



I. Mission

Vaughn Public Library is a municipal resource dedicated to providing open access to information, materials and services in a sustainable environment that supports, connects and empowers all community members through applied technology, professional librarianship and compassion.

The library adheres to the principles stated in the Library Bill of Rights and in the Freedom to Read and Freedom to View Statements published by the American Library Association (appendices A, B, and C).

Goals

1. To build community through services to all residents of the City of Ashland and the surrounding region.
2. To acquire and make available to all residents books, periodicals, audiovisual, digital and other media and 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 annually at the January Library Board meeting the goals of the Vaughn Public Library and, if necessary, revise them in the light of new developments.

Policy

These policies will be reviewed by the library board of trustees every three years.



II. Library Services

The Vaughn Public Library is established under Wisconsin Statute 43 to provide materials and resources for information, entertainment, intellectual development and enrichment of the people of the community. The library will endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to library users.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using 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 library users 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 evening 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.

III. Bylaws

Responsibilities & Authorities of the Library Board

The name of the organization is the Vaughn Public Library, located in Ashland, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority, and assuming the responsibilities delegated to it under said statute.

Library board of Trustees



Section 1. Number and qualifications: The governing body of the library is composed of seven members as appointed by the city council as follows: One from the city council, one from the school system and five from the community at large. Not more than two members may reside in adjacent towns per WI statute 43.54. Both Ashland and Bayfield County Board of Supervisors may recommend appointments to represent county users to be approved by the Ashland City Council.

Section 2. Term of Office: The term of office of trustees shall be three years. The expiration of terms shall be staggered with no more than two terms expiring the same year. A term of office exceeding 18 months is considered a full term.

Section 3. Disqualifications and Vacancies: Any member who moves out of the political subdivision she represents shall be responsible for notifying the secretary of the library board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy and by direction of the library board, suggest to the appointing official three to five names of qualified persons for the position. A trustee who fails to attend three consecutive meetings of the library board shall set in motion the following procedure for disqualification; the library board president shall notify the appointing authority, request the disqualification of the trustee and suggest three to five persons qualified to fill the vacancy.

Officers

Note: Section 43.54(2) WI requires library board members to elect a president “and such other officers as they deem necessary.”

Section 1. The officers shall be president, vice president and secretary, elected from among the appointed trustees at the annual meeting of the library board in January. Any officer may succeed herself once, for a maximum of two consecutive years. Vacancies in an office shall be filled by vote at the next regular meeting of the library board after the vacancy occurs.

Section 2. A nominating committee may be appointed by the president three months prior to the annual meeting to present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they were elected and until a successor is duly elected.



Section 4. The president shall preside at all meetings of the library board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust, endowment funds or special accounts and generally perform all duties associated with that office.

Section 5. The secretary shall keep a true and accurate record of all meetings of the library board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office. The library director, a member of the staff or an outside agency may be designated to perform any or all of the above duties.

Section 6. The secretary shall be the disbursing officer of the library board, co-sign all checks drawn on trust, endowment or special accounts, sign all vouchers for disbursements from the library fund and perform such duties as generally devolve upon the office. In the absence or inability of the director, the duties shall be performed by such other member of the library board as the library board may designate.

Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the library board at its annual meeting.

Section 2. The annual meeting for the purpose of electing officers shall be held at the time of the regular meeting in January of each year. The annual report shall be adopted at the regular meeting in March of each year.

Section 3. All board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (WI Statutes Sections 19.81 to 19.98).

Section 4. The minutes of all meetings shall indicate board members present, all items of business, all motions and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. The order of business for regular meetings shall include but not be limited to the following items:

- | | | |
|------------------------|-------------------------|---------------------------|
| a. Call to Order | f. New Business | i. Items for Next Month's |
| b. Roll Call | g. Director's Report | Agenda |
| c. Approval of Minutes | a. Financial Report | j. Adjourn |
| d. Public Comment | b. Statistical Report | |
| e. Continuing Business | h. Report of Committees | |

Section 6. Special meetings may be called by the secretary at the direction of the president or at the request of four members for the transaction of business.



Section 7. A quorum for the transaction of business at any meeting shall consist of 4 members of the library board present in person, see 43.54(1)(e).

Section 8. Meetings shall be conducted according to consensus decision making and open meeting law. The objective of consensus decision making is to use discussion, cooperation, collaboration, tolerance and respect during the decision making process so all members provide equal input, recognize compromise and own the process outcomes. In most cases a unanimous agreement will be sought, however at times a final decision may be reached by a super majority or 70% of members present at the meeting.

Library Director

The library director shall be considered the executive officer of the library board and shall have sole charge of administrating the library under the direction and review of the library board. The director shall attend all library board meetings but shall not have a vote. The director, in consultation with the library board;

- shall be held responsible for the care of the buildings and equipment
- for the employment and direction of the staff
- for the efficiency of library service to the public
- for the operation of the library under the financial conditions set forth in the annual budget

Mileage and Expense

Library board members will not be reimbursed for mileage to attend library meetings.

General

Section 1. An affirmative vote of the majority of all members of the library board present at the time shall be necessary to approve any action before the library board.

Section 2. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (4) of the members of the library board shall be present and two-thirds of those present shall so approve.

