

Village of Mukwonago
Notice of Meeting and Policy Committee Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, April 27, 2023

Time: **1:00 pm**

Place: **Mukwonago Community Library, 511 Division St, Mukwonago, WI 53149 OR via Zoom**

Zoom login

<https://us02web.zoom.us/j/89280918109?pwd=TDRTaGgyNVFYTWwrYXAveW5ieW1qZz09>

Meeting ID: 892 8091 8109

Passcode: 130202

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Minutes from March 1, 2023

[Policy Committee Meeting Minutes 20230301_unapproved.pdf](#)

4. Discussion/Action Items

4.a Materials Selection Policy

Discussion and possible action on revisions to the Materials Selection Policy.

[DRAFT Materials Selection Policy_for Policy Committee 20230427.pdf](#)

4.b Public Behavior Policy

Discussion and possible action on revisions to the Public Behavior Policy.

[DRAFT Public Behavior Policy_for Policy Committee 20230427.pdf](#)

5. Referral Items

6. Confirm Next Meeting Date

7. Adjourn

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Mukwonago Library Board
Policy Committee DRAFT Meeting Minutes
Meeting of Thursday, March 1, 2023

I. REGULAR ORDER OF BUSINESS

- A. The meeting was called to order at 11:04 a.m., March 1 2023 by Policy Chair Howard Pringle. In attendance were committee members Trustees Donna Whalen and Howard Pringle. Trustees Carol Stienstra and Diane Magolan attended the hybrid meeting by Zoom. Also in attendance was Library Director Abby Armour.

- B. Public Comment.

There were no public comments.

- C. The minutes of the May 26, 2022 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Pringle, second by Magolan. Whalen abstained as she was not a member of the Committee at the May 2022 meeting. Motion approved.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Public Space Usage Policy

Library MetaSpace 511 Lead Innovator Nancy Aycock provided background information and context for suggested changes to the policy. Ms. Aycock and Director Armour presented a revised policy that incorporated an updated MetaSpace Policy into the Public Space Usage Policy and revisions to the existing Public Space Policy to provide a consolidated and easier to use overall policy governing public spaces and one which better reflected actual practice and usage. After some discussion re: agreement forms and reference thereto in the policy and the addition of the term “except for designated” in section III b and c of the new policy, the Committee recommends that the revised policy be forwarded to the Board for approval and adoption at its March meeting.

Ms. Aycock left the meeting.

Motion by Whalen, second by Magolan. Approved unanimously.

- B. Circulation Policy

Circulation Supervisor Emily Ceithamer arrived and attended the meeting and provided background information on the changes requested for the Circulation policy. Ms. Ceithamer and Director Armour presented a working draft of a significantly revised and rewritten policy that better meets contemporary MCL needs and processes. After some detailed inquiries from the Committee were answered, the Committee feels that the policy better meets the needs of the library and is easier for staff to manage and utilize and recommends that the revised policy be forwarded to the Board for approval and adoption at its March meeting.

Motion by Whalen, second by Magolan. Approved unanimously.

III. REFERRAL ITEMS

After the topic was raised during the discussion of the circulation policy, it was requested that the question of the availability of cards and an associated fee for Milwaukee County residents be referred to the Board for initial discussion.

IV. NEXT MEETING DATE

The next meeting of the Policy Committee will be scheduled after the March Board meeting.

V. ADJOURNMENT

Stienstra moved, second by Whalen that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 12:47 p.m.

Minutes submitted by Howard Pringle, March 1, 2023

Mukwonago Community Library
DRAFT Materials Selection Policy
Approved _____ - Last reviewed _____

This materials selection statement is a reflection of Mukwonago Community Library's ongoing commitment to provide a great collection on diverse topics in various formats. A document stating the goals, objectives, and background of the library collection, along with policies for selection and maintenance of the collection, is needed to provide the structure for meeting our commitment to provide a well-rounded collection.

