2026 – 12:00 PM

<https://us02web.zoom.us/j/87065134042?pwd=yHg9UNm0qL0YB7jdD0sxpUApD3BHrW.1>

Meeting ID: 870 6513 4042

Passcode: awLNAc8x

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7790 at least three (3) days prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

1. Call meeting to order

2. New Business

- a. Review recommended revisions to the Circulation Policy
- b. Review recommended revisions to the Code of Conduct
- c. Review recommended revisions to the Meeting Room Policy
- d. Review recommended revisions to the Policy on Patron Privacy and Confidentiality
- e. Review recommended revisions to the Library Exhibit Policy
- f. Review recommended revisions to the Public Access Internet Policy

3. Adjournment

Visit us online! City news and information can be found at www.fortatkinsonwi.gov, and be sure to follow us on Facebook @FortAtkinsonWI.



MEMORANDUM

DATE: July 30, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review recommended revisions to the Circulation Policy

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Circulation Policy, staff reviewed policies from the following libraries: Mukwonago Community Library, New Berlin Public Library, Pauline Haass Public Library (Sussex), and Pewaukee Public Library.

The main intention of the proposed revisions is to make the policy more clear, brief, accurate, and consistent. Most notably, the draft includes new sections about Three for Me cards, Temporary cards, and account expiration. On November 8, 2021, the Dwight Foster Public Library Board of Trustees approved adding Three for Me library cards. However, this addition was not previously included in the Circulation Policy.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Circulation Policy.

ATTACHMENTS

1. 01_Circulation Policy REVISION DRAFT

2. 01_Circulation Policy REDLINE DRAFT
3. 01_Circulation Policy



Circulation Policy

Library Cards

Welcome to the Dwight Foster Public Library! Library cards are required to borrow materials from the Library and may be required to utilize certain library services. Any person who lives in Wisconsin may apply for a free library card by completing and signing a library card application and presenting current photo identification. Library cards are non-transferable.

Cardholders are responsible for the items checked out on their library account and for ensuring their library account information is accurate and up-to-date. Replacement cards will be issued with proper identification or verification.

The Dwight Foster Public Library is a member of the Bridges Library System and the CAFÉ consortium. The CAFÉ consortium includes the public libraries in Jefferson and Waukesha counties and provides access to over two million items. Dwight Foster Public Library cards are honored in all of the libraries in the CAFÉ consortium. However, please be aware that policies, fines, and fees vary from library to library.

Library Cards for Minors

Children of any age are welcome to get a library card. A parent or legal guardian must provide identification and sign the library card application for anyone under 18 years of age. Parents are responsible for all fines and fees associated with the use of their children's cards. Parents are responsible for monitoring their children's choice of materials.

Three for Me Cards

The Dwight Foster Public Library will issue a Three for Me card to individuals who live in Wisconsin but either cannot present proper identification and proof of address or do not have a parent or guardian present to sign a child's library card application. Three for Me cards issued by the Dwight Foster Public Library should only be used at the Dwight Foster Public Library. Checkout is limited to three items total for the account. Holds are not permitted. When he or she has the necessary documentation, the patron may

complete a library card application and receive full library privileges.

Temporary Cards

The Dwight Foster Public Library will issue a temporary card to individuals who are living in Wisconsin temporarily. To receive a temporary card, individuals will be required to provide proof of their permanent address as well as their temporary address. Checkout is limited to five items total for the account. Temporary cards are valid for four months.

Library Account Management

The Library offers many tools to help cardholders manage their library account. Cardholders can go to the Library's online catalog or mobile app to see what is checked out on their account, renew items, and check the status of holds. The library can send notices of items coming due prior to their due date and notify patrons when their holds become available.

Account Expiration and Renewal

To help the Library maintain an accurate cardholder database, library accounts expire every eighteen months. Library accounts may be renewed in person or over the phone by verifying all contact information. Most inactive library accounts will be deleted from the database three years after account expiration.

Holds

Cardholders may place holds on most circulating items in the CAFÉ catalog. The Library will send notifications when items are ready for pickup. An item will be held a maximum of seven days. The Library reserves the right to suspend hold privileges if items are consistently not picked up.

Interlibrary Loan

If the Bridges Library System does not own an item, cardholders may ask about interlibrary loan. The Library may be able to get the item from another library outside of the Bridges Library System. Interlibrary loan items may not be renewed. All interlibrary loan items must be returned to the library where the request was placed and processed. The Library reserves the right to refuse interlibrary loan service to cardholders who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

Renewals

Most items may be renewed up to three times provided no one else has a hold on it. The renewal period begins on the day of the renewal.

Cardholders may renew items by visiting or calling the Library during regular library hours. Cardholders may also renew items themselves through the Library's online catalog or the Library's mobile app.

Returns

Cardholders may return materials either to the drop slot in the lobby or the outside drop slot in the front of the building. Some large items will not fit into the drop slots and must be returned to the front desk. Cardholders may also return library materials to other libraries in the Bridges Library System.

Materials with multiple parts, such as a set of DVDs, a book with a pamphlet, a kit, etc., are not considered returned until all pieces have been returned to the Library. The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.

Fines and Fees

The Dwight Foster Public Library is a fine free library. If a cardholder does not return item(s) by the due date, he or she will receive overdue notices as a reminder but the account will not accrue overdue fines. If the item is still not received by 30 days past the original due date, the account will be charged the replacement cost of the item and a bill will be mailed to the cardholder. Cardholders are encouraged to return these items as soon as possible and the replacement costs may go away.

Cardholders may be charged a replacement fee for lost or damaged items. If a lost item is later found, please be aware that the Dwight Foster Public Library does not grant refunds. However, refund exceptions may be made at the Library Director's discretion. Other libraries may charge additional processing fees for lost or damaged materials. These charges are determined by the owning library.

The Library assumes no responsibility for damage to equipment that may occur as a result of use of library materials.

Checks returned will be assessed a service fee determined by City of Fort Atkinson policy

in addition to the original amount charged.

Suspension of Library Borrowing Privileges

Cardholders will not be able to check out materials, renew materials, or request materials through interlibrary loan if their library account has charges of \$10 or more.

Lending Periods

1 week

Feature film DVDs

2 weeks

New adult fiction and new adult nonfiction books

Magazines

Series and nonfiction DVDs

Music CDs

Interlibrary loan items

3 weeks

Most books (except for new adult fiction and new adult nonfiction books)

Audiobooks

Specialty items, including Explore Passes and items from the Library of Things, have special loan periods.

Some library items, including reference materials and newspapers, are not available for checkout and may only be used in the building.

The Library reserves the right to set checkout limits based on the Library Director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999

Revised: 7/1/2002

Revised: 11/6/2006

Revised: 1/11/2007

Revised: 5/7/2007

Revised: 9/10/2007

Revised: 3/2/2009

Revised: 9/9/2013

Revised: 12/19/2016
Revised: 3/8/2021

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Circulation Policy

Library Cards

Welcome to the Dwight Foster Public Library!

Library cards are required to borrow materials from the [Library](#) and may be required to utilize certain library services. ~~To ensure accuracy, please bring your card with you when you want to check out materials or use the computers/library equipment.~~

~~The library guarantees your right to privacy and will not disclose circulation or registration records except by court order. The library reserves the right to disclose circulation and registration records necessary for the purpose of debt collection or materials recovery. Please see the library's *Patron Privacy and Confidentiality* policy for further information.~~

Any person who lives in Wisconsin may apply for ~~and receive~~ a free library card ~~after by~~ completing and signing a library card application and presenting ~~proper~~ current ~~photo~~ identification. ~~A driver's license or state ID is a required form of verification.~~ Library cards are non-transferable.

~~A parent/legal guardian must show identification and sign the library card application for anyone under 18 years of age. Parents are legally responsible for all fines and fees associated with the use of their children's cards. Parents are also responsible for monitoring their children's choice of materials.~~

~~Your library card is much like a credit card and should be treated as such since Cardholders are financially responsible for everything checked out on it responsible for the items checked out on their library account. If you should lose your card or have it stolen, please notify us immediately. If your name or contact information changes, please report the change to us as soon as possible, and for ensuring their library account information is accurate and up-to-date.~~

Replacement cards will be issued with proper identification ~~and/or~~ verification.

~~All borrowers will have to select a PIN upon registering for a library card. A PIN is a 4 digits sequence. Please be aware that once a PIN is entered into a patron's account,~~

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~~library staff is unable to see the PIN. If you should forget your PIN, it will have to be reset. For this reason we recommend that the PIN be something that is easy to remember, like the year you were born or the last 4 digits of your phone number.~~

~~The library Dwight Foster Public Library is a member of the Bridges consortium Library System and the CAFÉ consortium. Bridges The CAFÉ consortium includes~~consists of the public libraries in Jefferson and Waukesha counties and provides access to over ~~at two~~ 3 million items. ~~Your~~ Dwight Foster Public Library cards ~~is~~ are honored in ~~any~~ all of the libraries in the ~~Bridges CAFÉ~~ consortium. However, please be aware that policies, fines, and fees vary from library to library.