Section 3. These bylaws may be amended at any regular meeting of the library board by majority vote of all members on the library board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

IV. Volunteer & Friends Policy



Volunteers

The Vaughn Public Library welcomes members of the community to serve as volunteers at the library.

Volunteers

- Enhance the efforts of paid library staff
- Serve as a method for area residents to become familiar with the library
- Create opportunities for individuals to perform a valuable service for the community

A volunteer is a person who performs tasks for the Vaughn Public Library without wages, benefits or compensation (including travel expenses) of any kind. Examples of volunteer positions include members of the library board and service volunteers who work for the library and function in ways similar to paid staff. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as paid employees. Volunteers fall under the “at-will” status, requiring no reason for termination by either the volunteer or the library director. The City of Ashland does not provide workers compensation coverage or any other form of insurance for volunteers. Community members or organizations interested in volunteering will complete an application for a volunteer position, which will be kept on file at the library. The library will conduct a background check on all volunteers. Minor children may work as volunteers with the written consent of a parent or legal guardian.

Friends of the Library

A library friends group is a formal association of citizens who unite to plan and execute, in conjunction with library goals and the needs of the library as identified by the library director and staff, programs and events to benefit the library. In particular, a friends group is often involved in fundraising for the library and 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. The Association of Library Trustees, Advocates, Friends and Foundations a division of the American Library Association is the national organization which provides information, support and opportunities for library advocacy.

V. Materials Selection & Collection Development



The purpose of the Vaughn Public Library is to provide all individuals in the community with carefully selected print and non-print materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The emphasis of the Vaughn Public Library collection is quality information and popular works of fiction.

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

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 Vaughn Public Library Board of Trustees.

Criteria for Selection

The criteria for selecting materials will be dependent upon scholarship, currency, artistic merit and relevancy to the community and region. Items falling into the category of popular works may or may not meet all the criteria. However, popular demand is a valid factor in selecting materials and shall be taken into consideration when purchasing new items for the collection. The collection may contain the various positions expressed on important or controversial questions, including unpopular beliefs or views. This provides an arena for individuals to freely examine the issue and make independent decisions. The library recognizes many books are controversial. Parents and legal guardians are responsible for monitoring what their minors read. Selection of materials is based on the merits of the work in relation to a dynamic collection and to serving the interests of readers.

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the library community
 - d. existing library holdings
 - e. budget
2. Reviews are a major source of information about new materials. The primary sources of reviews are Booklist, ALA recommended lists, Library Journal, area newspapers and the New York Times Best Sellers/Review of Books.
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 users 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.

Withdrawing Materials



A current, attractive and useful collection is maintained through 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.

VI. Interlibrary Loan

Library users may access the collections of other libraries participating in the Northern Waters Network shared system using their Northern Waters Network library card and the online catalog. Interlibrary loan through WisCat is used to obtain from other libraries those materials that are beyond the scope of the Northern Waters Network collection.

The Vaughn Public Library agrees to lend its materials to other libraries through the interlibrary loan network and to make an effort to have its current holdings listed in WisCat's online union catalog that is accessible by other libraries throughout the state.

VII. Gifts and Donations

The library accepts donations of recent books, recorded books on CD, music CDs and DVDs. Donations should be clean and in good condition. A rule of thumb is; donate it to the library if you would give it to a friend. Also, please do not bring more items than you can carry into the library.

The library does not accept donations of textbooks, VHS/cassettes or encyclopedias.

All donations are accepted without condition, and immediately become the property of the library. They cannot be returned. Some donations may be added to the collection. The same criteria for inclusion in the library's collection apply to donations. Items not added to the collection are turned over to the Friends of the Library for the Book Nook. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

A receipt for tax purposes may be provided. Library staff cannot assign a dollar value to items donated, but can include a description of what is donated.

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 upon request granted the request meets the criteria established by the Library Board of Trustees.



VIII. Challenged Materials

The Vaughn Public Library recognizes some materials are controversial and 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 reading 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.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Library users requesting 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 Vaughn Public Library Board of Trustees.

IX. Registration

All borrowers must be registered and have a valid Northern Waters Library Network patron card to borrow library materials.

At registration, library users must present proof of address either by an agency issued ID and/or non-personal mail and/or a temporary address voucher. Those unable to provide proof of address will be issued a restricted card that allows access to the internet and a limit of three Vaughn Library items. A patron holding a Northern Waters Network card who moves from one community to another will update her card using the same procedure.

Library users will understand that by becoming a Northern Waters Network library cardholder, the following responsibilities are implied:

- *Any library materials checked out on my card are my sole responsibility.*
- *I will promptly return all borrowed items by the due date.*
- *I will pay any replacement costs assessed for lost, unreturned or damaged materials.*
- *I will not lend my library card to others.*

Borrowers under 18 years of age must have a parent or guardian give consent on the application form before a card can be issued.

All library cards expire bi-annually.



Linking Records/Holds Pick-up

Library users may have their library records linked to other borrowers within their family. Linking library cards allows cardholders to view circulation records, including fines, items checked out and items on hold. Also, library users with linked records may pick-up library items on hold for one another without having the other person's card in hand.

Reserves/Holds

Library users may place reserves on material by phone, online or in person at the library. Library users will be notified by telephone or email when the materials are available. Items will be held for seven days.