~~The Vision and Mission Statements of the Mukwonago Community Library guide the selection of materials as well as the development and allocation of resources.~~

~~**Mission:** The Mukwonago Community Library is committed to: Inspiring Creativity,
—Promoting Discovery, and Building Community.~~

~~**Goals:** The Mukwonago Community Library will:~~

- ~~(1) Inspire creativity through interactive opportunities to learn.~~
- ~~(2) Promote discovery by facilitating connection to resources, people, and ideas through a positive user experience.~~
- ~~(3) Build community by sparking interest in the library through strategic marketing and communications.~~
- ~~(4) Enhance the library's culture as a vibrant and innovative workplace.~~

The Mission, Vision, and Values statements as well as the Strategic Plan of the Mukwonago Community Library guide the selection of materials as well as the development of collections and allocation of resources.

Mission: Serving the diverse needs of the community by meeting the unique needs of the individual.

Vision: Inspire Creativity, Embrace Community, and Cultivate Connections

Values: Innovation, Collaboration, Equity, Inclusion and Integrity

I. Right to Read

II. Objectives

- III. Responsibility for Selection
- IV. Criteria for Selection
- V. User Requests
- VI. Donations and Gifts
- VII. Donations from Local and Self-published Authors
- VIII. Withdrawal of Materials
- IX. Requests for Reconsideration

I. Right To Read

The Library supports the library user's right to have access to ideas and information representing all points of view.

- ~~A. The selection of any title does not constitute endorsement of its contents.~~ Every library user has the sole right and responsibility to choose or not choose materials for themselves and their family. Parents and/or legal guardians have the right to choose or not choose materials for their children. See the "Circulation Policy" for more information.
- B. Libraries use professional tools and expertise to organize their collections by approximate age range, interests, and other factors in order to help library users find what they are looking for. These organizational tools are no substitute for a library user's own judgement on what is right for themselves or their family. Library users are welcome to request, view, and check out items from all parts of the collection without restriction based on the item's content or the library user's ability or age.
- C. Library users have access to the entire Mukwonago Community Library collection, the collections of the library system's member libraries, a nationwide interlibrary loan system, and digital collections. Library staff do not restrict library user requests to access any of these collections based on the collection's content or the library user's ability or age.
- D. The library recognizes that many materials are controversial and that any given item may offend a user.
- E. Collection development ~~D~~ ecisions are not made on the basis of any anticipated approval or disapproval, but solely on the title in relation to building the collection and serving user interests.
- F. In keeping with the American Library Association's *Library Bill of Rights* (Addendum 1), *Freedom to Read* (Addendum 2) statements, Mukwonago Community Library does not restrict access to library materials.

II. Objectives

Mukwonago Community Library's primary objectives are to acquire, organize, and make available print, non-print, and digital materials which include works of contemporary significance and enduring value.

- A. MCL staff is guided by a sense of responsibility to the library user to offer materials which inform, educate, entertain and enrich. The library also recognizes an immediate duty to offer materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
- B. The collection is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.
- C. New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the Mukwonago Community Library's users express an interest in it. ~~and/or has the necessary technology to make use of the format. Professional staff will consider the community's access to any new technologies in order to make use of the new format, the Library's ability to circulate and handle the items, costs associated with obtaining and maintaining the items, and other relevant factors when determining if a new format is appropriate to add to the collection. Availability of items in the format, cost per item, and the library's ability to handle the items will also be factors in determining when a new format will be collected.~~ Similar considerations will influence deletion of a format from the collection.

III. Responsibility for Selection

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Those staff members who are designated as collection developers by the Library Directors based on their qualifications by reason of education, training, or experience and training share this responsibility.

- A. Physical materials held by the Library are selected and maintained by professional librarians who use experience, judgment, subject-area expertise, data, and reviews to curate a balanced collection appropriate for the community. ~~The Adult Services, Youth Services and Technical Services Librarians oversee the selection process and ensure that choices reflect the Materials Selection Policy of Mukwonago Community Library.~~
- B. The ~~supervisors~~ collection developers use a variety of selection tools, materials vendor tools, and budgeting tools ~~make appropriate selection tools available and track the materials budget~~ to ensure a flow of new materials throughout the year, according to budget allocation.
- C. Suggestions from staff members who are not directly involved with selection and library users are encouraged and given serious consideration in the selection process.

