



# **HAUGE MEMORIAL LIBRARY**

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**50655 CHARLES STREET  
P.O. Box 659  
OSSEO, WI 54758**

## **STATEMENT OF DIRECTION & OPERATING PRINCIPLES**

(715) 597-3444  
haugeml@trivest.net  
[www.osseopubliclibrary.com](http://www.osseopubliclibrary.com)

### **HOURS**

MONDAY 9:00AM – 7:00PM  
WEDNESDAY & THURSDAY 9:00AM – 7:00PM  
FRIDAY 9:00AM – 4:00PM  
SATURDAY 9:00AM – 12:00PM  
CLOSED ON SUNDAY AND TUESDAY

## **OUR MISSION STATEMENT TO THE COMMUNITY**

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*"An appreciation for the past, a vision for the future"*

The Hauge Memorial Library Board of Directors is committed to informing, educating, and enriching the life of this community through:

- Free and open access to all materials for everyone
- Sensitivity in responding to the changing needs of the community
- Cooperation in collecting and preserving historical and cultural materials
- A prudent, judicious approach to selection and use of new technology
- Commitment to providing competent, responsive staff
- Provision of a facility which is attractive, comfortable, and easily accessible to its users

## **LIBRARY CARDS**

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Library card applications are available at the library. There is no charge for a library card, but you must show a valid driver's license or other state-issued ID card proof of current residency in order to receive a free card.

By signing your card, or that of your minor child, you have agreed to be responsible for the material borrowed on the card. Damaged or lost materials will be charged at the replacement cost plus a processing fee. You also agree to abide by all of the rules of Hauge Memorial Library and the Winding Rivers Library System.

Children under 17 need a parent's or guardian's signature on a registration card. For your protection, a missing or stolen card should be reported immediately. If fines or charges exceed \$10.00, borrowing privileges may be suspended.

## **COLLECTION DEVELOPMENT POLICY / SELECTION OF MATERIALS**

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Through the acquisition and withdrawal of materials, library staff will strive to:

- Serve residents of all ages and abilities, and keep pace with the changing community.
- Provide reliable information to all members of the community.
- Enrich lives by providing recreational reading and non-profit media.
- Expand an individual's knowledge beyond his/her own life experiences.
- Provide free access to ideas which encourage enlightened citizenship.
- Promote increased reading in order to further this essential skill.
- Offer competent representation of significant local, national, and international concerns.
- Support the American Library Association's Library Bill of Rights.

## Scope

Hauge Memorial Library aims to achieve its stated objectives through a carefully selected collection of print and non-print materials, chosen for values of interest, information, and enlightenment. The library strives to reflect the diverse backgrounds and interests of the community, within limits of budget and space. The library does not promote particular beliefs or views, rather it attempts to provide a balanced representation of many viewpoints. Selection will be influenced by both expressed and anticipated need. Selection of materials will be determined by usefulness and will not be limited by format.

## Criteria for Selection

Responsibility for the selection of library materials rests with the Librarian, who is accountable to the Board of Directors. Material considered for purchase will be selected on the basis of:

- **Quality:** The literary and educational merit, recency of information, accuracy, effectiveness of presentation and comparison with other published materials of the same subject.
- **Balance:** Representation of all sides of an issue, within budget limitations and availability of materials. No material will be excluded because of race, gender, nationality, political views, social views, or the personal beliefs of the author.
- **Demand:** We consider expressed interest by the community while remaining consistent with budget restrictions and collection balance.
- **Suitability for age level:** Selection criteria for children, young adult, and adult materials differ; however, any valid card holder may access and borrow from the entire collection.
- **Durability and cost:** The quality of technical production and cost will be considered.
- **Gifts:** Hauge Memorial Library actively encourages donations and memorial gifts from the community; however, the same criteria used in the purchase of material applies also to gifts. The library reserves the right to dispose of, or refuse, gifts.

## **REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS**

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials should complete and sign a Citizen's Request for Reconsideration of Library Materials petition. The librarian will consider the request, reviewing the questioned material and conducting research in order to re-evaluate the item's appropriateness for inclusion in the library's collection. Once a decision has been made regarding the retention or removal of the material, a letter explaining the decision, and the reasons for it, will be sent to the person who submitted the petition. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Library Board will reconsider the decision based on whether or not the particular item conforms to the Criteria for Selection outlined in the Policy.