Lost or Forgotten Cards

If a patron loses his library card, he should notify the library as soon as possible and request a replacement (\$.50). Library users are expected to have their card when checking materials out.

Seasonal Cards

Individuals visiting the area for an extended period of time (30 – 120 days) may request a seasonal card. Procedures for applying for a Northern Waters Network card as stated above apply.

X. Non Wisconsin Residents Policy

People residing outside of Wisconsin are assessed an annual fee of \$35 to maintain a valid Vaughn Public Library Northern Waters Network card. Owners of businesses located within the City of Ashland but living elsewhere are exempt from this assessment. Business owners must provide proof of ownership (i.e. property tax statement) upon registering for a library card. Owners of summer homes in Ashland and Bayfield County are also exempt from this fee upon proof of land ownership.

This fee is comparative to the amount of tax individuals residing in the City of Ashland are assessed to support the Vaughn Public Library annual operating budget. The annual non Wisconsin resident fee will be collected upon renewal of a registered Northern Waters Network card.

XI. Loan Periods & Replacement of Materials

Adults

- Three weeks for books, including audio books



- One week for periodicals and non-episodic DVDs
- The director may establish the loan period for special collections and/or materials temporarily in high demand.

Children’s

- Loan periods for children’s materials are the same as adults
- Replacement costs for lost or damaged items will be collected

Replacement of Materials

If materials are lost or damaged to the extent determined by the library director that they are unsuitable for the collection, the responsible party must pay the replacement cost, including a \$5 processing fee for time and materials necessary to re-instate the item.

Fine Free (May 2021)

As of May 2021, the Vaughn Library is fine free.

XII. Confidentiality & Open Records

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, indication of 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 Vaughn Public Library adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.

Wisconsin’s public records law provides almost all records of state and local government, including libraries, be available for inspection and/or copying by the public. Trustees of the Vaughn Public Library designate the following positions, each occupied by a City of Ashland employee, as the legal custodian of the Vaughn Public Library public records. Each custodian is vested with full legal authority to render decisions and carry out the duties enumerated in Subchapter II, Chapter 19, Wisconsin Statutes, governing public records and property.

Position of Legal Custodian	Records Responsible For	Location of Records
Vaughn Public Library Director	Financial Records	Library Office
City of Ashland Clerk	Financial Records	City Hall



Vaughn Public Library Director

All other library records

Library Office

Individual requesting access to or a copy of public records may do so during normal library operating hours via telephone, in person or by electronic or traditional mail. Further information on requesting access to or obtaining copies of public records may be addressed to the library director by calling 715-682-7060 or sadams@coawi.org

Privacy of Library Records

The Vaughn Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Vaughn Public Library Board of Trustees supports the principle of freedom of inquiry for library users, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal Requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act Section 19.62 to 19.80.

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed:

1. With the consent of the individual library users
2. By court order
3. To persons acting within the scope of their duties in the administration of the library
4. To other libraries for interlibrary loan purposes

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations to develop procedures to protect the privacy of personal information kept by the organization. The Vaughn Public Library Board of Trustees has developed rules of conduct for employees involved in collection, maintaining, using and providing access to personally identifiable information. Also, it is the duty of the Vaughn Public Library Director to ensure all staff handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library users name, library card number, personal identification number (driver's license or official ID), telephone number, street address, post-office box number or 9 digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request such information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publically disclosed, except as the records are disclosed under one of the four exception provided by Section 43.30 (see 1-4 above).



XIII. Library User Responsibilities and Conduct

It is a library user's responsibility to maintain necessary and proper standards of behavior in order to protect his individual rights and the rights and privileges of others using the library. If a library user creates a public nuisance and infringes on the rights of others to use the library, he may be restricted from the library and from using the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to leave, will be subject to the law.

Infectious Disease (May 2020)

The Safety of our patrons and staff is our number one priority. Anyone not following established pandemic policies set forth maybe asked to leave the facility. If you or any person in your household is not feeling well, please remain home for the safety of everyone. • Six feet social distancing must be maintained with anyone who is not a member of your household • Prolonged socializing is not permitted at this time • The VPL will operate at reduced capacity to comply with social distancing requirements • A face covering is required unless medical conditions prohibit it. Children five and under are not required to wear a face covering

Weapons Prohibited

Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in Wis. Stats. sec. 939.22(10) upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon is prohibited in the library or upon library grounds.

Public and Private Space

Library users must be aware of and respectful of private space within the library. Private space within the library is defined as library employee work areas; behind the circulation desk, in the processing workroom, the employee kitchen, the director's office, the mechanical room and the community meeting room closet/cupboards. Private space of the library is not available to the public. Failure to respect these areas by entering uninvited may result in restriction from the library.



Young Children

Employees of the Vaughn Public Library encourage visits by young children and wish to make visits to the library both memorable and enjoyable for the child. Library employees are not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy all children under age seven must be accompanied by a parent or a designated responsible person while in the library. Also, if young children are attending a library program, parents/responsible person must remain in the library throughout the program.

Disruptive Children

Children of all ages are encouraged to use the library for homework, recreational reading and program attendance. Library employees realize the library will be noisier at busy times and children by nature can cause commotion. However, children who are being continually disruptive will be given a warning. If after a second warning, the child continues to be disruptive, he will be asked to leave the library.