- D. Selection for the collection and selection for individual use are two distinctly different domains. Collection developers have a duty to select materials that serve the entire community. Collection developers constantly examine their biases, utilize analytics tools, and engage in professional development in order to curate a well-rounded collection offering a wide variety of materials that individual library users may select from to suit their needs.
- E. Digital materials are provided through state-wide collections, library system cooperative purchases, and/or bundled products to which the Mukwonago Community Library contributes funds. The Mukwonago Community Library has no direct control over this selection other than to recommend titles.

IV. Criteria for Selection

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, and recognition of needs of the community.

- A. The collection developers must consider each type of material in terms of its own merits. No single standard can apply to acquisition decisions. The criteria outlined in this policy are guidelines and do not replace the judgement of library professionals. Some materials may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs for the community.
- B. The Library selects materials of varying complexity and format because it serves a public made up of a wide range of ages, educational backgrounds, sensory preferences, and reading skills.
- C. 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.
- D. The Library recognizes that materials may be controversial. A balanced collection attempts to represent a variety of perspectives, to entertain, educate, and expand the whole person and the whole community. A balanced collection is not defined as an equality of numbers but of representation. The selection of any title does not constitute endorsement of its contents.
- ~~— Responsibility for choosing what a user selects rests with the user. The library believes that parents (or legal guardians) have the sole right and responsibility to restrict access of their own children to library resources.~~
- E. Selection and evaluation of materials, whether purchased or donated to the library, is done from reviews in professional journals, popular magazines, newspapers, the

nonprint media, subject bibliographies and recommended lists, publishers' catalogs, staff and user requests, and professional websites. Standard tools used may include but are not limited to *Library Journal*, *Booklist*, Baker and Taylor's Forecast, *The New York Times Book Review*, *School Library Journal*, Horn Book, and *BookPage*.

V. User Requests

The library encourages and welcomes library user suggestions, comments, and ideas about the collection and its development.

- A. High priority will be given to purchase requests from library users.
- B. All user requests are subject to the same selection criteria as materials purchased by library staff.
- A. Reasons for not purchasing items include obsolescence, lack of availability, narrow subject area, price, and misinformation. The professional library staff ~~library~~ determines where the item will be located in the collection. The "Purchase Request" sample form is included in this plan as Addendum 3.

VI. Donations and Gifts

Donations of materials are gratefully accepted with the understanding that ~~the all donated items become property of the Library according to Wis. Stat. § 43.58(7) and will not be returned to the donor. Library may add them to the collection if they meet the established standards for purchased materials.~~

- A. The Library has no obligation to add donations or gifts to the collection and has the right to use the item(s) as it sees fit.
- B. All donations and gifts added to the collection must be donated with no restrictions and must be available for public use.
- C. If a donation or gift is not selected for the collection, it may be placed in the book sale, used as prizes and incentives for reading, or disposed of by other means.
- D. If a donation or gift is added to the collection, it may not remain there in perpetuity and may be removed as part of ongoing collection maintenance.
- E. The library cannot place a monetary value on donations or gifts for tax purposes, but receipts are provided upon request.
- F. Collection developers will apply the same selection criteria to donations and gifts as to materials purchased by staff. Among other considerations, specific emphasis is given to currency, physical condition, and need.

G. A magazine subscription represents an ongoing commitment for a library and as such does not lend itself to being acquired on a gift basis. For this reason, magazine subscriptions are not accepted as gifts, but will be considered for purchase by the library.

H. Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, collection developers will make the determination of what titles to buy, using the same criteria as for all other purchases.