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~~Children of any age are welcome to get a library card. A parent or legal guardian must show~~provide identification and sign the library card application for anyone under 18 years of age. Parents are responsible for all fines and fees associated with the use of their children's cards. Parents are ~~also~~ responsible for monitoring their children's choice of materials.

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Temporary Cards

The Dwight Foster Public Library will issue a temporary card to individuals who are living in Wisconsin temporarily. To receive a temporary card, individuals will be required to provide proof of their permanent address as well as their temporary address. Checkout is limited to five items total for the account. Temporary cards are valid for four months.

Managing Your Library Account Management

The ~~library~~ Library ~~now~~ offers many tools to help ~~you~~ cardholders manage ~~your~~ their

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library account. ~~You~~ Cardholders can go to the ~~library's~~ Library's catalog online at ~~fortlibrary.org~~ online catalog or mobile app ~~at any time~~ to see what is checked out on ~~your~~ their account, renew items, and check the status of ~~your~~ holds. ~~If you provide your email address,~~ The library will ~~can~~ send ~~you email~~ notices of items coming due prior to their due date, and notify ~~you~~ patrons when ~~your~~ their holds become available.

Account Expiration and Renewal

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To help the Library maintain an accurate cardholder database, library accounts expire every eighteen months. Library accounts may be renewed in person or over the phone by verifying all contact information. Most inactive library accounts will be deleted from the database three years after account expiration. ~~If you have texting service on your cell phone, you can sign up for text message notifications.~~

~~The Dwight Foster Public Library no longer charges overdue fines on items checked out from our library is a fine free library. If you do not return your item(s) by the due date, you will receive overdue notices as a reminder but your account will not accrue overdue fines. If the item is still not received by 30 days past the original due date, your account will be charged the replacement cost of the item and a bill will be mailed to you. Bring back~~ Return ~~this item as soon as possible and the replacement cost may go away.~~

~~On items that are long overdue, the library utilizes the services of either the police department or a collection agency to retrieve materials or collect payment for their replacement. Once a patron's account is sent to the collection agency, the items may no longer be returned for credit as they may already have been replaced. At that point, and the patron is responsible for paying for the item(s) through the collection agency. Please see the library's~~ Policy on Unreturned Library Materials ~~for more information.~~

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~~A set of DVDs, a book with a pamphlet, a kit, etc. is not considered returned until all pieces are back. Please make sure that~~ return ~~everything is returned at the same time. The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.~~

~~If you need to pay for a lost or damaged Dwight Foster owned item, you will be charged a standard replacement fee. If the lost item should be found please be aware that the Dwight Foster Public Library does not grant refunds, however exceptions may be made at the Director's discretion. Other libraries may charge additional processing fees for lost materials. These charges are determined by the owning library. The library strives to offer materials that are cleaned and free from defects. We appreciate you letting us know if you should encounter DVD/CD issues. However, the library assumes no~~

responsibility for damage to patrons' equipment that may occur as a result of use of library materials.

- Checks returned will be assessed a service fee determined by City of Fort Atkinson policy.

Holds

~~Patrons~~Cardholders may place holds on most circulating items in the CAFÉ catalog. ~~If an item you are looking for is checked out, you may place a hold on it, and we~~The Library will ~~notify send notifications you will~~ when ~~it the items is~~are ready for pickup. An item will be held a maximum of ~~7 seven~~ days ~~so be sure to pick up your item promptly~~. The Library reserves the right to suspend a patron's "holds" privileges if items are consistently not picked up.

Interlibrary Loan

If the Bridges Library System does not own an item, ~~please cardholders may do not hesitate to~~ ask about interlibrary loan. ~~The Library We~~ may be able to get the item from another library outside of ~~our the Bridges Library System~~. ~~Interlibrary loan items may not be renewed. Materials borrowed from other libraries are subject to the rules and regulations of the loaning library. Please note that a~~All interlibrary loan items ~~that were ordered for you by our library~~ must be returned ~~directly to our the library where the request was placed and processed so you get proper credit for return~~. The ~~library Library~~ reserves the right to refuse interlibrary loan service to ~~patrons cardholders~~ who have kept interlibrary loan materials overdue or who have repeatedly requested items and not picked them up.

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Renewals

~~All Most~~ items ~~except interlibrary loan items~~ may be renewed ~~up to~~ three times ~~unless there is a hold on it for someone else provided no one else has a hold on it~~. ~~Remember, The~~ renewal period begins on the day of the renewal.

~~You Cardholders~~ may renew items by ~~bringing them in~~visiting or calling the ~~library Library~~ during regular library hours. ~~You Cardholders~~ may also renew items ~~yourself themselves on the catalog computers in the library or by accessing through~~ the ~~library's Library's~~ online catalog (~~fortlibrary.org~~) or ~~through the Library's mobile app~~. ~~You may renew items via the online catalog even during hours the library is closed. Keep in mind the library's online catalog is down for scheduled maintenance during certain hours of the week.~~

Returns

~~Materials may be returned~~Cardholders may return materials either to the drop slot in the lobby or the outside drop slot in the front of the building.- Some large items will not fit into the drop slots and must be returned to the front desk.- ~~Additionally, the return bins have limited capacity so we ask that you not overload them at any one time.~~
~~You~~Cardholders may also return library materials to other libraries in ~~our the~~ Bridges Library System ~~(Jefferson and Waukesha Counties)~~ and your items will be checked in at that time.

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Materials with multiple parts, such as a set of DVDs, a book with a pamphlet, a kit, etc., are not considered returned until all pieces have been returned to the Library. Please return everything at the same time. The item will not be checked in until the set is complete. Any missing pieces are subject to replacement charges up to the full value of the item.

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~~The library strives to offer materials that are clean and free from defects. We appreciate you letting us know if you encounter issues with library materials. The~~ Library assumes no responsibility for damage to ~~patrons'~~ equipment that may occur as a result of use of library materials.

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~~Please note that all interlibrary loan items that were ordered for you by our library must be returned directly to our library so you get proper credit for return.~~

Lending Periods & Limits

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1 week

Feature films DVDs

2 weeks

New adult fiction and new adult nonfiction books

Magazines

TV Series and Nonfiction DVDs

Music CDs

Games, toys & puzzles

Interlibrary loan items

3 weeks

Most books (except for new adult fiction and new adult nonfiction books)

All audio-books

All large print books

~~Pamphlets~~

4 hours

Library laptop for use inside the library only

(See separate policy)

~~Reference books do not circulate. As such, they are always available for use by library users during open hours.~~

~~Specialty items, including Explore Passes and items from the Library of Things, have special loan periods.~~

~~Some library items, including reference materials and newspapers, are not available for checkout and may only be used in the building.~~

The ~~library~~ Library reserves the right to set ~~additional~~ checkout limits based on the ~~library~~ Library director's Director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999~~October 4, 1999~~

Revised: 7/1/2002~~July 1, 2002~~

Revised: 11/6/2006~~November 6, 2006~~

Revised: 1/11/2007~~January 11, 2007~~

Revised: 5/7/2007~~May 7, 2007~~

Revised: 9/10/2007~~September 10, 2007~~

Revised: 3/2/2009~~March 2, 2009~~

Revised: 9/9/2013~~September 9, 2013~~

Revised: 12/19/2016~~December 19, 2016~~

Revised: 3/8/2021~~March 8, 2021~~

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Circulation Policy

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4 hours

Library laptop—for use inside the library only

(See separate policy)

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The library reserves the right to set additional checkout limits based on the library director's discretion.

Approved by the Dwight Foster Public Library Board of Trustees

October 4, 1999

Revised July 1, 2002

Revised November 6, 2006

Revised January 11, 2007

Revised May 7, 2007

Revised September 10, 2007

Revised March 2, 2009

Revised September 9, 2013

Revised December 19, 2016

Revised March 8, 2021



MEMORANDUM

DATE: July 30, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review recommended revisions to the Code of Conduct

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Code of Conduct, staff reviewed policies from the following libraries: Door County Library, La Crosse Public Library, Madison Public Library, Mercer Public Library, Milwaukee Public Library, Mukwonago Community Library, Muskego Public Library, New Berlin Public Library, Pauline Haass Public Library (Sussex), Portage Public Library, Seattle Public Library, Sun Prairie Public Library, and Waukesha Public Library. Additionally, Adult Services Librarian Deb Bauer attended a session at the 2026 Public Library Association conference titled “Redesigning Rules to Reflect Library Values” about the process Seattle Public Library went through to develop their conduct rules.

The main intention of the recommended edits is to reorganize the content of the policy into three main categories. Additionally, edits aim to provide more clarity for patrons and staff and address common questions.

Drafts of the proposed revisions were reviewed by Library Board Trustee Duane Scott, Police Chief Bump, and Attorney Westrick. Chief Bump and Attorney Westrick thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Code of Conduct for

Public Library Behavior in order to provide clear guidance for patrons and staff members.