XIV. Reference & Technology Help Services

Vaughn Public Library staff provides knowledgeable, personalized assistance to help library users find information and select and use library resources. Library staff approaches each request and the individuals making the request with respect and impartiality, regardless of age, background, ability, origin or views.

Services

- Provide information in the form of short answers to specific question—"ready reference" information
- Assist in the use of the library and teach basic research methodology, when appropriate
- Provide bibliographic verification of items both in the library and not owned by the library and assist in obtaining materials through interlibrary loan
- Refer library users to other agencies and libraries in pursuit of needed information
- Use resources in various formats, including print and digital or online information
- Provide verification for sources used in obtaining information

Reference questions may be submitted by telephone, emailed, faxed, mailed or posed in person at the library. Responses are provided as quickly as possible.



Technology Help

Vaughn Public Library offers one on one technology help to assist individuals to make the best of their own technology and to broaden access to resources and information available through internet connected devices. The service is limited to information and instruction. Any kind of request to create or produce content is out of the scope of Technology Help. By participating in this service, individuals understand the Vaughn Library and its employees are not responsible for any loss or damage to personal data or devices.

XV. 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 an event. Limited space generally allows only short-term notices. Postings must meet public library standards. Library staff will place and remove postings promptly.

The library will not distribute multiple copies of items such as newsletters, brochures or catalogs.

XVI. Disasters & Emergencies

Fire

Do not panic, but do not under-estimate the potential danger to library users and staff represented by a fire. At the first indication of smoke or flame, the staff member at the circulation desk should call 911 or the fire department and then clear the building.

Prevention: Familiarize staff and volunteers with the type, location and application of the fire extinguisher in the building. Check fire exits, ensuring they remain free of any clutter and are open.

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. Library staff may keep the sick or injured person comfortable and protected from disturbance until medical help can be obtained. Emergency medical technicians or the police should be called immediately in the event of any serious problem. No medication, including aspirin, may be dispensed to the public.



Inclement Weather

The library will follow the recommendation and actions of the City of Ashland during normal business hours, 8:30-4:00, Monday through Friday. Closing during other days and hours will be at the discretion of the library director.

Tornadoes

In the event of a tornado, library staff will escort library users to the basement stairwell.

Power Outage

After two hours without power, the library may close until power is restored.

XVII. Meeting Room Approved Dec 2025

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states:

Libraries that 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.

The library uses the meeting rooms for a variety of programming which promotes the library's goals of public information, education, recreation, and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.

Purpose

The meeting rooms are a community resource. The library board encourages the widest possible use of the community meeting rooms by not-for-profit groups in the Ashland area for programs of an informational, educational, cultural, or civic nature.

The rooms may be used by organizations or groups whose primary purpose is religious, commercial, or for-profit. Individuals may also rent meeting rooms. See the regulations and rental fee schedule below.

The library is in no way affiliated with the events scheduled in or agencies using the meeting room; it simply provides the venue for such events.

This policy may be subject to change based on need or circumstance.

Room Fees

Meeting room rentals are available free of charge during library hours to nonprofit organizations, government agencies, and community groups. Fees are charged to for-profit organizations and to all groups meeting when the library is closed. A per/use fee for the kitchen and cafe is \$30-45, for both profit and non-profit groups. This fee is used to maintain supplies and replace any damaged materials.



Please note, the current policy and fee schedule are in a pilot phase and may be updated to reflect use patterns and library needs.

Regulations

Special Events – the kitchen / cafe space and the Gold Room may be rented for social events with the exception of birthday parties. Please contact the library director for more information.

Reservations – reservations may be made up to 90 days in advance of the meeting date and must be made at least 24 hours in advance of the booking start time.

Cancellation – A no-show fee will be charged unless a cancellation has been verified two business days prior to the reserved date. Any outstanding no-show fees must be paid before a new reservation is made. Non-profit, government, and community groups will be charged a \$30 no-show fee. For-profit organizations will be charged a no-show fee equal to the room rental and set-up fees for the scheduled meeting time.

Food & Beverages – Refreshments in the meeting rooms are limited to covered beverages and light snacks - “if it fits on a napkin - ok ; if you need a utensil - not ok”. The kitchen / Cafe space must be reserved for serving attendees or for meals.

Room Accommodations

Main Street Fireside Lounge Non-Reservable

The Fireside lounge is open to the public during library hours for quiet reading and independent work. The lounge is used for library programming after hours. After hour use by the public may be granted under the discretion of the library director and library board of trustees.

Small Study Rooms (104-Teal, 203-Blue, 204-Green) Non-Reservable

Please check in at the circulation desk before occupying a room. Small study rooms accommodate up to four people; includes outlets and WIFI signal. Small study rooms are for independent and collaborative work, used on a first come first served basis. Four hours is the recommended amount of time for using these rooms.

Medium Meeting Room (210 – Brown) Reservable

The Brown meeting room seats up to 18 people, includes a monitor, speakers, microphone, camera, and wall controls. This room may be reserved for after library hours use, contracts available online or at the circulation desk.

Medium Meeting Room (306 – Orange) Reservation Only

The Orange meeting room seats up to 12 people, includes a monitor, speakers, microphone, camera, and wall controls. Use is by reservation only. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.