I. Ordinarily gifts of non-library items including but not limited to paintings, portraits, or art objects will not be accepted. If accepted, the items become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

~~All gifts added to the collection must be donated with no restrictions and must be available for public use. Materials not added to the collection will be placed in the book sale, used as prizes and incentives for reading, or disposed of by other means. The library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request. Gifts of funds are welcome and may be designated as memorials.~~

VII. Donations from Local and Self-published Authors

Local authors are defined as current residents of Waukesha County and Walworth County, Wisconsin. In general, the library does not collect self-published materials from non-Waukesha County or non-Walworth County residents.

A. Mukwonago Community Library greatly appreciates local authors who are willing to support the Library by donating their works. However, the Library is not able to add all donated material to the collection. Works must meet the selection standards as established in ~~the Materials Selection Policy~~ this policy. Criteria includes professional reviews, author qualifications and community demand. Reader reviews on Amazon or similar sites are not considered as part of the review process. The Library does not purchase unsolicited materials.

B. Attempts are made to acquire titles by local authors who are published by mainstream publishers. Titles that are self-published may be added to the collection if there is a compelling reason to do so. This may include community interest, professional reviews or publicized via local media.

~~All donated materials become property of the Mukwonago Community Library and undergo examination by Library staff prior to placement in the collection. If a donation is not selected for the collection, it will be placed in the book sale.~~

~~If a donation is added to the collection, it may not remain there in perpetuity and may be removed as part of ongoing collection maintenance.~~

VIII. Withdrawal of Materials

An up-to-date, attractive, and useful collection is maintained through a continual discarding and replacing process. This includes examining the regular collection as well as the Thingery collection and other specialty loan items.

- A.** Materials may be withdrawn from the library after consideration any of or all of the following factors:
 - i. physical condition
 - ii. currency and accuracy of information
 - iii. lack of use
 - iv. newer editions or better material on the same subject
 - v. superseded by newer technology
- B.** Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition.
- C.** Materials withdrawn from the regular collection may be given to the book sale or disposed of by other means.
- D.** Materials withdrawn from the Thingery may be sold to the public for a fair market price as determined by the Technical Services Supervisor or Library Director.

IX. Requests for Reconsideration

The Library does not promote beliefs or views. It does provide materials from a variety of points of view so that an individual can examine issues freely and make their own decisions. The selection of library materials is predicated on the individual's right to read and their freedom from censorship by others. The choice of library materials by library users is an individual matter. While an individual may reject materials for oneself, one cannot exercise censorship to prevent the freedom to access ~~to~~ the materials by others. The Library recognizes that a diversity of materials may result in some requests for reconsideration. The following criteria and procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

- A.** ~~Parents (or legal guardians)~~ Parent(s) and/or legal guardian(s) have the sole right and responsibility to restrict access of their own children to library resources.
- B.** Once an item has been approved for purchase, based on the ~~selection criteria laid forth in this~~ policy, the item will not be automatically removed upon request.

~~—The Library recognizes that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.~~

C. Any library user objecting to library material should receive respectful attention from the staff member first approached. The staff member should contact an in-house librarian or the Library Director for assistance. Library users are welcome to share their viewpoint in a respectful manner and at all times during the discussion both library staff and library users must follow the Public Behavior Policy.

D. If the library user is not satisfied with the explanation, the library user should be offered the “Request for Reconsideration” form (Addendum 4) available at the Circulation Desk or Info Desk. A “Request for Reconsideration” claim is considered valid if the library user has an up-to-date library card valid at the Mukwonago Community Library and completes the steps below.