ATTACHMENTS

1. 02_Code of Conduct Policy REVISION DRAFT
2. 02_Code of Conduct Policy REDLINE DRAFT
3. 02_Code of Conduct Policy



Code of Conduct for Public Library Behavior

The Dwight Foster Public Library is committed to maintaining an atmosphere conducive to reading, study, research, connection, and the pursuit of life-long learning opportunities. To ensure this environment, the Dwight Foster Public Library Board of Trustees has adopted the following Code of Conduct.

1. Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a respectful, responsible, appropriate, and courteous manner. Examples of respectful library use expectations include but are not limited to the following:
 - Patrons are expected to treat library materials, furniture, equipment, and spaces with care and to use them as intended.
 - Non-alcoholic beverages in covered containers are allowed in the Library. Light refreshments are permitted in the Library's entryway, the teen room, meeting rooms, and staff areas. Library patrons are expected to maintain library cleanliness while consuming beverages and food in permitted areas.
 - Patrons may not produce excessive noise. Differing levels of noise are appropriate and expected in different spaces in the Library. For example, library staff welcome the noise that accompanies developmentally-appropriate indoor play in the children's area of the Library. Library staff expect limited noise and low volume in the designated quiet area on the second floor of the Library. Conversational volume is appropriate in other areas of the library.
 - Patrons are expected to maintain behavior that does not excessively disrupt other patrons, library staff, or library services.
 - Sleeping or laying down is not allowed in the Library or on library grounds.
 - Parents and guardians are responsible for the behavior of their children. The Library's "Unattended Children Policy" has clear rules regarding the ages that children are allowed to be in the Library unattended.
 - Adults unaccompanied by children or teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.
 - Bringing any animal into the Library is not allowed, with the exception of service animals, law enforcement animals, or animals affiliated with authorized programs.

- Patrons are expected to keep their personal belongings with them. The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to relocation or disposal.
 - Patrons may not relocate library furniture without the permission of library staff.
 - Individuals must wear appropriate and adequate clothing including shoes and a shirt at all times in the Library.
 - Sexual contact or conduct is prohibited, including indecent exposure, inappropriate physical contact, solicitation for sex, or display of pornography.
 - Patrons are expected to stay within public areas. Entering a staff-only space is only permitted with the permission of library staff.
2. Library patrons are expected to act in a manner that maintains a safe, secure, and healthy environment. Examples of safe library use expectations include but are not limited to the following:
- Behavior that may jeopardize the safety of patrons, staff, or facilities at the Library is prohibited, including running or fighting.
 - Disorderly, dangerous, threatening, abusive, indecent, profane, obscene, racist, or harassing language or behavior is prohibited.
 - Stealing, attempting to steal, damaging, vandalizing, or altering any Library property or the property of staff or patrons is prohibited.
 - Engaging in unwanted or inappropriate interactions with patrons or staff is prohibited, including prolonged staring, following others, and unwanted conversations.
 - Strong fragrances, strong odors, or unacceptable personal hygiene that unreasonably interferes with others' library use are not allowed.
 - Openly carrying a firearm is not allowed except for on-duty law enforcement officials. Concealed carry of a firearm is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool, or other item in a threatening manner.
 - Using or handling tobacco or vaping products inside the Library or within a 15-foot perimeter of the library's entrance is prohibited.
 - Possessing, consuming, or being under the influence of alcohol or illegal substances while in the Library or on library grounds is prohibited.
 - Patrons may not remain in the Library after closing, when requested to leave during emergency situations, or when excluded from the Library due to conduct. Staff may grant permission for patrons to remain in the FCCU Community Room after hours following the Library's Meeting Room Policy.

3. Library patrons will use the Library in a manner that does not interrupt, inhibit, or interfere with others' access to and use of the Library and library materials.

Examples of library use expectations include but are not limited to the following:

- Patrons may not obstruct access to library spaces, including the entryway, vestibule, book return, staircase, exits, walkways, or aisles. Any bicycle or other item blocking the Library's entryway, walkways, or aisles is subject to relocation or disposal by library staff. Disruptive groups congregating in the Library or on library grounds may be asked to disperse.
- Canvassing, gathering signatures, soliciting donations, fundraising, sales, or distributing materials at the Library without prior approval is not allowed.

Any behavior or actions not listed above will be left to the discretion of the Library Director or the staff member in charge.

Enforcement of the Code of Conduct

The code of conduct rules are in place for the comfort and protection of all. They will be courteously and firmly enforced by library staff.

When possible, staff will first educate individuals about the applicable policies before taking other measures to enforce those policies. If necessary, the police may be called for assistance. Patrons should notify library staff with concerns regarding violations of the code of conduct. Persons who fail to follow the Library's code of conduct may be excluded from the Library and/or face legal action. 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. Severe or repeated violations could result in temporary or permanent exclusion from the Library.

Any patron whose library privileges have been suspended by the Library Director or another library staff member may appeal the decision to the Dwight Foster Public Library Board of Trustees within thirty (30) days of the decision.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999

Revised: 2/4/2002

Revised: 1/9/2012

Revised: 6/9/2014

Revised: 11/10/2014



Code of Conduct for Public Library Behavior

The Dwight Foster Public Library ~~has an obligation to its patrons to~~ is committed to maintain~~ing~~ an atmosphere conducive to reading, study, research, ~~connection~~, and the pursuit of life-long learning opportunities. ~~To ensure this environment, the Dwight Foster Public Library Board of Trustees has adopted the following Code of Conduct.~~ Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a responsible, appropriate, and courteous manner.

~~These rules are posted for the comfort and protection of all. They will be courteously and firmly enforced by Library staff. If necessary, the police may be called for assistance. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action which includes a possible charge of violation of municipal ordinances. Repetitive violations could mean permanent exclusion from the Library.~~

1. ~~Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a respectful, responsible, appropriate, and courteous manner. Examples of respectful library use~~ expectations include but are not limited to the following:

- ~~Patrons must~~ are expected to treat library materials, furniture, equipment, and spaces ~~with care and to use them as intended.~~
- ~~Non-alcoholic beverages in covered containers are allowed in the Library. Food is~~Light refreshments are permitted in the Library's entryway, the teen room, meeting rooms, and staff areas. Library patrons are expected to maintain library cleanliness while consuming beverages and food in permitted areas.
- ~~Possessing, selling, distributing, consuming, or being under the influence of alcohol or illegal substances while in the library or on library grounds is prohibited.~~
- ~~Library furniture and~~ attempting to steal, vandalizing, or the property of staff or patrons. Patrons may not produce excessive noise. Differing levels of noise are appropriate and expected in different spaces in the Library. For example, library staff welcome the noise that accompanies developmentally-

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appropriate indoor play in the children's area of the Library. Library staff expect limited noise and low volume in the designated quiet area on the second floor of the Library. Conversational volume is appropriate in other areas of the library.

- Patrons are expected to maintain behavior that does not excessively disrupt other patrons, library staff, or library services.
- Sleeping or laying down is not allowed in the Library or on library grounds.
- Parents and guardians are responsible for the behavior of their children. The Library's "Unattended Children Policy" has clear rules regarding the ages that children are allowed to be in the Library unattended.
- Adults unaccompanied by children/ or teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.
- ~~Bringing animals or pets~~any animal into the Library ~~separate from authorized programs~~is not allowed, with the exception of service animals, law enforcement animals, ~~law enforcement animals, or animals affiliated with authorized programs.~~

- ~~Patrons are expected to keep their personal belongings with them. The Library is not responsible for personal belongings left unattended. -Personal items left by patrons are subject to relocation or disposal.~~

- ~~Patrons may not relocate library furniture without the permission of library staff.~~

- ~~Bringing animals or pets~~any animal into the Library ~~separate from authorized programs~~is not allowed, with the exception of service animals, law enforcement animals, or animals affiliated with authorized programs.

~~Extended loitering is not allowed.~~

~~Sleeping or laying down is not allowed in the library or on library premises.~~

- ~~Disorderly or disruptive conduct, including but not limited to boisterous behavior, running, or fighting is not allowed in the library. Individuals must wear appropriate and adequate clothing including shoes and a shirt at all times in the Library.~~

- Sexual contact or conduct is prohibited, including indecent exposure, inappropriate physical contact, solicitation for sex, or display of pornography.

~~Excessive or disruptive noise, including engaging in loud or disruptive conversations, making continuous noise, or using personal electronic equipment at a disturbing volume, is not allowed.~~

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~~Unacceptable p~~ Personal hygiene must be appropriate for a public place of business.

~~Individuals must wear appropriate and adequate clothing at all times in the library including shoes in the library and shirts.~~

- ~~Patrons in the library may not display vulgar, obscene, or profane words or images.~~ Patrons are expected to stay within public areas. Entering a staff-only space is only permitted with the permission of library staff.

Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.