Medium Meeting Room (307 – Purple) Reservation Only

The Purple meeting room seats up to 12 people, includes a monitor, speakers, microphone, camera, and wall controls. Use is by reservation only. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Large Classroom (301 – Gold) Reservation Only

The Gold room seats 36 with tables and chairs and 72 without tables, includes a monitor, speakers, microphone, camera, wall controls. Use is by reservation only. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Digital Learning Lab (308) Reservation Only

The learning lab is for technology learning, content creation, and digital exploration. The room includes two desktop computers with a suite of software for design, a printer, and pod-casting equipment. As use of the room develops, more technology will be added. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Kitchen / Cafe Space (312) Reservation Only

The kitchen and cafe space are community resources for learning and social connection. This room may be reserved after library hours, contracts available online or at the circulation desk. A refundable deposit of \$100 is required to reserve the Kitchen/Cafe Space after hours. If you are using a meeting room and would like access to the kitchen, there is a \$30 per use fee, larger groups incur at \$45 fee. Food and beverages can be set-up and consumed in the kitchen and cafe space. Please, do not consume food and beverages, except covered beverages in the meeting rooms.

Kitchen/Cafe access includes:

- All appliances - fridge, oven, stove top/hood, microwave, dishwasher, washing machine/dryer
- Monitor, speakers, microphone, camera, wall controls for educational purposes both online and in person
- Kitchen sink, mop sink
- Dishes - serving plates, coffee/tea cups, drinking glasses, plates, utensils -Water dispenser
- Coffee & Tea service - brewpot & kettle, coffee & tea, creamer, sugar
- Trash removal
- Linens, paper towels, napkins
- Reusable cleaning cloths
- Cafe tables and chairs for 24 individuals
- Buffet / Serving tables upon request



Room Fees

Meeting room reservations are available free of charge during library hours to nonprofit organizations, government agencies, and community groups. Fees are charged to for-profit

Room	Nonprofits, Government & Community Groups Room Rental <i>When Library is Open</i>	Nonprofits, Government & Community Group Room Rental <i>When Library is Closed</i>	For-Profit Organization Room Rental <i>When Library is Open or Closed</i>	Kitchen / Flex Space
Brown 210	\$0/hr	\$30/hr	\$30/hr	Not available
Orange 306	\$0/hr	\$30/hr	\$30/hr	\$30/use
Purple 307	\$0/hr	\$30/hr	\$30/hr	\$30/use
Gold 301	\$0/hr	\$60/hr	\$60/hr	\$45/use
Digital Lab 308	\$0/hr	\$30/hr	\$60/hr	\$30/use

organizations and to all groups meeting when the library is closed. Kitchen fees are charged per use for all groups.

XVIII. Displays and Exhibits

As an educational and cultural institution, the Vaughn 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.

Possible areas available to the public for displays are discussed with the library director. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Vaughn Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Vaughn 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.



XIX. Public Relations

Goals

To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public

To promote active participation in the varied services offered by the library to people of all ages, backgrounds, abilities and education levels

The library board of trustees recognizes public relations involves every person who has connection with the Library. Library board members and every staff member and volunteer must realize he or she represents the library in every public contact. Good service supports good public relations.

The library director is expected to make presentations and to participate in community activities to promote library services. Materials to be used by press, radio and/or television or publications posted within the library are approved by the director prior to disbursement.

XX. Technology Equipment

A valid NWLN library card is necessary to log onto one of the internet computer work stations. There is no charge for use of the computers. Time management software is programmed to allow each user no more than 180 minutes per day with four logins. Library staff is available for general assistance in using the computer. However, staff is not expected to train library users in the use of application programs.

The Vaughn Public Library makes mobile devices/laptops available to library card holders to assist in research, networking, recreational use and document or presentation production needs.

Availability and Limitations

- Mobile device/laptops are available to check out on a first come first serve basis.
- Mobile device/laptops may be checked out by users with a NWLN library card in good standing (fines below \$10.00).
- Mobile device/laptops are for in library use only. Mobile device/laptops removed from the library building will be considered stolen. The Vaughn Police Department will be notified.
- Only one Mobile device/laptop at a time may be checked out per library card.
- The loan period for mobile device/laptops is a maximum of four hours per day.



- No software shall be installed or downloaded by mobile device/laptop users. Any altering of the mobile device/laptops' settings/configurations, including deleting or copying installed software will be considered a violation of the mobile device/laptop agreement and will result in suspension of eligibility to check out library equipment. An equipment block will be placed on the violator's NORTHERN WATERS NETWORK account.
- The library does not assume responsibility for any lost or corrupted files for any reason such as hardware failure or network interruptions.
- Personal files created while using the mobile device/laptop must be saved on a portable storage device (flash drive, CD-R) or emailed to the user's personal email account.
- *The mobile device/laptops are not set up for printing. Printing can be done from the library's computer workstations (\$.25/page—b&w). Or through PRINCH (www.princh.com)*
- Audio and video files must be played with headphones.