- i. One A “Request for Reconsideration” form per item must be fully completed and routed to the Library Director. The Library Director will notify the library user in writing, confirming the request has been received within one week of its receipt. The Library Director may respond in writing to the user, advising him/her that there will be a reconsideration of the item and will enclose a copy of the Materials Selection Policy of the Mukwonago Community Library.
- ii. The Library Director will meet with the appropriate staff member/collection developer to review the complaint. The Library Director may appoint an ad hoc committee to review the item in question. Staff review will occur within four (4) weeks of receiving the initial request.
- iii. The Library Director will communicate the decision, along with the reasons for it, in writing to the user who initiated the request. Within one week of receiving the collection developers’ recommendation, the Library Director will decide whether or not the item should be retained. The Library Director will notify the requester in writing with the decision and reasons for it.
- iv. If the user desires further action; he/she may appeal in writing to the Library Board of Trustees. The requestor may appeal the Library Director’s decision by submitting a written request to the Library Board President for a hearing before the Library Board at its next regularly scheduled meeting. This request must be submitted within sixty (60 days) of receipt of the Director’s decision. If a hearing is granted, the individual will be notified when they may address the Library Board. To allow staff sufficient time to respond to this appeal and prepare the agenda, appeals received less than seven (7) days before that month’s meeting may be postponed to the next month’s meeting.
- v. The Library Board of Trustees may permit a hearing. If a hearing is granted, the user will be notified of when he/she may address the Board. The Board reserves the right to limit the length of the presentation at the hearing. As a non-partisan, quasi-governmental body, the Board cannot base its

determination on personal views or because the materials or their author/creator may be viewed as controversial or objectionable. Items are selected based on the whole of their work and will be judged on the whole of their work, not on an isolated passage or section. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Mukwonago Community Library. On the basis of this determination, the Board ~~may~~will conduct a vote to uphold or override the decision of the Library Director.

vi. The Library Board President will communicate the Library Board's decision in writing to the ~~user~~requestor.

vi.vii. The Mukwonago Community Library Board of Trustees serves as the final authority and arbiter on matters of reconsideration and their decision is final. ~~Repeated or redundant requests by an individual or a group to reconsider materials already determined to remain within the collection or materials with differing titles but similar content will not be considered within five (5) years of the last request. The Library Director will notify in writing each requestor asking for repeated or redundant reconsideration of materials of the Board's decision and then will notify the Library Board.~~

Adopted by the Board of Trustees of the Mukwonago Community Library on _____

Revision History

- | | |
|--------------------------|--|
| March 2014 | Policy updated/created but not formally approved |
| December 15, 2016 | Policy reviewed and reformatted to standard policy format. Content revised throughout by MCL staff. "Freedom to Read" and "Library Bill of Rights" statements were not changed.
"Patron" and "Patrons" changed to "User" and "Users" throughout document
Paragraph 1 of "Objectives" completely rewritten
Paragraph 5 of the Request for Reconsideration was updated with the sentence "The Mukwonago Community Library Board of Trustees serves as the final authority and arbiter on matters of reconsideration."
Addendum numbering corrected
Grammatical errors corrected |
| December 21, 2017 | Reviewed and approved with one typographical correction |
| January 17, 2019 | Change the Mission and Goals to correlate with MCL's 2018-2021 Strategic Plan.
Change language under Section 'Responsibility for Selection' to "The Adult Services, Youth Services and Technical Services Librarians". |

Eliminate the following language in second paragraph under Section 'Donations and Gifts': "Gifts of non-library materials ordinarily will not be accepted."

August 12, 2021 Update "Withdrawal of Materials" section to include specific policies regarding Thingery items.

TBD Updated the mission, vision, and values
Policy updated for clarity and consistency throughout.
Section I "Right to Read" created and expanded to include statements concerning parent/legal guardian rights and enumeration of collections
Section III "Responsibility for Selection" expanded to include statement clarifying duties of collection developers
Section IV "Donations and Gifts" expanded and clarified to include statements on how materials from memorials are selected, not accepting art and other similar donations, and denote selection criteria for all gifts
Section IX "Requests for Reconsideration" expanded to include specific timelines for requests, guidelines for the Board's reconsideration process, and statute of limitations on redundant or repeated requests
Library Bill of Rights updated to latest version

Addendum 1

Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Addendum 2

Freedom to Read Statement

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

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

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

Such pressure toward conformity is perhaps natural to a time of accelerated change.