In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. The Library enforces its *Unattended Children Policy*. It has clear rules regarding the ages that children are allowed to be in the Library unattended. Parents with young children may be asked to relocate to the children's department if they are disruptive to others in the adult areas of the library.

~~The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to relocation or disposal.~~

2. Library patrons are expected to act in a manner that maintains a safe, secure, and healthy environment. Examples of safe library use expectations include but are not limited to the following:

Instances of ~~unsafe~~ irresponsible use of the Library and supporting examples include:

- Behavior that may jeopardize the safety of patrons, staff, or facilities at the Library is prohibited, including running or fighting.
- ~~Disorderly, drunken, dangerous, or threatening, abusive, indecent, profane, obscene, racist, or harassing language or behavior~~ is prohibited.
- Stealing, attempting to steal, damaging, vandalizing, or altering any Library property or the property of staff or patrons is prohibited.
- ~~B is prohibited~~

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- ~~Examples (includes but is not limited to): Engaging in unwanted or inappropriate interactions with patrons or staff is prohibited, including prolonged staring, following others, and unwanted conversations.~~
-
- ~~Strong fragrances, strong odors, or unacceptable personal hygiene that unreasonably interferes with others' library use are not allowed.~~
- ~~Openly carrying a weaponfirearm (except for an on-duty law enforcement official) is not allowed except for on-duty law enforcement officials. Concealed carry of a weaponfirearm is permissible provided the proper permit has been attained.- No one may exhibit any weapon, tool, or other item in a threatening manner.~~
- ~~Indecent exposure; harassment; displaying pornography.~~
- ~~Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.~~
- ~~Using or handling tobacco or vaping products inside the Library or within a 15-foot perimeter of the library's entrance is prohibited.~~
- ~~Possessing, consuming, or being under the influence of alcohol or illegal substances while in the Library or on library grounds is prohibited.~~
- ~~Patrons may not remain in the Library after closing, when requested to leave during emergency situations, or when excluded from the Library due to conduct. Staff may grant permission for patrons to remain in the FCCU Community Room after hours following the Library's Meeting Room Policy.~~
- ~~Openly carrying a weapon (except for an on-duty law enforcement official) is not allowed. Concealed carry of a weapon is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool, or other item in a threatening manner.~~
- ~~an adult unaccompanied by a child in the Youth Services area who is not engaged in Library business.~~
- ~~Indecent exposure; harassment; displaying pornography.~~
- ~~Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.~~

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~~Bringing animals or pets into the Library separate from authorized programs, with the exception of service animals.~~

3. Library patrons will use the Library in a manner that does not interrupt, inhibit, or interfere with others' access to and use of the Library and library materials. Examples of library use expectations include but are not limited to the following:

~~Patrons may not obstruct access to library spaces, including the entryway, vestibule, book return, staircase, exits, walkways, or aisles. Any bicycle or other item blocking the Library's entryway, walkways, or aisles is subject to relocation, confiscation, or disposal by Library staff.~~

- ~~Disruptive groups congregating in the Library or on Library grounds may be asked to disperse.~~

~~Canvassing. Any bicycle or other item blocking the Library's entryway, walkways, or aisles is subject to relocation, confiscation, or disposal by Library staff.~~

~~Soliciting gathering signatures, soliciting donations, fundraising, sales, or distributing materials at the Library without prior approval is not allowed.~~

~~Instances of irresponsible use of the Library and supporting examples include:~~

- ~~Any illegal activity including stealing, damaging, or altering any Library property. Patrons who trigger the Library's theft detection system may be required to open any bags or clothing for inspection.~~

~~Examples (includes but is not limited to): Altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving table tops; puncturing upholstery, jumping in bushes, starting a fire.~~

- ~~Disorderly, drunken, dangerous, disruptive, or threatening behavior or behavior that may jeopardize the personal safety of patrons, staff, or facilities at the Library.~~

~~Examples (includes but is not limited to): Cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene; wearing inadequate clothing; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threatening the personal safety of patrons or~~

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~~staff; transmitting threatening, harassing, malicious, or abusive languages and images; running, skateboarding, or rollerblading; fighting; chronic sleeping; using a laser pointer (except for authorized use in a presentation); playing in and around the elevator, and climbing the theft detection system on furniture.~~

- ~~Loitering.~~

~~Examples (includes but is not limited to): Blocking the entry ways, vestibules, book return, or staircases, or exits. Disruptive groups congregating on Library grounds may be asked to disperse. Any bicycle or other item blocking the Library entryway is subject to confiscation by Library staff.~~

- ~~Consumption of intoxicants, tobacco, and food~~

~~Examples (includes but is not limited to): Consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 15 foot 15 foot perimeter of the front door. Food is permitted in staff areas, the coffee shop area, and for groups meeting in the meeting rooms, if arrangements have been made in advance. Non-alcoholic beverages in covered containers are allowed in the library.~~

- ~~Openly carrying a weapon (except for an on-duty law enforcement official) is not allowed. Concealed carry of a weapon is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool or other item in a threatening manner.~~

- ~~Stalking.~~

~~Examples (includes but is not limited to): Conduct that alarms, annoys or harasses another patron or staff; an adult unaccompanied by a child in the Youth Service's area who is not engaged in Library business.~~

- ~~Indecent exposure; harassment; displaying pornography.~~

~~Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.~~

- ~~Soliciting signatures on a petition; soliciting donations of money or distributing materials at the Library without prior approval. Impeding ingress to or egress from the Library. Community organizations may submit literature to the administration for approval for display in the information racks in the Library.~~

~~Examples (includes but is not limited to): Panhandling.~~

~~Impeding ingress to or egress from the Library.~~

~~• Unacceptable personal hygiene.~~

~~— Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.~~

~~• Producing excessive noise separate from an authorized Library program.~~

~~— Examples (includes but is not limited to): Loud talking, singing, playing a musical instrument or radio/cassette/CD player, using a portable telephone, prolonged ringing of a beeper, crying children for an extended period, or a hearing aid that continues to squeal.~~

~~• Bringing animals or pets into the Library separate from authorized programs, with the exception of handicapped aid animals.~~

~~• Any behavior or actions not listed above will be left to the discretion of the library Library director/Director or his/her designee for review and action the staff member in charge.~~

~~In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. The Library enforces its *Unattended Children Policy*. It has clear rules regarding the ages that children are allowed to be in the Library unattended. Parents of young children may be asked to relocate to the children's department if they are disruptive to others in the adult areas of the library.~~

~~Adults unaccompanied by children/teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.~~

~~The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.~~

Enforcement of the Code of Conduct

~~The code of conduct rules are in place for the comfort and protection of all. They will be courteously and firmly enforced by library staff.~~

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When possible, staff will first educate individuals about the applicable policies before taking ~~stronger~~ other measures to enforce those policies. If necessary, the police may be called for assistance. Patrons should notify library staff with concerns regarding violations of the code of conduct. Persons who fail to follow the Library's code of conduct may be excluded from the Library and/or face legal action. 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. ~~Severe~~ or repeated violations could result in temporary or permanent exclusion from the Library.

~~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.~~ Any patron whose library privileges have been ~~denied~~ suspended by the Library Director or another library staff member may appeal the decision to the Dwight Foster Public Library Board of Trustees within thirty (30) days of the decision.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/1999

Revised: ~~02/04/~~2002

Revised: 1/9/2012

Revised: 6/9/2014

Revised: 11/10/2014



Code of Conduct for Public Library Behavior

The Dwight Foster Public 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.

These rules are posted for the comfort and protection of all. They will be courteously and firmly enforced by Library staff. If necessary, the police may be called for assistance. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action which includes a possible charge of violation of municipal ordinances. Repetitive violations could mean permanent exclusion from the Library.

Instances of irresponsible use of the Library and supporting examples include:

- Any illegal activity including stealing, damaging, or altering any Library property. Patrons who trigger the Library's theft detection system may be required to open any bags or clothing for inspection.

Examples (includes but is not limited to): Altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving table tops; puncturing upholstery, jumping in bushes, starting a fire.

- Disorderly, drunken, dangerous, disruptive, or threatening behavior that may jeopardize the personal safety of patrons, staff or facilities at the Library.

Examples (includes but is not limited to): Cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene; wearing inadequate clothing; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threatening the personal safety of patrons or staff; transmitting threatening, harassing, malicious, or abusive languages and images; running, skateboarding, or rollerblading; fighting; chronic sleeping; using a laser pointer (except for authorized use in a presentation); playing in and around the elevator and climbing the theft detection system.

- Loitering.

Examples (includes but is not limited to): Blocking the entry ways, vestibules, book return or staircases. Disruptive groups congregating on Library grounds may be asked to disperse. Any bicycle or other item blocking the Library entryway is subject to confiscation by Library staff.

- Consumption of intoxicants, tobacco, and food

Examples (includes but is not limited to): Consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 15 foot perimeter of the front door. Food is permitted in staff areas, the coffee shop area and for groups meeting in the meeting rooms, if arrangements have been made in advance. Non-alcoholic beverages in covered containers are allowed in the library.