Responsibilities, Liability, Trouble Shooting

- A mobile device/laptop checked out on a card-holders library record, is solely the responsibility of the card-holder per the Borrower's Agreement.
- Late return of mobile device/laptops will be considered a violation of the mobile device/laptop agreement and will result in no mobile device/laptop access for one month—An equipment block will be placed on the user's Northern Waters Network account.
- Mobile device/laptops not returned by library closing will be considered stolen and the Vaughn Police Department will be notified.
- Mobile device/laptop user assumes all responsibility for full replacement of the mobile device/laptop if it should become damaged, lost or stolen while checked out on the user's Northern Waters Network account—Do not leave a Mobile device/laptop unattended
- Troubles with software, connections, operating systems or other functionality should be reported to library staff. Mobile device/laptop users are fiscally responsible for any damage caused if they attempt to trouble shoot problems

WiFi Hotspots

Hotspots are available for adult library patrons in good standing who do not otherwise have access to equipment or services sufficient to meet educational needs. You may check out one device per person and per household at any time.



Wi-Fi Hotspot Lending Policy

The Vaughn Public Library has established a Wi-Fi hotspot lending program to provide people in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and have home access to the Library's digital resources such as databases, eBooks, streaming music and movies.

Access the Wi-Fi hotspot lending program with a NWLN Library card in good standing. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. See Vaughn Public Library Internet Policy.

Eligibility: Wi-Fi hotspots may be borrowed by NWLN Library card holder's ages 16 years of age or older, with a valid library card in good standing, and a permanent residence for 60 days. If the borrower's ID and current address are different, the borrower's ID number will be added to the library account.

Availability: Reservation for Hotspots will be made on a first-come, first served basis. Reservations may be made by phone, email or in person at the Library. The person reserving the device must present a NWLN Library card and pick the unit up in person. A signed User Agreement is required at the time of checkout.

Loan Period: Hotspots are checked out for a 14 day period, no renewal. Hotspot check out is limited to one per household. After returning a hotspot there is a 72 hour wait before checking out a hotspot again. In the event of an emergency where the Library is without wireless internet, the Library reserves the right to cancel reservations or recall hotspots in order to provide wireless service at the Library for public use.

Returns: Hotspots must be returned inside the Vaughn Public Library. Hotspots may NOT be returned in the Book Drop. Anyone returning a Hotspot in the Book Drop will be blocked from checking out Hotspots in the future.

Fines: If after 2 weeks from the due date, the hotspot is not returned, the borrower is charged a \$100 replacement fee. Repeated late returns will result in being blocked from checking out Hotspots.

Lost or Damaged Hotspot: The charge for a lost or damaged hotspot is \$100. This includes any damage caused by returning the hotspot incorrectly and using the Book Drop. The cost for an unreturned charger and/or cable is \$20.00.



Internet Use: The Vaughn Public Library is not responsible for information accessed using this device or for personal information shared over the internet. Hotspot users are encouraged to use safe internet practices. See Vaughn Public Library Internet Policy.

Privacy Policy: The Library collects the following information: · Total amount of data transmitted and received by each device (not user) during a billing cycle. · Anonymous circulation data related to checkout of the hotspot devices (i.e. the number of times a device is checked out in a month).

Printing (B/W & Color), photocopying, scanning and faxing is available. Fees for printing are \$.25/page, faxing is \$.50/page. WI FI access is available throughout the library. The community meeting room and the Garland Room are equipped with large screens and connectivity to a digital projector and a DVD/BluRay player for a variety of presentation formats.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XXI. Internet Use (March 2022)

The Vaughn Public Library offers access to electronic information and services, including the Internet as part of its mission to meet the personal, professional and educational information needs of people of all ages. The Internet, as an information resource, enables the VPL to provide information beyond the confines of its own collection.

Parents and guardians play critical roles in helping children learn to use this tool. Library staff cannot act in the place of parents in providing supervision of children as they explore the Internet. The responsibility for what minors read and view on the Internet rests with parents or guardians. The Vaughn Library does not use filtering devices.

The VPL expects everyone to use the Internet responsibly and to respect the rights of others. Those who fail to do so risk losing the library Internet and/or library privileges. When using the library Internet access, it is not acceptable to:

- Violate federal, state or local laws and regulations, including those governing obscenity, pornography and materials harmful to minors.
- Violate copyright laws or database license agreements. Responsibility for any consequences of copyright infringement or violating license agreements lies with the user. The Vaughn Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.
- Display or print, graphics or text that are obscene, include child pornography or harmful to minors.



- Engage in any activity deliberately offensive or creates an intimidating, disruptive or hostile environment for customers or staff.
- Invade the privacy of individuals.
- Degrade, alter or disrupt equipment or system performance.
- Gain unauthorized access to resources or entities.

Library staff may impose restrictions, such as time limits or types of use, on library equipment. All computer users are expected to use the electronic resources of the library in a responsible manner that includes, but is not limited to, the following:

- Each computer user must log in with the NWLN card they were issued. Logging in using another person's library card is not permitted.
- Visitor or guest logins are for people traveling in the area.
- Cardholders with fines or fees exceeding \$25 may not log in.

The VPL makes reasonable attempts to protect rights to privacy and confidentiality. However, absolute privacy in using the Internet in the library cannot be guaranteed. The VPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury whatsoever incurred as a result of using the Library's electronic resources.

Violation of VPL policy or regulations that govern the use of computer and Internet resources may result in suspension or loss of the use of these resources. Any illegal activity involving Library resources will be subject to prosecution by the appropriate authorities.