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

|

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

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

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

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

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

Addendum 3

Purchase Request

Date: _____ Staff initials: _____

_____ Book

_____ DVD

_____ CD

Author/Artist: _____

Title: _____

Year published/released/edition: _____

ISBN: _____

User Name: _____

Library Card #: _____

Phone #: _____

Email: _____

Addendum 4

Request for Reconsideration

Your opinion is important to us. If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your objection. ~~Upon completion, this form becomes a matter of public record: (Wisconsin Statutes 19-32).~~

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Library Card Barcode*: _____

*per Library Board Material Selection Policy "A "Request for Reconsideration" claim is considered valid if the library user has an up-to-date library card valid at the Mukwonago Community Library"

(1) Resource of concern (circle one):

Book

DVD/Blu-ray

Audiobook

Magazine

Library Program

Display

Other _____

(2) Title of the resource: _____

(3) Author/Producer of the resource: _____

(4) What brought this resource to your attention? _____

(5) Have you read/listened/viewed the entire resource? Yes No

(6) Please comment on the resource as a whole as well as being specific about those issues that concern you. (Please continue on back of this form if you need more space or attach additional pages) _____

(7) What action ~~to~~ do you recommend the library take regarding this item? _____

(8) Explain how this action would improve the Library's service to the community and if it aligns with the Material Selection Policy approved by the Library Board.

(9) Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic?

(10) What materials would you suggest as possible replacements for this item?

I acknowledge that once submitted, this form becomes a matter of public record per Wis. Stat. § 19.32

Signature: _____ Date: _____

* * * * *

Staff Use Only

Received by: _____ Date: _____

Received by Library Director: _____ Date: _____

Collection Developer Review and/or Committee: _____ Date: _____

Decision Sent to Requestor: _____ Date: _____

Staff Action _____

Mukwonago Community Library
Public Behavior Policy
Approved June 9, 2022 - Last reviewed _____

The purpose of this policy is to provide clear guidelines of conduct to ensure a safe, orderly, and comfortable atmosphere in the Mukwonago Community Library. Library staff and Library users share the responsibility to always maintain this atmosphere. To that end, the following guidelines define those behaviors and activities that are and are not allowed on Library property. Sections include:

- I. Library Staff Responsibilities
- II. Library User Responsibilities and Code of Conduct Guidelines
- III. Safe Child Guideline
- IV. Theft
- V. Enforcement of this Policy
- VI. Emergency Numbers

Appendix A: User Expulsion Staff Report

Appendix B: Process for Appealing Expulsion

Appendix C: Accident/Incident Report

I. Library Staff Responsibilities

- A. The Library Board has established this policy in accordance with Wis. Stat. § 43.58(2) and the Waukesha County Library Services Plan to ensure that the Library is a safe and welcoming place and provides equitable access to materials and services for all Library users.
- B. Library Staff Will:
 - i. Be an example of calm and safe behavior when representing the Library
 - ii. Provide courteous and knowledgeable assistance
 - iii. Guarantee access to Library resources
 - iv. Ensure a reasonably quiet environment
 - v. Furnish a clean and safe physical environment
 - vi. Enact appropriate and equitable intervention when users do not observe the Library Code of Conduct and other Library policies

II. Library User Responsibilities and Code of Conduct Guidelines

- A. General rules of behavior are designed to protect the rights of Library users and to outline acceptable and not acceptable behavior that applies to use of all Library property, both inside and outside. The Library reserves the right to notify legal guardians of minors, engage law enforcement, or ban Library users to ensure the safety of everyone in the building and to preserve Library materials and facilities.