- Openly carrying a weapon (except for an on-duty law enforcement official) is not allowed. Concealed carry of a weapon is permissible provided the proper permit has been attained. No one may exhibit any weapon, tool or other item in a threatening manner.

- Stalking.

Examples (includes but is not limited to): Conduct that alarms, annoys or harasses another patron or staff; an adult unaccompanied by a child in the Youth Service's area who is not engaged in Library business.

- Indecent exposure; harassment; displaying pornography.

Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.

- Soliciting signatures on a petition; soliciting donations of money or distributing materials at the Library without prior approval. Impeding ingress to or egress from the Library. Community organizations may submit literature to the administration for approval for display in the information racks in the Library.

Examples (includes but is not limited to): Panhandling.

- Unacceptable personal hygiene.

Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.

- Producing excessive noise separate from an authorized Library program.

Examples (includes but is not limited to): Loud talking, singing, playing a musical instrument or radio/cassette/CD player, using a portable telephone, prolonged ringing of a beeper, crying children for an extended period, or a hearing aid that continues to squeal.

- Bringing animals or pets into the Library separate from authorized programs, with the exception of handicapped aid animals.
- Any behavior or actions not listed above will be left to the discretion of the library director or his/her designee for review and action.

In addition, parents are responsible for the behavior of their children. Parents are asked to come with their children, not only for their own safety, but to show respect for other Library patrons. The Library enforces its *Unattended Children Policy*. It has clear rules regarding the ages that children are allowed to be in the Library unattended. Parents of young children may be asked to relocate to the children's department if they are disruptive to others in the adult areas of the library.

Adults unaccompanied by children/teens are allowed to use the juvenile or teen collections but are not allowed to remain in those specially designated areas without staff permission.

The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.

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. Any patron whose privileges have been denied by the Library Director may appeal the decision to the Dwight Foster Public Library Board of Trustees within thirty (30) days of the decision.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 10/4/99

Revised: 02/04/02

Revised 1/9/12

Revised 6/9/14

Revised 11/10/14



MEMORANDUM

DATE: July 30, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review recommended revisions to the Meeting Room Policy

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Meeting Room Policy, staff reviewed policies from the following libraries: Appleton Public Library, New Berlin Public Library, Pauline Haass Public Library (Sussex), and Waukesha Public Library.

The main intention of the proposed revisions is to reorganize the content for clarity. Other key changes include articulating the main purpose of spaces in the library, re-affirming the importance of equitable access to meeting room spaces in a manner similar to ALA's Library Bill of Rights, removing the Friends Rogers Room as a space available for public reservations due to the prominence of book sale materials in that room, and outlining how staff may proceed if someone reserves a space but does not show up for the reservation.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Meeting Room Policy.

ATTACHMENTS

1. 15_Meeting Room Policy REVISION DRAFT
2. 15_Meeting Room Policy REDLINE DRAFT
3. 15_Meeting Room Policy



Meeting Room Policy

Purpose

The primary purpose of spaces in the Dwight Foster Public Library is to allow the Library to conduct its business and to enable the Library to extend its own services and programs to the Fort Atkinson community. As a further service, the Library offers the use of its meeting rooms, when available, to members of the public. Public use of meeting rooms is not the primary purpose of the Library and may not interfere with the normal functions of the Library.

With that understanding, the Library welcomes the use of its meeting rooms and is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the City of Fort Atkinson and its boards and committees, and Bridges Library System may be exempted from any or all of these restrictions and conditions upon approval of the Library Director.

Rooms Available

Boyer Study Room (seats 4)
Gates Study Room (seats 4)
Niedecker Room (seats 8)
Wisconsin Meeting Room (seats 10)
Rotary Meeting Room (seats 12)
FCCU Community Room (seats 85)

Who May Use the Meeting Rooms

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. Permission to use library meeting rooms will be denied to an organization or meeting whose purpose is illegal.

If there is a request for the use of the rooms which the policy does not cover, the application will be referred to the Library Director or to the Library Board of Trustees for approval. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Process for Booking Meeting Rooms

Members of the public may reserve Library meeting rooms up to three months in advance.

Walk-in reservations are accepted.

Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of a meeting room, the person responsible must be at least 21 years of age. The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event. If the responsible party is not in the building by the time the Library closes, the group is responsible for designating a new responsible party who is present at the meeting.

It is the responsibility of the organization to make room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization.

Please notify the Library of a meeting room cancellation. If a group or an individual does not check in for their reserved meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations. Reserving a meeting room and failing to show for the scheduled time may result in denial of future reservations.

Hours of Availability

The Boyer, Gates, Niedecker, Wisconsin, and Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms.

Meetings held in the FCCU Community Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use this

meeting room beyond library closing must indicate this when scheduling the room and sign a responsibility form.

In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

Meeting Room Usage and Restrictions

- Persons attending meetings are subject to all library rules, regulations, and policies. Individuals or groups that do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.
- The meeting rooms may be used free of charge if no staff time is needed for clean-up, security, etc.
- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself, the Friends of the Dwight Foster Public Library, or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting rooms.
- No admission fee may be charged except for meetings sponsored by the Library or a pre-approved educational group or institution for short-term classes, training, institutes, discussion groups, and forums.
- No organization may use the Library's address as its own organizational address.
- Except in cases of emergency, messages will not be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The Library will provide furnishings and equipment, such as chairs, tables, and audiovisual equipment, when available and when these have been requested in advance. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as for clearing away their own equipment. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- The use of hazardous materials is strictly prohibited.

- The person responsible must check in and out at a library service desk. If the meeting is extending beyond library closing hours, the group will leave the library meeting room checklist in the room that was used.
- Light refreshments may be served in meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage.
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.
- The Library reserves the right to monitor all meetings held on its premises.

Disclaimers

It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display, and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 5/1992

Revised: 2/3/1997

Revised: 10/5/1998

Revised: 8/7/2000

Revised: 12/6/2010

Revised: 5/2/2011

Revised: 1/9/2012

Revised: 5/9/2022

Revised: 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")



Meeting Room Policy

Purpose

Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture, and recreation. The primary purpose of the meeting room spaces in the Dwight Foster Public Library is to allow the Library to conduct its business and to enable the Library to extend its own services and programs to the Fort Atkinson community. As a further service, the Library offers the use of its meeting rooms, when available, to members of the public. The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth and its rules must be applied in a manner that takes particular account of their safety and welfare as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library and should not be allowed to disrupt the Library's primary purposes. Services may not interfere with the normal functions of the Library.

With that understanding, the Library does welcome the use of its meeting rooms and is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the City of Fort Atkinson and its boards and committees, and Bridges Library System may be exempted from any or all of these restrictions and conditions upon approval of the Library Director.

offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis.

However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available

Gates Boyer Study Room (seats 4)

Boyer Gates Study Room (seats 4)

Niedecker Room (seats 8)

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Wisconsin Meeting Room (seats 10)
Rotary Meeting Room (seats 12)
FCCU Community Room (seats 85)
Friends Rogers Room (seats 4-8)
Wisconsin Meeting Room (seats 10-12)
Rotary Meeting Room (seats 12-14)
Gates Study Room (seats 4)
Boyer Study Room (seats 4)
Niedecker Room (seats 8)

Who May Use the Meeting Rooms

The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. ~~The Library reserves the right to monitor all meetings held on its premises.~~

Who May Not Use the Meeting Rooms

Permission to use library meeting rooms will be denied to an organization ~~and/or~~ meeting whose purpose is illegal.

If there is a request for the use of the rooms which the policy does not cover, the application will be referred to the Library Director or to the Library Board of Trustees for approval. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Process for Booking Meeting Rooms

Members of the public may reserve ~~L~~ Library meeting rooms may be reserved up to three months in advance.

Walk-in reservations are accepted if the meeting/study rooms are available.

Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of a meeting room, the person responsible must be at least 21 years of age. The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event. If the responsible party is not in the building by the time the Library closes, the group is

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responsible for designating a new responsible party who is present at the meeting.
~~Walk in reservations are accepted if the meeting/study rooms are available.~~

It is the responsibility of the organization to make room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization.

Please notify the Library of a meeting room cancellation. If a group or an individual does not check in for their reserved meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations. Reserving a meeting room and failing to show for the scheduled time may result in denial of future reservations.

Hours of Availability

~~Meetings held in the FCCU Community Room and Friends Rogers Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use these this meeting rooms beyond library closing must indicate this when scheduling the room and sign a responsibility form.~~

~~The Boyer, Gates, Niedecker, Wisconsin, and Wisconsin, Rotary, Gates, Boyer, and Niedecker Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours.- All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms ~~and/or a charge to the responsible party.~~~~

Meetings held in the FCCU Community Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use this meeting room beyond library closing must indicate this when scheduling the room and sign a responsibility form.

