

# **POLICIES OF THE ELLSWORTH PUBLIC LIBRARY**

## **I. Mission and Goal statements**

**A.** The mission of the Ellsworth Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

**B.** The general library goals of the Ellsworth Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Ellsworth Public Library and, if necessary, revise them in the light of new developments.

## **II. The Library Board**

**A.** The Library Board shall consist of six members, three of which must be residents of the Village of Ellsworth. The other two may be residents of adjacent townships.

**B.** One trustee shall be a school district administrator or his/her representative. This person shall represent the interest of the public schools and students. They are also a voting member.

**C.** One member of the Ellsworth Village board may be on the Library Board.

**D.** Appointments are for three years, with staggering terms for continuity.

- E.** Election of the officers shall take place in May of each new year.
- F.** Board vacancies are filled by appointment by the Mayor.
- G.** The board will prepare and submit an annual budget request.
- H.** The Library Board shall have exclusive control of the expenditures of all moneys collected, donated or appropriated for the Library and shall audit and approve all library expenditures.
- I.** The Library Board shall select, appoint and when necessary for valid reason, dismiss the Director of the Library.
- J.** The Library Board meets the last Tuesday of each month at 6:30 p.m. at the library.

### **III. Who May Use the Library**

- A.** The Library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- B.** The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

### **IV. Patron Responsibilities and Conduct**

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

#### **A. Young children:**

The Ellsworth Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff are not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the

library throughout the program.

### **B. Disruptive children:**

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

## **IV. Services of the Library**

- A.** The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:
1. Select, organize, and make available necessary books and materials.
  2. Provide guidance and assistance to patrons.
  3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
  4. Cooperate with other community agencies and organizations.
  5. Secure information beyond its own resources when requested. (Using the MORE consortium, interlibrary loan and other resource sharing methods provided through the system and state.)
  6. Lend to other libraries upon request.
  7. Develop and provide services to patrons with special needs.
  8. Maintain a balance in its services to various age groups.
  9. Cooperate with, but not perform the functions of, school or other institutional libraries.
  10. Provide service during hours which best meet the needs of the community, including evenings and weekend hours.
  11. Regularly review library services being offered.
  12. Use media and other public relations mechanisms to promote the full range of available library services.

## **V. Responsibilities and Authorities of the Library Board**

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

## **VI. Volunteers and Friends**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Ellsworth Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

Annual recognition will be given based on the number of hours of service. This will include a listing of volunteer names in a newspaper release, and the addition of a book to the collection in each volunteer's name.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and even events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

## **VII. Personnel Policy**

- A. Management Policy:** The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in *Wisconsin Statutes, chapter 43*.
1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
  2. The Board shall establish all other positions and all wage and benefits levels for all library staff.
  3. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and process related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
  4. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.
- B. Administrative Policy:** The person appointed as library director shall be charged with the sole administration of the library.
- C. (See Ellsworth Public Library Personnel Manual).**

## **VIII. Materials Selection/Collection Development Policy**

### **A. Objectives**

The purpose of the Ellsworth Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development is used by the library staff in the selection of materials and also serves to acquaint the general public with the principals of selection.

The *Library Bill of Rights* and the *Freedom to Read Statement* have been endorsed by the Ellsworth Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be revised and/or revised as the need arises.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the Library director who operates within the framework of the policies determined by the Ellsworth Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **C. Criteria for Selection**

1. The main points considered in the selection of material are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. suitability of material for the clientele
  - d. existing library holdings
  - e. budget
2. Reviews are a major source of information about new materials. The primary sources of reviews are Booklist, Baker & Taylor, and newspapers.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given

to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. The Ellsworth Public Library has entered the MORE Consortium to expand the number of materials available to its patrons. Traditional interlibrary loan may also be used to obtain from other libraries, those materials that are beyond the scope of the Consortium's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Ellsworth Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

#### **E. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. The Director will make book selection if no specific book is requested. The Ellsworth Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, through it can provide an acknowledgment of receipt of the items if requested by the donor.

#### **F. Weeding**

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

#### **G. Potential Problems or Challenges**

The Ellsworth Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the

principles stated in this policy.  
Responsibility for the viewing of children rests with their parents or legal guardians.  
Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### **H. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Ellsworth Public Library Board of Trustees.

#### **IX. Circulation Policy**

##### **A. Registration**

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

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

I agree to obey all the rules and regulation of the library, to pay promptly all fines charged against me for injury or loss of books and to give immediate notice of any change of address or phone number. I understand that I am legally responsible to the library by Wisconsin Statutes No. 943.61(2), which state in part...Any person who shall take or borrow from the public library any book or other property and neglect to return the same or make payment for the same shall be deemed guilty of a misdemeanor. All injuries and loss of property must be made good to the satisfaction of the librarian and the library board of trustees.