B. Library Users Will:

- i. Conduct themselves properly, within the limits of the Library's rules, all applicable laws, and common sense
- ii. Interact courteously with other users and Library staff
- iii. Be mindful of their surroundings and take cell phone calls or conduct conversations in study rooms or in the foyer
- iv. Follow all Library policies and Library staff direction

C. Library Users Will NOT:

- i. Bring in food. Drinks are allowed in tightly covered containers.
- ii. Enter without shoes, shirt, and/or appropriate attire.
- iii. Run inside the Library.
- iv. Use another person's Library account or lie to Library staff.
- v. Bring animals into the Library. Users may not leave animals unattended outside of building. Service animals are welcome.
- vi. Use or move Library furniture and fixtures for purposes other than intended.
- vii. Disturb others through disruptive behavior such as personal electronics use, soliciting, panhandling, snoring, littering, personal hygiene, and/or other disruptions.
- viii. Leave children or animals unattended in vehicles.
- ix. Enter the teen or children's areas unless they are with a child or teen or are retrieving materials for a child or teen. These areas are meant for the use and enjoyment of children and their guardians and the presence of solo adults is often uncomfortable and disruptive. [See the Public Space Usage Policy for more information.](#)
- x. Loiter at or otherwise block entrances, exits, and/or walkways.
- xi. Park bicycles at the front entrance. Bikes must be parked in the bike racks provided.
- xii. Use offensive, threatening, harassing, or abusive language and/or gestures.
- xiii. Carrying firearms or other weapons, except by authorized law enforcement agents
- xiv. Sell anything such as raffle tickets, items for personal gain or charitable causes, begging, surveying by non-Library groups, panhandling, or circulating petitions.
- xv. Vandalize, destroy, deface, steal, or otherwise abuse Library property.
- xvi. Violate federal, state, or local laws such as smoking, possessing controlled substances, public intoxication, public indecency, or acts of violence.
- xvii. Violate local ordinances such as possessing a weapon or firearm, skateboarding, or rollerblading.

III. Safe Child Guideline

The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors. Parents and/or legal guardians are responsible for the actions

and behaviors of minors whether they are directly supervising the minor or not. The following age restrictions provide parents and/or legal guardians guidelines on minors in the Library.

- A. Minors ages 0 to 7 – Must be accompanied by a parent or designated responsible individual aged twelve (12) or older, and be in sight of that person, while in the Library and/or while attending Library programs. This responsible individual must supervise, guide and control the behavior of their charge(s) at all times.
- B. Minors ages 8 to 11 – May visit the Library on their own and may be left alone to participate in Library programs. They are not allowed to supervise other minors.
- C. Minors ages 12 to 18 – May visit the Library on their own and may be left alone to participate in Library programs. They are allowed to supervise other minors and must supervise, guide and control the behavior of their charge(s) at all times.

IV. Theft

- A. Theft of Library Materials – Theft of Library materials is a crime. Library staff will make every effort to talk to the individual and clear up misunderstandings before assuming theft has occurred. If an individual intentionally takes and carries away, uses, conceals, or retains possession of materials belonging to the Library, the Library reserves the right to detain the individual for a reasonable amount of time until law enforcement arrives and to pursue legal action to recoup losses.
- B. Theft of Personal Belongings – Library users are responsible for their belongings at all times. In the event of theft of property from an individual, when the individual reports the theft, the Library staff should always ask the individual if they wish to file a report with the police and offer the use of a Library phone to file the report. Inform the individual that the Library cannot file the report for them.

V. Enforcement of this Policy

- A. Library users who fail to follow this policy and/or engage in conduct deemed inappropriate by Library staff are subject to removal from Library property and/or restriction of Library privileges. Library staff will follow this procedure:
 - i. Library staff will issue a verbal warning to those not following the Library rules or being continually disruptive.
 - ii. Library staff will give a second verbal warning if the behavior persists.
 - iii. If the behavior continues, Library staff will ask the user to leave the Library for the rest of the day.
 - iv. Recurring or extreme incidents could result in expulsion from the Library. Library Staff may expel a Library user immediately for up to one (1) week for serious infractions, without the first and/or second warnings. See Appendix A for “User Expulsion Staff Report.”
 - v. All expulsions will be immediately forwarded to the Library Director for review. Adjustment of the expulsion, further expulsion from using the Library for a

period of time, or affirmation of the Library staff's decision will be made by the official ruling of the Library Director. Written notice of an expulsion from using the Library will be sent to the last known address of the violator when possible.