In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

~~Programs Meeting room usage must not disrupt the use of the Library by others. Persons attending meetings are subject to all library rules, regulations, and policies.~~

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~~Groups who do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.~~

~~The meeting rooms may be used free of charge if no staff time is needed for set up, clean-up, security, etc. While the rooms are free of charge, donations are accepted and appreciated.~~

~~If there is an application for the use of the rooms which the policy does not cover, the application will be referred to the Library Director for approval or to the Library Board of Trustees. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.~~

~~Reserving a meeting room and failing to show for the scheduled day/time may result in denial of future reservations. Please notify the Library of a meeting room cancellation three days prior to the event if possible. If a group or an individual does not check in for their meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations.~~

Meeting Room Usage and Restrictions~~Restrictions on Use~~

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- ~~• The meeting rooms may be used free of charge if no staff time is needed for ~~set-up, clean-up, security, etc.~~~~
- ~~• Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library sponsored programs and/or special events. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the Jefferson County Literacy Council, the Fort Atkinson Community Foundation, all City of Fort Atkinson departments, and all duly constituted City of Fort Atkinson advisory boards will be given first priority and may be exempted from any or all of these restrictions and conditions, upon approval of the Library Director.~~
- Private parties are not permitted.

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- The use of hazardous materials is strictly prohibited.
- ~~Meetings of all groups convening more than once should be organized on a scheduled basis. It is the responsibility of the organization to make the room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization. Applications for use of a meeting room may not be made more than three months in advance.~~
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- ~~Smoking is not permitted anywhere in the Library.~~

- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.

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The Library reserves the right to monitor all meetings held on its premises.

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Approved by the Dwight Foster Public Library Board of Trustees

~~Adopted-Passed: 5/1992~~

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Adopted 5/92

Revised 2/3/97

Revised 10/5/98

Revised 8/7/00

Revised 12/6/2010

Revised 5/2/2011

Revised 1/9/12

Revised 5/9/22

Revised 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")



MEMORANDUM

DATE: July 30, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review recommended revisions to the Policy on Patron Privacy and Confidentiality

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

Before proposing edits to Dwight Foster Public Library’s Policy on Patron Privacy and Confidentiality, staff reviewed policies from the following libraries: Jefferson Public Library, Kaukauna Public Library, La Crosse Public Library, Menomonee Falls Public Library, Mukwonago Community Library, Pauline Haass Public Library (Sussex), Racine Public Library, Waukesha Public Library. Staff noticed significant similarities between different libraries' privacy policies.

The main intention of the proposed revisions is to update the policy for clarity, consistency, and accuracy. Key changes include providing information about the reading history feature, providing information about account associations enabling people to pick up others' holds, providing information about video surveillance in the library, and clarifying procedures for complying with law enforcement while recognizing that the Dwight Foster Public Library currently does not have a staff person with the Assistant Director position title.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Policy on Patron

Privacy and Confidentiality.

ATTACHMENTS

1. 16_Patron Privacy and Confidentiality Policy REVISION DRAFT
2. 16_Patron Privacy and Confidentiality Policy REDLINE DRAFT
3. 16_Patron Privacy and Confidentiality Policy



Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and staff assistance is an important principle of the Library. This policy affirms the Library's commitment to upholding patrons' privacy and confidentiality in their library use.

Definition of Terms

- Privacy is the right to seek information through library resources without having the subject of interest known or examined by others.
- Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- Personally identifiable information is information such as name, library card number, email address, mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the Library in keeping records confidential. In certain circumstances, library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56).

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). Library records include any record of use of library materials, resources, or services.

Wis. Stat. § 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.

3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the Library. In this instance, the Library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.
4. To persons acting within the scope of their duties in the administration of the Library or library system.
5. To other libraries for interlibrary loan purposes.
6. To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the Library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. Registration

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases, the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.

2. Circulation Record

A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. Patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.

3. Circulation History

Ninety days after an item is returned, the library system removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

4. Other Records

The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:

- Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database.
- Records for interlibrary loan requests or reference services.
- Records needed to sign up for or participate in library classes and programs.
- Records for use of meeting rooms.
- Records for receiving emails, phone calls, or text messages about library services, programs, and materials.

Once there is no longer a need for the information, personally identifying records are destroyed.

Emails sent to library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with Wis. Stat. § 43.30. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

1. Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use.
- Do not share the library card, patron barcode, or password.

2. Keeping Account Information Up-To-Date

A patron may access his or her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. When updating his or her personal information, the patron may be asked to provide some sort of verification or identification card to ensure verification of identity.

3. Parents and Children

For the protection of patrons, parents or guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent or guardian.

4. Items On Hold

Cardholders may choose to have other people pick up their holds by providing that person with their library card. The Dwight Foster Public Library does have a form that cardholders are welcome to fill out which authorizes the Library to check out their holds to a specific person who is designated on the form. The cardholder is liable for any materials checked out and claimed by the person authorized to check out the holds. It is the responsibility of the cardholder to notify the Library if they choose to relinquish the authorization.

Online Services

The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. The Library encourages users to become familiar with the privacy policies of the other sites they visit.

The Library's website does not collect personally identifying information unless the patron requests a service via the website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and library system work with a variety of partners to provide digital content to users such as ebooks, digital audiobooks, digital magazines, videos, and music. Prior to checking out any of the Library's digital content, patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access

The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services

Patrons may choose to take advantage of electronic checkout receipts, hold and overdue notices via email or text message, and similar services that send personally identifiable information related to library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library Photographs and Recordings

The Library uses photographs and recordings to promote the services and programs it provides. Patrons may be photographed or recorded at the Library and those photographs or recordings may be used in marketing and promotions. Patrons are advised to notify library staff if they do not wish to be in photographs or recordings.

Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises are under continuous video surveillance and recording. Images from the Library's surveillance system are stored digitally on hardware at the Dwight Foster Public Library. It is the intent of the Library to retain general surveillance footage for a maximum of fourteen days. Surveillance footage that documents incidents may be kept for a longer period.

Video surveillance data are considered to be protected public library records. State statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wis. Stat. § 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a Library supported in whole or in part by public funds, the Library shall disclose to the law enforcement officer all records

pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.

2. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device under the control of the Library may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer.

Illegal Activity Prohibited and Not Protected

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the Library from exercising its right to enforce its Code of Conduct, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and Redress

Patrons with questions, concerns, or complaints about the handling of his or her personally identifiable information or this policy may file written comments with the Library Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 2/5/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

Appendix A: Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, the staff member will contact the Library Director. In the event that the Library Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor. Front-line library staff should not disclose any information to law enforcement personnel.
- The Library Director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a subpoena, the Library Director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
- If the law enforcement official presents a search warrant, it is executable immediately. The Library Director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The Library Director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The Library Director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The Library will keep a record of all legal requests.
- The Library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication

If in the normal course of business, library staff observes what could reasonably be construed as a threat of imminent danger to life, the staff member is to immediately alert local law enforcement through the 9-1-1 emergency response system and then immediately inform the highest ranking person on duty. The highest ranking person on duty should then immediately contact the Library Director.

DRAFT



Policy on Patron Privacy and Confidentiality

Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and ~~for~~ staff assistance is an important principle of the Library. This policy affirms the Library's commitment to upholding patrons' privacy, ~~explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them and confidentiality in their library use.~~

Definition of Terms

- ~~Privacy~~ Privacy is the right to seek information through ~~Library~~ Library resources without having the subject of interest known or examined by others.
- ~~Confidentiality~~ Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- ~~Personally identifiable information~~ Personally identifiable information is information such as name, library card number, e-mail ~~address~~, ~~or~~ mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

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Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the ~~library~~ Library in keeping records confidential. In certain circumstances, ~~Library~~ library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the USA Patriot Act (Public Law 107-56).

~~In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant. Staff members are provided training in handling requests from law enforcement. The staff procedure can be found here (provide link).~~

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). Library records include any record of use of library materials, resources, or services.

Wis. Stat. ~~§ 43.30~~ ~~43.30~~ requires that library records may only be disclosed under the following circumstances:

1. ~~1.~~ With the consent of the individual library user.
2. ~~2.~~ To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. ~~3.~~ Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the ~~library~~ Library. In this instance, the ~~library~~ Library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the ~~library~~ Library.
4. ~~4.~~ To persons acting within the scope of their duties in the administration of the ~~library~~ Library or library system.
5. ~~5.~~ To other libraries for interlibrary loan purposes.
6. ~~6.~~ To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the ~~library~~ Library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

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Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. Registration

To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases, the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.

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2. Circulation Record

A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines. Patrons who sign up for the reading history service will have their checkout history saved instead of purged. Patrons must opt-in for their reading history to begin being stored. The user has the option to turn off the service and delete their reading history at any time.

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3. Circulation History

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Ninety days after an item is returned, the ~~L~~ibrary ~~S~~ystem removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.

•4. Other Records

• The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:

- ~~Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database.~~
- ~~Records for interlibrary loan requests or reference services.~~
- ~~Records needed to sign up for or participate in library classes and programs.~~
- ~~Records for use of meeting rooms.~~
- ~~Records for receiving emails, phone calls, and/or text messages about library services, and programs, and materials.~~

Once there is no longer a need for the information, personally identifying records are destroyed.

