

Library Inclement Weather Policy

For the safety of both patrons and library staff, it is the policy of the Black Earth Public Library that the library will close when Wisconsin Heights Schools close due to severe winter weather. Evening and Saturday closings will be at the discretion of the librarian on duty. If staff can safely travel, the library may be open for limited hours even when Wis. Heights Schools are closed. Call the library at 608-767-4905 before venturing out.

Approved by the Black Earth Library Board of Trustees 12/19/2012

Disc Cleaner Policy

The machine runs automatically when DVD or CD is inserted. It requires use of special cleaning supplies and distilled water. The machine is primarily for use by the library to clean library-owned items but may be available for the Friends of the Library group to clean discs for individuals. The Mazomanie Library will also be allowed to use the disc cleaner for a fee, as yet to be determined.

1. The disc cleaner may be used by any Black Earth Library staff, designated Friends of Black Earth Library members, or SCLS library staff with an agreement with Black Earth.
2. The Library staff will instruct Friends and other non-Black Earth library staff in proper usage of the machine.
3. Care is required when using the machine as it is an expensive piece of equipment under limited maintenance agreement, and requires specialized cleaning supplies.
4. The Black Earth Library is not liable for any damage done to discs belonging to individuals or other libraries.
5. The charge for other libraries to use the machine is not yet determined. Cost of supplies will be included in the charge. Friends of the Black Earth Library will not be charged a fee to use the machine. The Friends group will be allowed to use the machine on designated special events to clean discs as a fundraiser for the library.
6. All users must clean the work area after use of the machine and return supplies and discharged water to the proper places.
7. The machine must remain on site, unless an agreement with another library or the Friends group is made.
8. Any damage to the machine caused by negligence will be the responsibility of the user and may or may not be covered by the maintenance agreement or warranty.

Adopted by the Library Board of Trustees
Approved 10-13-09

Projector Use Policy

The use of the multimedia projector is governed by the Black Earth Public Library.

Guidelines for borrowing the equipment are as follows:

- The multimedia projector will be housed at the Black Earth Public Library. Removal of the projector off site is at the library director's discretion.
- The equipment may be reserved in advance through the Black Earth Public Library.
- Individuals using the projector must provide their own laptop or desktop computer. Other AV equipment may also be available.
- The library staff will provide instruction for the use of equipment, but will not be present to operate it for meetings and programs. Arrangements for this instruction must be made no later than one week in advance of the meeting date. At this time, the borrower's name and phone number must be provided.
- Any malfunction or difficulty encountered in the use of the equipment must be reported to the library staff immediately.
- Any damage resulting from intentional misuse or accident may result in the charge of the full cost of replacement.

Adopted by the Library Board of Trustees

Adopted January 21, 2020

Wi-Fi Hotspot Policy

The purposed of this policy is to ensure appropriate use of the Wi-Fi hotspot.

About the Wi-Fi hotspot

The Wi-Fi hotspot made available from the Black Earth Public Library can be checked out and used to connect a device (lap top, cellphone, tablet, etc.) to the Internet. The hotspot will work in any area in the United States where there is Verizon cell phone coverage.

Checkout

Any patron aged 18 and over, with a library card in good standing (no outstanding fines or lost items) may check out the hotspot. The hotspot can be borrowed for 1 week, with no renewals. Overdue hotspots will be turned off and deactivated if they are not returned by their due date. The hotspot cannot be checked out by the same person for two consecutive loan periods. At least one full week must lapse between return/check-in of the hotspot and subsequent borrowing of the hotspot, for repeat loans.

Return

Hotspots must be returned during open hours, directly to staff member at the Circulation Desk of the Black Earth Public Library. The hotspot may not be returned to the book drop or to any other library. All components of the hotspot must be returned for the item to be considered Checked-In.

Guidelines

- Be advised that the hotspot is an open wireless connection and the Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. Hotspot users should refrain from online activity that violates federal, state, or local laws.
- Do not attempt to clean or make repairs, adjustments, change settings or make alterations of any kind to the Hotspot. Do not remove the battery or the battery cover.
- Internet content filtering is not provided through the Black Earth Public Library hotspot. Parents/guardians are responsible for monitoring any use of this device with children under 18.
- Your information is not tracked by the library or the service provider.
- The hotspot is set for connecting only one device at a time. This can be reset by library staff for usage in a meeting, or other events that require more than one device at a time.
- Be advised that the hotspot is not intended to be a full home Internet replacement for streaming video/audio from multiple devices. Although data is unlimited, after 25GB of 4G data usage, the device is throttled and lower speeds are expected, depending on location and other factors.

Fines and Replacement Costs

Fines for the Wi-Fi hotspot are \$1 per day with a maximum fine of \$10. Patrons are responsible for loss or damage to the hotspot or any of its contents and could be assessed a fee based on the damage. If a hotspot is lost, please contact the Black Earth Public Library immediately at 608-767-4905. The replacement fee for the hotspot and accessories is \$175 which will be charged to your library account.

If the patron loses a component of the hotspot, the charges will be as follows:

- Hotspot \$150
- Cord \$10
- Box/case \$5
- Power supply \$5
- Battery \$5

Holds

- Holds may not be placed on the hotspot.
- Staff is not permitted to give out information about who currently has the hotspot checked out or when it will be returned.
- The library reserves the right to utilize the hotspot for its own use at any time.

Adopted by the Library Board of Trustees

Adopted 05-16-2017

Modified 05-31-2018

Infectious Disease Policy

For the safety of both patrons and library staff, it is the policy of the Black Earth Public Library to close when advised by Wisconsin Heights School District, South Central Library System, Dane County Public Health, the Governor's office and/or the Center for Disease Control and Prevention (CDC). Closure and reopening will be at the discretion of the library director through advisement of the above organizations.

During a government-recognized pandemic, library policies which may be affected include but are not necessarily limited to: Hygiene, Eligibility for Library Services, Computer Use, Unattended Child and Safety Policy.

Approved by the Black Earth Public Library Board of Trustees 04/21/2020

Amended by the Black Earth Public Library Board of Trustees 06/16/2020

Unattended Child Policy

For the well-being and safety of your child, we ask that you remain within sight and in direct supervision of any child age 6 or younger at all times.

Parents/Caregivers are responsible for children's behavior whenever children are in the library:

Noise level

Disruptive behavior

Bathroom needs

Social interaction with other children

Supervision of library materials

Supervision of computer use

Library staff cannot assume responsibility for children's safety or behavior or for their choice of materials.

Parents will be contacted if any child age 6 or younger is unaccompanied by an adult in any area of the Black Earth Public Library. The police will be contacted if we cannot find parents.

During a government-recognized pandemic, library staff will enforce one adult 18-years of age or older must be present per one child 6 years old or younger.

Approved by the Black Earth Public Library Board of Trustees: 6-16-2020