- vi. Library users may appeal the expulsion decision of the Library Director to the Library Board within 30 days by filling out the "Process for Appealing Expulsion" form in Appendix B and mailing it to the Library or dropping it in the outside book return. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board. Its decision will be final.

B. Library staff may summon law enforcement at any time for assistance with enforcing this policy.

C. Library Staff will follow these guidelines when handling behavior issues.

- i. Be consistent and fair in enforcement.
- ii. Maintain a calm, nonjudgmental manner when dealing with a situation.
- iii. Explain the consequences clearly to the offending individual and the steps that will be taken if the problem persists.
- iv. Never touch a Library user (unless it is very clearly to defend yourself).
- v. If the behavior is determined to be illegal, Library staff are to immediately notify the police.
- vi. If there are dangerous or illegal activities outside of the Library's jurisdiction (i.e. situation occurring on the playground equipment, the baseball field, or of illegal activity in the street), Library staff are to immediately notify the police.

VI. Emergency Numbers

Emergency Number: 911

Police Department (Non-Emergency): 262-363-6434 or ext. 1221

Fire / Ambulance Department (Non-Emergency): 262-363-6426 or ext. 3401

Department of Public Works: 262-363-6447 or ext. 7100

Mukwonago Village Hall: 262-363-6420 or ext. 2104

Appendix A

Mukwonago Community Library User Expulsion Staff Report

This form documents an expulsion of a Library user. The Library Staff member who expelled the user must immediately complete this form and submit it to the Library Director.

User Name: _____

Date: _____

Describe the reason for expulsion. Detail what happened, where it happened, how it happened, and the factors leading to the event. Be as specific as possible and list only the facts.

Name of staff member completing form: _____

Days banned (circle one): 1 2 3 4 5 6 7

Banned Until: _____

Library Director name: _____

Library Director final decision: _____

Date notice was mailed: _____

Appendix B

**Mukwonago Community Library
Process for Appealing Expulsion**

Because of your behavior, you have just been banned from the Mukwonago Community Library for an extended amount of time. If you wish to appeal this action, please fill out the form below. You must mail it to the Library or drop it in the outside book return within 30 days of the expulsion. The Mukwonago Community Library Board of Trustees will convene within a reasonable amount of time to consider your request. You may be asked to appear before the Mukwonago Community Library Board of Trustees.

Mailing Address: Attn: Library Director
 Mukwonago Community Library
 511 Division St.
 Mukwonago, WI 53149

User Name: _____

Date: _____

Reason expulsion should be voided:

Signature _____

Appendix C

**Mukwonago Community Library
Accident / Incident Report**

Date of Accident / Incident: _____ Time it Occurred: _____ am/pm

Library Staff Name Filling out Report: _____

Description of Accident / Incident: _____

What Action was taken?

Names / Addresses / Phone Numbers of Person / Persons involved in the incident:

Names / Addresses / Phone Numbers of Person / Persons witnessing the incident:

Signature _____ Date _____

----- **LIBRARY DIRECTOR OR SUPERVISOR IN CHARGE TO COMPLETE SECTION BELOW** -----

What, in your opinion, caused the accident / incident? What, in your opinion, can be done to prevent a reoccurrence of this accident / incident again?

Signature _____ Date _____

Revision History

September 7, 2017	Problem Behavior Procedures draft presented to the Policy Committee. Note that Problem Behavior Policy is being considered more procedural and to be titled Problem Behavior Procedures.
October 12, 2017	Problem Behavior Procedures draft #2 presented to the Policy Committee.
October 16, 2017	Updated Problem Behavior Procedures replace Problem Behavior Policy as motioned by the Mukwonago Community Library Board.
June 21, 2018	Revised Section II, User Responsibilities and Code of Conduct Guidelines to include no personal bathing or laundering activities in the Library's public restroom facilities. No other changes recommended. Approved by Library Board.
June 6, 2022	Policy updated for clarity and consistency throughout. Integrated "Theft of Materials Policy." Updated appendices to match updates in policy.