Emails sent to ~~Library-library~~ staff may be subject to open records requirements.

The Library treats records as confidential in accordance with ~~Wisconsin-Wis. Stat. State Law (§ 43.30)~~. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

— Protecting a Patron Account

1. —

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- — Log off systems after use.

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- Do ~~not~~ share the library card, ~~user ID~~ patron barcodes, or ~~PIN~~ password.s

2. Keeping Account Information Up-To-Date

A patron may access his ~~or~~ her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. ~~When updating his or her~~A patron may view or update his/her personal information. ~~the patron in person.~~ He or she may be asked to provide some sort of verification or identification card to ensure verification of identity.

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4. Items ~~on~~ On hold/Hold

~~Patrons~~Cardholders of any age may choose to have other people pick up their holds by providing that person with their library card. The Dwight Foster Public Library does have a form that patrons cardholders are welcome to fill out which authorizes the LLibrary to check out their holds to a specific person who is designated on the form. The cardholder is liable for any materials checked out and claimed by the person authorized to check out the holds. It is the responsibility of the cardholder to notify the ~~L~~Library if they choose to relinquish the authorization.

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~~Holds will be checked out on the library card presented at the time of check-out.~~

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Online Services

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Library Wireless Access

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Library Photographs and Recordings

The Library uses photographs and recordings to promote the services and programs it provides. The library takes photos at Library programs and they Patrons may be photographed or recorded at the Library and those photographs or recordings may be posted included to on the website, posted on social media, or used in marketing and promotions. Patrons are advised to step out of camera range or notify Library library staff if they do not wish to be in photographs or recordings.

Video Surveillance

In order to maintain a safe and secure Library, selected public areas of the Library premises are under continuous video surveillance and recording. Images from the Library's surveillance system are stored digitally on hardware at the Dwight Foster Public Library. It is the intent of the Library to retain general surveillance footage for a maximum of fourteen days. Surveillance footage that documents incidents may be kept for a longer period.

Video surveillance data are considered to be protected public library records. State statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wis. Stat. § 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a Library supported in whole or in part by public funds, the Library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library.
2. If the Library requests the assistance of a law enforcement officer, and the Library Director determines that records produced by a surveillance device under the control of the Library may assist the law enforcement officer to render the requested assistance, the Library may disclose the records to the law enforcement officer.

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authorities and providing information that may identify the individual(s) suspected of a violation.

Enforcement and Redress

Patrons with questions, concerns, or complaints about the handling of his or her personally identifiable information or this policy may file written comments with the Library Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 2/5/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021

Dwight Foster Public Library Meeting Rooms Use Records: The Library requests patrons to sign in by name prior to using its meeting rooms. The library may keep records of the names of the organizations that use the meeting rooms for a period of time to assist with understanding the use of the facility. The library may share contact information for the person responsible for meetings/events held at the library.)

Interlibrary Loan & Holds Records: Patrons may borrow items not owned by the Dwight Foster Public Library via interlibrary loan. The library generates a record that includes patron information in order to initiate this borrowing. Once the materials are returned and all appropriate fines and/or fees are paid, the record is archived for 3 months and then removed from the system.

Reference Interviews: A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered. All paper that contains names of library card holders and any of their activity are shredded prior to disposal.

Appendix A: Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, ~~she~~the staff member will ~~immediately~~ contact the ~~Library~~ Director. ~~(In the director's absence, staff will contact the assistant director. In the event that neither can be reached, the Library Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.)~~
Front-line library staff should not disclose any information to law enforcement personnel.
- The ~~director~~Library Director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a subpoena, the ~~library~~Library Director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. ~~In the event that the city attorney is not available, the assistant city attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.~~
- If the law enforcement official presents a search warrant, it is executable immediately. The ~~library~~Library Director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The ~~library~~Library Director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
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~~Adopted: 2/05/1996~~

~~Revised: 12/1/2003~~

~~Revised: 9/9/2013~~

~~Revised: 3/8/2021~~

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Policy on Patron Privacy and Confidentiality

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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). Library records include any record of use of library materials, resources, or services.

Wis. State Statute 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library. In this instance, the library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
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The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

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- A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines.
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 - ❖ Records for interlibrary loan requests or reference services

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- ❖ Records for use of meeting rooms
- ❖ Records for receiving emails and/or text messages about library services and programs. Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to Library staff may be subject to open records requirements.

The Library treats records as confidential in accordance with Wisconsin State Law (43.30). The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

Access to Accounts and Patron Responsibility

Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use
- Don't share the library card, user IDs, or PINs

Keeping Account Information Up-To-Date

A patron may access his/her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. A patron may view or update his/her personal information in person. He or she may be asked to provide some sort of verification or identification card to ensure verification of identity.

Parents and Children

For the protection of patrons, parents/guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent/guardian.

Items on hold

Patrons of any age may choose to have other people pick up their holds. Holds will be checked out on the library card presented at the time of check-out.

Online Services: The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites. We encourage our users to become familiar with the privacy policies of the other sites they visit.

The Library website does not collect personally identifying information unless the patron requests a service via the Library website. The Library may collect non-personal information for statistical analysis, site assessment, server performance, authentication, troubleshooting and other management purposes. Examples of non-personal information include, but may not be limited to IP address, geographical location of the network and time and date of the access. There is no link to personally identifiable information in online communications unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary cookies to maintain authentication when a patron is logged in to the online catalog. A cookie is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use cookies to help control browser sessions. Websites may use the record of cookies to see how the website is being accessed and when, but not by whom.

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information. The Library and Library System work with a variety of partners to provide digital media (eBooks, digital audio books, digital magazines, videos and music). Prior to checking out any of the library's digital media, patrons should read the privacy policy of the company that is providing the service.

Library Wireless Access: The Library offers free wireless Internet access. Patron's use of this service is governed by the Library's Public Access Internet Policy. As with most public wireless networks, the Library's wireless connection is not secure. Any information transmitted could be intercepted. Use of the Library's wireless network is entirely at the risk of the users. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Other Services: Patrons may choose to take advantage of hold and overdue notices via email or text message and similar services that send personally identifiable information related to Library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside of the Library's control.

Library Photos: The library takes photos at Library programs and they may be posted to the website or used in promotions. Patrons are advised to step out of camera range or notify Library staff if they do not wish to be in photographs.

Dwight Foster Public Library Meeting Rooms Use Records: The Library requests patrons to sign in by name prior to using its meeting rooms. The library may keep records of the names of the organizations that use the meeting rooms for a period of time to assist with understanding the use of the facility. The library may share contact information for the person responsible for meetings/events held at the library.)

Interlibrary Loan & Holds Records: Patrons may borrow items not owned by the Dwight Foster Public Library via interlibrary loan. The library generates a record that includes patron information in order to initiate this borrowing. Once the materials are returned and all appropriate fines and/or fees are paid, the record is archived for 3 months and then removed from the system.

Reference Interviews: A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered. All paper that contains names of library card holders and any of their activity are shredded prior to disposal.

Procedures for Complying with Law Enforcement

The Dwight Foster Public Library staff will comply with law enforcement when supplied with a legal subpoena or search warrant.

Staff Procedures:

- If anyone approaches staff alleging to be a law enforcement official requesting information, s/he will *immediately* contact the director. (In the director's absence, staff will contact the assistant director. In the event that neither can be reached, the highest ranking person on duty is responsible for working with the requestor.) **Staff should not disclose any information to law enforcement personnel.**

- The director or her/his representative will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a **subpoena**, the library director or her/his representative will contact the city attorney for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed. In the event that the city attorney is not available, the assistant city attorney will be contacted. In the event neither can be reached, the legal counsel for the American Library Association will be contacted.
- If the law enforcement official presents a **search warrant**, it is executable immediately. The library director or her/his representative will notify the city attorney and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The library director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The library director or her/his representative will inventory any items removed from the library as a result of the search warrant.
- The library will keep a record of all legal requests.
- The library will keep a record of all costs incurred by any search and/or seizures, including time spent by library staff assisting in the search or the inventorying of items.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party except legal counsel, including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication

If in the normal course of business, the library staff observes what could reasonably be construed as a threat of imminent danger to life, the highest ranking person on duty is to contact law enforcement immediately. She/he should then immediately contact the library director.

Adopted: 2/05/1996

Revised: 12/1/2003

Revised: 9/9/2013

Revised: 3/8/2021



MEMORANDUM

DATE: July 30, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review recommended revisions to the Library Exhibit Policy

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

The main intention of the proposed revisions is to update the policy for clarity and accuracy. A notable change is the removal of the identification of specific exhibit areas in the library to reflect the current practice of allowing exhibits and displays in many different areas of the library.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Library Exhibit Policy.