# ACCEPTABLE COMPUTER USE POLICY

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## Purpose

To fulfill our mission, Hauge Memorial Library provides computers for patron use. This policy provides users with information and establishes ground rules for the use of the equipment.

## Rules Governing Use

Users may not:

1. Make any attempt to damage computer equipment.
2. Use any library workstation or computer for any illegal or criminal purpose.
3. Engage in any activity which is deliberately offensive, libelous, or slanderous.

Violations may result in loss of access. Unlawful activities will be dealt with in a serious and appropriate manner. Financial restitution is expected from patrons who damage the equipment.

## Wireless Statement

This service provides web access for patrons using personal computers, mobile devices, tablets and e-readers equipped with a functioning wireless network connection. The library's wireless network is **not secure**. Information sent from your device can be captured by anyone within wireless range with a wireless device and appropriate software.

Library staff cannot provide technical assistance. The library assumes no responsibility for the safety of equipment of laptop configurations, security, or data files resulting from connection to the library's wireless network. Printing capability is not available. Hauge Memorial Library reserves the right to require individuals to discontinue the display of information and/or images which could cause a disturbance in this, a public building.

**Important Notices:** By choosing to use this free wireless service you agree to abide by Hauge Memorial Library's Acceptable Computer Use Policy. The library assumes no responsibility for damage, theft, or loss of any kind to property brought into or used at the library.

## Supervising Children's Use

It is the library's policy that parents or legal guardians assume responsibility for the behavior of their children and for deciding what library resources are appropriate for their children. Parents and legal guardians are expected to supervise their children's internet use while in the library. There will be some resources which parents may feel are inappropriate for their children. To assist parents, available online are materials about the Internet, including "Safety Tips" and "Child Safety on the Information Highway," at [www.safekids.com](http://www.safekids.com), or [www.safeteens.com](http://www.safeteens.com). Parents should let their children know if there are materials which they do not want them to use.

## Copyright

United States 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”. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the holder of the copyright. Any responsibility for any consequences of copyright infringement lies with the user; Hauge Memorial Library expressly disclaims any liability or responsibility resulting from such use.

Due to the emerging nature of these services, all computer use policies are subject to change without notice and at the library’s discretion.

## PATRON RULES OF CONDUCT

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### APPROPRIATE LIBRARY BEHAVIOR POLICY

#### I. Introduction

Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52, the Hauge Memorial Library Board of Directors may enact regulations that serve to insure the safety of all library staff and patrons, protect the usefulness of the materials collection, maintain order in the library, and render the library’s use most beneficial to the greatest number of patrons. By using the library, you agree to abide by the rules of Hauge Memorial Library.

The Board of Directors is committed to providing an atmosphere where people of all ages may come to read, browse, do research, or study. This policy does not prohibit quiet conversation between patrons and/or staff members or conversations required to carry on library programs or business. It is designed to preserve a reasonably quiet and comfortable atmosphere where library patrons may use library services and materials without disturbance or nuisance.

Inappropriate behavior includes any activity that disturbs others, offends others, interferes with library operations, damages the building or its furnishings, as well as rudeness, profanity, or any other behavior generally considered unacceptable in a public place. This policy has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards these policies, the patron will be asked to leave the library.

#### II. Specific Guidelines

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, the following rules of conduct apply to all patrons:

**[Please note: the library staff is obligated to enforce these guidelines so that the facility can be used to the fullest extent by all persons]**

1. Please keep conversations limited and quiet. We try to keep the library quiet enough for patrons to concentrate on their work. Cell phones should be silenced or turned off.