Printing

Library computers are networked to a photocopier machine with capabilities to print, fax and scan to email accounts. The cost for printing is \$.25/page, faxing \$.50/page. Failure to pay for printing will result in the loss of computer privileges.



XXII. Personnel

The library director shall be hired by a committee composed of one member of the Common Council of the City of Ashland, the human resources director and two Library Board members. Performance reviews for the library director and library staff will be conducted annually upon the hire anniversary (see appendix G).

The library director shall be eligible for appropriate Wisconsin Public Library certification as established by the Wisconsin Department of Public Instruction.

All library staff are employees of the City of Ashland and shall be governed by the official personnel policies adopted by the Common Council.

An employee of the Vaughn Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties or unapproved absences from work.

Library staff must notify the director or the library board two weeks prior to leaving a position. The library director shall provide one month notification prior to leaving the position.

Employees may express grievances through the standard procedure found in the personnel procedures manual.

XXIII. Request for Proposals

The Vaughn Public Library board of trustees recognizes the need for consistency and objectivity when requesting or receiving proposals for projects in the library. The following is a template for requesting and receiving proposals.

- A. Summary : A description of the purpose of the project, the objective and any specific audience the project addresses
- B. Scope, Approach & Methodology: A detailed description of the process of work requested or proposed
- C. Deliverables: Descriptions and samples of the types of reports used to summarize results, itemized product descriptions and other services pertaining to proposal
- D. Management: Provide contact information for lead management, number of and task descriptions for other staff involved, communication chain of command
- E. Pricing: Provide project costs for materials, labor and professional services as well as method of payment/invoicing
- F. Company/Individual Profile & References: Provide a brief biography of team/company involved with the project, credentials and references



Criteria

Any award to be made pursuant to the RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon responsiveness to the RFP and the total price quoted for all items covered by the RFP. The library board of trustees or the library as an organization shall not incur costs related to submitting an RFP. Also, the library board of trustees or the library as an organization will not be responsible for costs associated with projects relating to research and/or data collection unless specified and accepted by the library board of trustees.

The following elements will be the primary considerations in evaluating and selecting all submitted proposals:

- Completion of all required responses in the correct format.
- The extent to which the proposed solution fulfills the stated requirements as set out in the RFP.
- An assessment of the individual or company's ability to deliver the indicated service in accordance with the specifications set out in the RFP.
- The individual or company's stability, experiences and record of past performance in delivering such services.
- Availability of sufficient high quality personnel with the required skills and experience for the specific approach proposed.
- Overall cost of the proposal.
- The library board of trustees may, at their discretion and without explanation to the prospective individuals or companies, at any time choose to discontinue this RFP without obligation to such prospective Vendors.



Appendix A

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

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



Appendix B

Freedom to Read

Freedom To Read Statement

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.

Therefore the Vaughn Public Library Board of Trustees affirms these propositions:

- 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.
- 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.
- 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.
- 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.
- 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 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.

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.



Appendix C

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore, we affirm these principles:

- It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of view and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979.



Appendix D

Statement of Concern about Library Resources

Name _____ Date _____

Address _____ Phone _____

City _____ State _____

Resource on which you are commenting:

___ Book

___ DVD

___ Magazine

___ Content of library program

___ Newspaper

___ Other

Title _____

Author/Publisher/Copyright date _____

1. What brought this resource to your attention?
2. To what do you object? Please be specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you suggest the library do with this material?
8. Additional comments:



Appendix E

Criminal Background Check

Review Procedure

A panel of three individuals consisting of two library board members and the library director will review the results of volunteer applicants' background checks. This panel will adhere to the following criteria to accept or reject a potential volunteer based on the results of his or her background check. All results will be the confidential material of the library and will be discarded upon the termination of an individual's volunteer work at the library.

Criteria

The panel will work under the mission of the library with the intent to provide a safe and secure environment for library users. In general, any criminal violation that threatens such an environment is grounds for rejection.

- Theft—misdemeanor or felony
- Vandalism or destruction of property
- Sexual misconduct
- Assault



Appendix F

Volunteer Application Form

Name _____ Preferred Pronouns _____
Address _____ Apt/Unit# _____
City _____ State _____ Zip _____
Telephone Number _____ Email _____
Date Available to Start Volunteering _____

Are you interested in one-time/short-term volunteer assignments? (circle one) YES NO

Are you interested in on-going volunteer assignments? (circle one) YES NO

Please list day(s)/time(s) you are available. Volunteers serve two (2) hours/wk at the library.

Any physical limitations we should know about? (circle one) YES NO

I am seeking this volunteer position: (check one)

to satisfy school/class/scholarship community service requirements

OR to become a regular library volunteer.

Are you age 18 or older? (circle one) YES NO If no, please list date of birth

Have you ever been convicted of a crime (other than a minor traffic offense that resulted only in a fine)? (circle one) YES NO

If yes, please state the crime(s) you were convicted of and explain the date, location, nature, and facts surrounding each conviction. Use an attachment sheet if necessary.

Interests/Roles

Shelf Reading

Shelving

Posting Fliers

Publicity

Helping with Programs (Youth)

Helping with Programs (Adult)

Gardening

Tool Maintenance

Tech Help

Educator/Tutor

Fundraising

Grant Writing



References —Please list three (3) people (not relatives) as references for the volunteer position for which you are applying:

- 1.) Name/Phone Number _____
- 2.) Name/Phone Number _____
- 3.) Name/Phone Number _____

Applicant Statement

I certify that all statements made in this application are true, complete and correct.