ATTACHMENTS

1. 12_Library Exhibit Policy REVISION DRAFT
2. 12_Library Exhibit Policy REDLINE DRAFT
3. 12_Library Exhibit Policy

Library Exhibit Policy

The Dwight Foster Public Library encourages artists to display their own original works of art to the community as well as collectors to display their unique collections.

Applications for exhibits must be made through library personnel and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view the library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk. The Library's insurance policy covers only items owned by the Library. All exhibitors are required to sign an agreement that releases the Library from responsibility for any items in the exhibit. The agreement must be signed and submitted to the Library on or before the exhibit set-up date.

Approved by the Dwight Foster Public Library Board of Trustees
Passed: 3/11/2013



Library Exhibit Policy

The Dwight Foster Public Library encourages artists to display their own original works of art to the community as well as collectors to display their unique collections. ~~Art will be displayed in the Jones Gallery. Collections will be displayed in either the Jones Gallery or the Batterman Children's Library display case.~~

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Applications for exhibits must be made through library personnel and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view the library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

~~The library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the library are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases the library from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to the library director on or before the exhibit set up date.~~

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

~~The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk. The Library's insurance policy covers only items owned by the Library. All exhibitors are required to sign an Release Agreement that releases the Library from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to the Library director on or before the exhibit set-up date.~~

~~Approved by the Dwight Foster Public Library Board of Trustees~~
~~Approved/Passed: 03/11/2013~~



Library Exhibit Policy

The Dwight Foster Public Library encourages artists to display their own original works of art to the community as well as collectors to display their unique collections. Art will be displayed in the Jones Gallery. Collections will be displayed in either the Jones Gallery or the Batterman Children's Library display case.

Applications for exhibits must be made through library personnel and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view the library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

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Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.

Approved: 03/11/13



MEMORANDUM

DATE: July 30, 2026

TO: Committee/Commission/Board

FROM: Minetta Lippert, Library Director

RE: Review recommended revisions to the Public Access Internet Policy

BACKGROUND

One of the principle activities of public library trustees is to “participate in the development and approval of library policies” and to “review policies on a regular, systematic schedule” (Trustee Essentials: A Handbook for Wisconsin Public Library Trustees,” TE 1-2).

DISCUSSION

The main intention of the proposed revisions is to update the policy for clarity and accuracy. The biggest change in the proposed revision is the removal of computer time limits in recognition that access to computer time is no longer a scarce resource at the Dwight Foster Public Library.

A draft of the proposed revision was reviewed by Attorney Westrick, who thought that the proposed version of the policy looked acceptable.

FINANCIAL ANALYSIS

RECOMMENDATION

Staff recommends that the Library Board of Trustees approves the revised Public Access Internet Policy.

ATTACHMENTS

1. 17_Public Access Internet Policy REVISION DRAFT
2. 17_Public Access Internet Policy REDLINE DRAFT
3. 17_Public Access Internet Policy



Public Access Internet Policy

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. Making the Internet accessible to the public is compatible with the Library's mission statement since the Internet does allow access to ideas, information, and commentary from around the globe. However, the Dwight Foster Public Library has no control over these resources nor does the Library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Some content may be offensive or illegal.

It is not possible for the Library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the Library, patrons agree that the Library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library resources, including use of the Internet. Juveniles do not need special permission to use the Internet computers in the Library.

Staff will assist patrons with Internet use as time permits but cannot guarantee extensive individual instruction.

By using Dwight Foster Public Library's Internet workstation(s) or Wi-Fi network, all users agree to the following acceptable use guidelines:

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow all rules and regulations set forth by the Library.
- No one may use the Internet for illegal or unethical purposes.

- No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems, or data belonging to others. No one may damage or alter components of any network or database.
- No one may deliberately propagate computer worms or viruses.
- Users may make only authorized copies of copyrighted or licensed software or data.
- No one may send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
- No one may display threatening, harassing, or abusive language or images.
- No one may change any setup or configuration of the Library's software or hardware.
- No one may install their own software on the Library's computers.
- No one may download to the computer's local hard drive. Downloading to portable storage media is permitted. Printing is allowed, however, patrons will be charged for the use of the printer.

Computer and Wi-Fi usage data may be kept on file but is considered confidential. Users of library Internet services should realize they can have no expectation of privacy while using the Internet or Wi-Fi as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges, a ban from the Library, and/or legal prosecution.

Use of the Library's Internet access constitutes acceptance of this agreement.

Approved by the Dwight Foster Public Library Board of Trustees

Passed: 9/29/1997

Revised: 1/11/1999

Revised: 4/5/1999

Revised: 1/10/2000

Revised: 4/4/2005

Revised: 8/29/2011

Revised: 7/12/2022



Public Access Internet Policy

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It is not possible for the ~~library~~ Library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the ~~library~~ Library, patrons agree that the ~~library~~ Library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library ~~materials and~~ resources, including use of the Internet. Juveniles do not need special permission to use the Internet computers in the ~~library~~ Library.

Staff will assist patrons with Internet use as time permits but cannot ~~necessarily offer/guarantee extensive individual personal instruction on a walk-in basis. For more than a 5-minute introduction to our computers, it is strongly suggested that patrons call ahead for an appointment.~~

By using Dwight Foster Public Library's Internet ~~the public Internet~~ workstation(s) or Wi-Fi network at the Dwight Foster Public Library all users agree to the following acceptable use guidelines:

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow all rules and regulations set forth by the Library.

- No one may use the Internet for illegal or unethical purposes.
- No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems, or data ~~belongs belonging~~ to others.- No one may damage or alter ~~software~~ components of any network or database.
- No one may deliberately propagate computer worms or viruses.
- Users may make only authorized copies of copyrighted or licensed software or data.
- No one may send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
- ~~No one may display threatening, harassing, or abusive language and/or images.~~
- ~~No one may use the library's Internet connection for the purposes of solicitation, advertisement, or for any other commercial purposes.~~
- No one may change any setup or configuration of the Library's software or hardware.
- No one may install their own software on the Library's computers.
- No one may download to the computer's local hard drive.- Downloading to portable storage media is permitted.- Printing is allowed, however, patrons will be charged for the use of the printer.

~~The library uses a computerized reservation system for the online computers. Telephone reservations for Internet time will not be taken. A library card and PIN (personal identification number or password) will be required for reservations and for logging on to the public access computers. Adult computers have a limit of 120 minutes per day. Users will be granted an initial 90 minutes at logon with 30 minutes of additional time given in increments if no one else is waiting. Teen and Youth computers have a limit of 90 minutes per day. 60 minutes will be granted at logon with 30 minutes of additional time given in increments if no one else is waiting.~~

~~Individuals who are not residents of the area but would like to use the computer will be granted a guest pass in lieu of a permanent library card.~~

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Computer ~~sign in~~ and Wi-Fi usage data may be kept on file but is considered confidential. - Users of library Internet services should realize they can have no expectation of privacy while using the Internet ~~or~~ Wi-Fi as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges, a ban from the ~~l~~ibrary, and/or legal prosecution.

Use of the Library's Internet access constitutes acceptance of this agreement.

Approved by the Dwight Foster Public Library Board of Trustees

~~Adopted~~Passed: ~~0~~9/29/~~19~~97

Revised: ~~0~~1/11/~~19~~99

Revised: ~~0~~4/~~0~~5/~~19~~99

Revised: ~~0~~1/10/~~20~~00

Revised: ~~0~~4/~~0~~4/~~20~~05

Revised: ~~0~~8/29/~~20~~11

Revised: 7/12/2022



Public Access Internet Policy

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It is not possible for the library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the library, patrons agree that the library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library materials and resources, including use of the Internet. Juveniles do not need special permission to use the Internet computers in the library.

Staff will assist patrons with Internet use as time permits but cannot necessarily offer individual personal instruction on a walk-in basis. For more than a 5-minute introduction to our computers, it is strongly suggested that patrons call ahead for an appointment.

By using the public Internet workstation(s) at the Dwight Foster Public Library all users agree to the following acceptable use guidelines:

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow all rules and regulations set forth by the Library.
- No one may use the Internet for illegal or unethical purposes.
- No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems or data belongs to others. No one may damage or alter software components of any network or database.

- No one may deliberately propagate computer worms or viruses.
- Users may make only authorized copies of copyrighted or licensed software or data.
- No one may send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
- No one may display threatening, harassing, or abusive language and images.
- No one may use the library's Internet connection for the purposes of solicitation, advertisement, or for any other commercial purposes.
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- No one may install their own software on the library's computers.
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Individuals who are not residents of the area but would like to use the computer will be granted a guest pass in lieu of a permanent library card.

Computer sign-in data may be kept on file but is considered confidential. Users of library Internet services should realize they can have no expectation of privacy while using the Internet as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges, a ban from the library and/or legal prosecution.

Use of the Library's Internet access constitutes acceptance of this agreement.

Adopted: 09/29/97

Revised: 01/11/99

Revised: 04/05/99

Revised: 01/10/00
Revised: 04/04/05
Revised: 08/29/11
Revised: 7/12/2022