2. Young children must be closely supervised at all times by a parent or guardian. Please do not allow children to run in the library or climb on shelves.
3. Students may study together only if no other patron is disturbed. Staff will make the determination of a disturbance.
4. Loitering in and around the library will not be permitted.
5. Users of computer equipment must respect the rights of others, the integrity of the system, and show responsibility in the use of all equipment.
6. Patrons will be billed for damages and defacement to the library building, furniture, computer equipment and/or peripherals on the floor, or any other library materials. There is to be no cutting of magazines and newspapers. This includes the cutting out of coupons.
7. Electronics and other devices may not be used in the library including radios, televisions, and cellular telephones. Exceptions may be made for laptop computers, tablets and e-readers, so long as keyboarding does not disturb others. Exceptions may also be made for personal stereos, so long as headphones are properly in place and sound cannot be heard by others.
8. Dogs to assist the handicapped are the only animals permitted in the library.
9. Smoking is not allowed in the building, or within 25 feet of all entrances.
10. No food or beverages with the exception of bottled water with a sealable, spill-proof lid.
11. With limited resources available, no patron shall prevent the use of library resources by other patrons through an unreasonable use of library space or resources including computer terminals, internet bandwidth, table space, materials, restrooms, and other limited resources.
12. The staff reserves the right to inspect all parcels.
13. No patron shall damage or deface public property.
14. No patron shall willfully annoy another person.
15. No patron shall use profane, obscene, or offensive language.
16. No patron shall possess, sell, distribute, consume or be under the influence of any alcoholic beverage or controlled substance.
17. No patron shall enter or remain in the library without a shirt or shoes.
18. No patron shall interfere with others' use of the facilities through poor personal hygiene.
19. No patron's body odor may be so offensive that it becomes a nuisance to others.

20. No patron shall sleep in the library for an extended period of time (more than 15 minutes).
21. No patron shall take any library materials into restrooms.
22. No patron shall engage in any sexual contact, activities, or conduct.
23. No patron shall sell, solicit, survey, distribute written materials, panhandle, or canvass for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Board or designee.
24. No patron shall bring any weapon into the building except for law enforcement personnel.

### **III. General Guidelines for Handling Problem Patrons**

THE STAFF RESERVES THE RIGHT TO REQUIRE A PATRON TO LEAVE THE LIBRARY WHEN THE PATRON RULES OF CONDUCT ARE NOT FOLLOWED.

It is patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.

Occasionally, staff members may have to deal with patrons who violate the rights of others, create a disturbance, or are a nuisance in the library. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of library services. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the law.

A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the librarian as soon as possible after its occurrence.

In accordance with Wisconsin State Statutes § 43.52 (2) and Hauge Memorial Library policy, the librarian, acting on behalf of the Board of Directors, may suspend the library privileges of any individual who willfully violates library rules or regulations when the severity or continued reoccurrence warrants so. The librarian will inform the Library Board of any such action taken.

The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

### **IV. Theft of Library Materials**

According to § 943.61(3) of the Wisconsin State Statutes, the concealment of library material beyond the last station for borrowing this item is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been checked out in accordance with established library procedures and which is concealed upon the person or

among the belongings of the person or concealed by a person upon the person or belongings of another is evidence of theft.

According to § 943.61(4) of the Wisconsin State Statutes, an employee of the library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation of the accused person.

## **V. Confidentiality of Records**

The Library Board of Hauge Memorial Library will not allow any release or distribution of names of patrons, their addresses or phone numbers. The Library Board will refuse anyone (includes both individuals and groups) any circulation records which indicate any items a group or an individual withdraws from the library. No information will be given to any governmental authority unless a court orders it.

## **VI. Unattended Children Policy**

Hauge Memorial Library is dedicated to providing a welcoming environment that encourages children to visit the library, use library collections and services, and attend library programs. Library staff members are available to assist and support children with their use of library resources. However, the library is not responsible for children who are left unattended on library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the library.

Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. They are advised that children, like all library users, are expected to comply with the library's Rules of Conduct and a child who violates those rules may be asked to leave library premises. Parents, guardians and/or caregivers must inform themselves as to scheduled library closing times and be aware that a library facility sometimes may have to close unexpectedly due to emergencies or safety issues. It is the responsibility of parents, guardians and/or caregivers to let their children know what they should do if they must leave the library. Library staff may call the police or other appropriate agency if a child is left unattended when the library facility closes or if a child otherwise appears to be at risk.

## **VII. Disclaimer**

The library is not responsible for personal items that are lost, stolen, or damaged on library premises. Library security and staff can inspect any of your property when you come in or leave. The library is not responsible for children who are left unattended on library premises; please see the library's "Unattended Children Policy."

Hauge Memorial Library Board Policy, Adopted 11/2012