Signature\_\_\_\_\_

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Applicants under 17 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards. Materials cannot be checked out until a library card is issued.

You must have your library card to check-out materials. If you do not have your library

card, you can use a current photo ID to check-out one time. You may not check out library materials without a library card or photo ID.

The library will charge a \$25.00 out-of-state annual fee for residents of other states.

All library cards expire after one year. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

#### **B. Loan Periods**

1. Three weeks for books, non-current periodicals, cassettes, audio books, and compact discs.
2. Videocassettes and DVD's: Five videocassettes and DVD's for seven days.
3. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
4. Interlibrary loans are due the date indicated by the lending library.
5. Books may be renewed three times if there is not a waiting list for the title.
6. Current issues of periodicals do not circulate.
7. The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.
8. There is no limit on the number of items a patron can borrow at one time, with one exception -- two items on a subject is the limit for a known school assignment.

#### **C. Reserves**

Reserves may be placed by patrons either in person, over the phone, or via the Internet. Patrons will be notified by telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

#### **D. Fines and charges**

There is a ten cent fine per day on all materials with the exception of videos, DVD and Story Kits which are one dollar per day. If material is not returned within a designated period, an overdue notice will be sent the first and second week, on the third week a replacement bill and letter will be sent. After one month, a letter which states that if the materials are not returned, this matter will be turned over to the police department for collection. Overdue charges and material price is included in this letter. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

#### **E. Damaged materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. The materials that is damaged can be given to patron at that time. If the material is repairable the patron will have to pay the cost of repairing or 50 % of the replacement cost.



## **F. Confidentiality**

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

The Ellsworth Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

*Circulation policy updated March 31, 2015*

## **X. Reference Service Policy**

The Ellsworth Public Library:

**A.** Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence.

**B.** Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);

**C.** Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;

**D.** May refer library users to other agencies and libraries in pursuit of needed information;

**E.** May use not only the Library’s resources in printed form, but consult appropriate digital resources, including the World Wide Web as well as the regional resource library and other agencies by telephone in pursuit of “ready reference” information.

## **XII. Public Relations Policy**

**A.** Public relations goals of the Ellsworth Public Library are:

1. To promote a good understanding of the Library’s objectives and services among governing officials, civil leaders, and the general public;

2. To promote active participation in the varied services offered by the library to people of all ages.

**B.** The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

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

**D.** The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

### **XIII. Equipment Use Policy**

#### **A. Computer Use Policy**

1. You must sign in with your card at the front desk.
2. Individuals may sign up for ½ sessions renewable for an additional ½ hour if no one is waiting. Limit of 2 sessions or 1 hour per day.
3. One user per computer. Exceptions may be made for a group homework project. Please ask permission from the library staff.
4. Parents: Please supervise your children's use of the Internet. There are items available on the Internet that some people may find objectionable.
5. Because these computers are located in a public space we reserve the right to restrict visual images. If you are viewing images determined to be objectionable by a library staff member you will be asked to exit from that site. A second offense will cause you to lose your session.
6. Please do not install any programs, download software, or change ANY settings on these computers.
7. Printers are available. 25 cents a page for color, 10 cents for black and white. You are responsible for what you print so please use print preview

**B.** A photocopy machine is available to patrons who wish to have library staff copy materials for them. The cost is 10c per sheet. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

**C.** A fax machine is available. The fee is \$1.00 for the first page, and 25c per page thereafter.

#### **XIV. Internet Use Policy**

**A.** The Ellsworth Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Unlike schools, the public library does not serve in loco parentis (in place of a parent). Librarians do not provide extensive care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with the parents or guardians who grant permission for use. The parent, guardian or caregiver should instruct children never to give out personal information (i.e., name address, password, telephone number, credit card number) online.

The Library assumes no liability for any loss or damage to users' hardware, software, data or disks, nor for any personal damage or injury whatsoever incurred as a result of using the Library's electronic resources or wireless network. This includes, but is not limited to, damage or injury sustained from invasions of the user's privacy. Enter any credit card, personal, or financial information at your own risk.

#### **B. User's Responsibilities When Using Library Computers**

The following activities are prohibited:

**1.** Violating federal, state, or local laws.

This includes, but is not limited to,

**a.** disregarding copyright laws or licensing agreements,

(\* U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." All responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such violations.

**b.** sending unsolicited chain letters or broadcast messages,

- c. assuming another's identity,
- d. sending threatening or harassing materials, and
- e. viewing, printing, distributing, displaying, sending, or receiving images, text or graphics of obscene materials or material that violates laws relating to child pornography.

(\*) Knowingly displaying obscene graphics or graphics that may be harmful to minors is not allowed under Wisconsin Statutes 944.21 and 948.11.