I authorize the Vaughn Public Library to contact and obtain information from all references provided by me in this application.

I understand Vaughn Public Library does not unlawfully discriminate in volunteer positions and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for volunteering on a basis prohibited by applicable local, state or federal law.

This application does not constitute an agreement or contract for any specified period or definite duration. If I am offered a volunteer position, I understand a background check will be conducted.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

_____/_____/_____
Signature of Applicant Date

Your name _____



Student Volunteer Agreement

Welcome and thank you for your interest in being part of the Vaughn Public Library. Volunteers play an important role in making the library a great place to be. The time you spend volunteering benefits the Library, the Community and You! The Vaughn Public Library has high expectations for student volunteers. The following guidelines ensure a successful experience for the volunteer and the library.

- The student must be at least age 12
- The student and a staff member work together to arrange specific volunteering times. A typical schedule might be one or two days per week for an hour and a half each day. Exceptions may be made, however no student should volunteer more than 4 hours a week.
- The student volunteer will arrive on time and ready for tasks. If unable to volunteer, the student will inform a staff member as soon as possible. Unexplained absences and/or excessive excused absences may result in discontinuation of the volunteer position.
- The student volunteer is neat in appearance and dresses in clothes appropriate for the library.
- The student volunteer stays on task and follows directions with a cheerful attitude. Some of the tasks are repetitive; most require careful attention to detail and concentration. The student volunteer is expected to take the responsibilities assigned seriously and put forth a commendable effort on each task.
- The volunteer understands library staff members are the supervisors.
- When library users need help, student volunteers will refer them to a staff member.
- The student volunteer will avoid spending time in the staff work area unless instructed to perform a task there. When students are using the library not in a volunteer capacity, the staff work area is for use by paid staff only.
- The student volunteer represents the library. Volunteers are expected to act in a mature, responsible manner at all times in the building, even when they are not working as a volunteer.

By signing below, the student volunteer and parent/guardian agree to follow the expectations listed above.

Student Volunteer Signature & Date

Parent Guardian Signature & Date

Library Staff Signature & Date



Group / Organization Volunteer Agreement

Welcome and thank you for your organization’s interest in volunteering at the Vaughn Public Library. Volunteers play an important role in making the library a great place to be. The time you spend volunteering benefits the Library and our Community. The following guidelines ensure a successful experience as a library volunteer.

- Designate a lead contact person for your team of volunteers.
- The library director and the lead contact person will work together to coordinate the schedule/tasks for your group to volunteer at the library.
- The lead contact person is responsible for communicating information to organization volunteer team members regarding the library volunteer experience.
- The lead contact person is responsible for supervising team members while they are volunteering at the library.
- When library users need help, volunteers will refer them to a librarian.
- The volunteer team members will avoid spending time in the staff work area unless instructed to perform a task there.

Organization Name _____

Lead Contact Name / Phone / Email _____

Date/Time/Type of Volunteering _____

Library Staff Signature & Date _____



Appendix G

Contract for Use of the Community Meeting Room Outside of Library Operating Hours

I (name) _____,

a representative of (name of organization) _____

_____ have read the Vaughn Public Library Meeting Room Policy and agree to its contents.

The (Name of organization) _____

would like to use the meeting room outside of regular library operating hours on
(date/time)_____.

I understand the attached deposit check for \$500 will be held by the Vaughn Public Library
until the (name of organization) _____

is done using the meeting room. At this time, given no abuses of the room
have occurred the deposit check will be returned in full.

Signature _____ Date _____

Printed Name _____ Phone _____

Library Director Signature _____ Date _____



Appendix H

Mobile Device Agreement

Each person who wants to check out a device from the Vaughn Public Library will be asked to sign the following agreement:

I understand the following:

- Throughout the duration of the loan period, I will have the device in my possession at all times.
- I understand a device checked out on my library record, is solely my responsibility per the Borrower's Agreement.
- I will not permit any other person to possess or use the device.
- The device may not be removed from the building.
- I may not install software.
- I will not trouble shoot, if I experience problems with hardware or applications.
- I will return the device powered on and open and wait for library staff to check it in.
- I am responsible for any damage to the device and its peripherals.
- I will remove all files I make on the device before I return it.
- I am liable for the costs of repairs, if repairs are deemed necessary.
- I am responsible for replacement costs of the device is lost or stolen.
- I will adhere to the Vaughn Public Library's Device Checkout Policy and the Vaughn Public Library Internet and Computer Use Policy and comply with all applicable copyright and other regulations regarding the software.

I have read, understand, and agree to all terms listed in the above agreement.

Print Name _____

Signature _____ Date _____



Appendix I

Technology Help Disclosure

Vaughn Public Library offers one on one technology help to assist individuals to make the best of their own technology and to broaden access to resources and information available through internet connected devices. One-hour appointments are scheduled by phone or email. The service is limited to information and instruction. Any kind of request to create or produce content is out of the scope of Technology Help. By participating in this service, individuals understand the Vaughn Library and its employees are not responsible for any loss or damage to personal data or devices.

Name & Date