2. Disregarding the rules of network etiquette and interfering with the use of the network. These rules include using appropriate language, respecting the privacy of other users, not sending hate mail and discriminatory remarks, and not disrupting the use of the network.
3. Downloading or uploading large amounts of data or large files (more than 10MB), thus monopolizing bandwidth on the library network.
4. Causing excessive congestion of the network or interfering with the use of others.
5. Invading privacy of individuals by accessing their data or by harming, modifying, or destroying their data.
6. Installing personal software on the computer.
7. Disseminating or displaying to minors materials that are harmful to minors.
8. Gaining unauthorized access to any computing, information, or communications devices or resources. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.
9. Damaging, altering, or degrading computer equipment, peripherals, software, or configurations will result in the cancellation of library computer privileges and may result in criminal prosecution. If there is a problem with the computer, please notify a library employee.

### **C. Users' Responsibilities When Using the Library's Wireless Access**

The Ellsworth Public Library provides unfiltered wireless Internet access. This service is for patrons with wireless-capable devices, such as wireless-capable laptops and handheld computers. This service is intended to be available during the normal operating hours of the library. However, the library cannot guarantee that wireless service will be available at any specific time.

Individuals need to know how to use their wireless device's configuration software to connect to the wireless network. Due to liability issues, library staff is not allowed to configure patrons' laptops or handheld computers or install any devices or software on those computers. Technical support is only available from the wireless service vendor.

Those choosing to use the Library's wireless Internet access are subject to the responsibilities and limitations outlined in the library's Internet Use Policy.

Wireless networks are not secure and use is at the individual's own risk. Virus, security and privacy protection are the responsibility of the patron and are not provided by the library.

The library is not responsible for any damage to data files, alteration to file systems, or functionality of the computer resulting from connecting to the wireless network.

The library is not responsible for damage, theft, loss of property, personal information, software or other personal property used in the library.

The library cannot guarantee Internet speed or quality of the connection.

The library does not supply printing on the wireless network.

Although patrons using the Internet are free to access any site with content that is protected under the free speech provisions of the Constitution, it is unacceptable to send, receive, or display text or graphics which may reasonably be construed as obscene by community standards. The determination that content of a web site is "obscene by community standards" can be made only by the courts, not by the Library staff or the Library board.

It is illegal to view, send, receive, print, distribute, or display visual depictions that are child pornography. It is also illegal to view, send, receive, print, distribute, or display visual depictions that are harmful to minors if you are a minor, are in the presence of minor/s, or are communicating with minors. (Wis. Stat. sec. 948.11)

**D. Failure to Comply**

Library employees will determine what constitutes inappropriate use of the Internet or violation of this policy. Failure to comply with the Internet and Computer Use Policy will result in a request from a library employee to discontinue the activity. Continued violations will result in a request to leave the library facility and may lead to revocation of library privileges including the right to visit the buildings and grounds for a period up to 6-months or permanently at the discretion of the Library Director. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

**XV. Displays and Exhibits Policy**

As an educational and cultural institution, the Ellsworth Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

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

Areas available to the public for displays and exhibits are the front windows, general bulletin board and above the bookcases.

Ellsworth Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Ellsworth Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the Ellsworth Public Library  
During \_\_\_\_\_  
Description of materials loaned \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_

**VI. Public Notice Bulletin Board Policy**

Bulletin board materials may be submitted for posting by nonprofit

organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

## **XVII. Disaster Policy**

### **Fire**

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

### **Tornado Warnings**

In the event of a tornado warning, staff should close the library, locking all doors and escort any remaining patrons to the lower level of the building. This is the Senior Center and as it is not always open, make certain you have the key with you. Stay away from doors and windows until the all clear is sounded. Lock the Senior Center when vacating.

## **HEALTH EMERGENCIES**

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and

reasonable.

Any incident, First Aid type accident, etc., shall be documented as to the date, time, place, and shall be given to the appropriate supervisor on that date so it can be on file in the Clerk's Office. This for Worker's Compensation claims, or problems with minor accidents such as a simple cut on the finger which could possibly turn into more serious, etc. Again, these accidents/incidents shall be documented and turned into the appropriate department head.

## **XVIII. Services from System and County Libraries**

### **Indianhead Library System:**

The Ellsworth Public Library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library.

### **Pierce County Library Service:**

The County Library guarantees open access for township residents at the public libraries by providing funding and services. note: see "Pierce County Service Plan and Public Library Agreement, 1999 - 2001.

## **XIX. Review and Revision of Library Policies**

The preceding statements of the Ellsworth Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: \_\_\_\_ Feb 25, 2003 \_\_\_\_\_

# **Appendices**

## **1. Form: "Statement of concern About Library Resources"**



2. *“Library Bill of Rights”*

3. *“Freedom to Read Statement”*