



### **Our Vision**

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

### **Our Mission**

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

## **Meeting Announcement and Agenda Library Board Workshop**

**Red Wing Public Library Foot Room, 225 East Ave., Red Wing, MN  
Wednesday, June 10, 2026, at 6:00 PM**

- 1. Roll Call**
- 2. Workshop Items**
  - 2.A. Meeting Rooms Policy Revisions
  - 2.B. Collection Development Policy Revisions
  - 2.C. Artificial Intelligence Policy
- 3. Adjournment**

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.



# MEETING ROOMS POLICY

## Red Wing Public Library

### General Purpose and Availability

Red Wing Public Library offers multipurpose meeting rooms and study rooms to provide the community access to semi-private meeting spaces. Meeting rooms-Rooms are available to the public on an equitable basis, regardless of the beliefs, affiliations, or economic standing of individuals or groups requesting their use. In keeping with the American Library Association's "Library Bill of Rights", the Library prefers that the meeting rooms be used by non-profit organizations, sponsoring meetings which are free and open to the public. ~~However, appropriate use may be scheduled by non-profit organizations that charge a fee for materials. Meeting rooms are not available to businesses or other for-profits.~~

Use of the Library's meeting rooms does not constitute or imply Library endorsement, advocacy, or sponsorship by the Library. Further, the Library does not endorse, advocate, or sponsor the viewpoints of meetings or meeting room users.

Library programs and Library-related functions, including the Friends of the Library, have priority over all other room reservations and shall receive preference in the event of a scheduling conflict. Should it become necessary for the Library to cancel a reservation, every reasonable effort will be made to contact the affected group or individual as soon as possible. The Library reserves the right to ask any group to change the time or place of their meeting if the room is needed for a library related function. Public meetings of concern to a large segment of the population may be given precedence.

Meeting rooms and study rooms must be left clean and in the original condition. Individuals and groups must dispose of trash and wipe down all tables and counters, if needed. Fees may be charged for additional cleaning and/or any damage to Library property.

Hazardous materials, including but not limited to paints, solvents, and explosives, are prohibited. Candles or open flames of any kind may not be used in meeting rooms.

Alcoholic-Intoxicating beverages, including but not limited to alcohol or THC beverages, are not permitted on Library property.

All individuals and groups must follow Red Wing Public Library's Guidelines for Use, all Library policies, and any and all applicable laws.

The Library Director or their designee has final authority on all matters pertaining to room usage. Failure to comply with the regulations set forth in this policy will result in the denial of future use of a Library meeting and study rooms and/or immediate removal from the room and Library.

Further details governing the specific use of meeting rooms, study rooms, and public seating areas follow.

## Meeting Rooms

Meeting rooms are large rooms that can accommodate seating for up to 150 individuals. Meeting rooms may be used by non-profit groups for educational, cultural, and civic purposes. In cases where non-profit status is in question, the Library may request proof of tax exemption. Meeting rooms may not be used for events such as potluck dinners, birthday parties, wedding anniversaries, etc. Except for library sponsored events, no fundraisers or general sales can be scheduled. Groups may not impose admission or entry fees. The meeting rooms are not available for commercial purposes, private parties, or partisan political activities. ~~Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted.~~ Meetings at which candidates will discuss current election issues are permitted, provided the event is hosted by a non-partisan, non-profit organization (e.g. League of Women Voters) and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with their constituents are permitted.

Individuals reserving meeting rooms for themselves or a group must be at least 18 years old. The individual reserving the room or another responsible party, 18 years or older, must be present at all times during use of the room. The individual initiating the original reservation will be considered the official representative of the group, and will communicate the Library guidelines to the group. This representative assumes financial responsibility for any damage done to, or theft of, Library property. Damage must be immediately reported to library staff.

Meeting rooms may be reserved up to ninety (90) days in advance. In order to provide equitable access to meeting space, the Library will only accept four (4) reservations per group per calendar quarter.

Meeting rooms are generally available during the Library's open hours.

- ~~8:00 am – 7:00 pm Monday – Wednesday~~
- ~~8:00 am – 6:00 pm Thursday – Friday~~
- ~~9:00 am – 3:00 pm Saturday~~

Meetings must end at least 10 minutes prior to closing so that all participants are out of meeting rooms by library closing. An hourly surcharge will apply to any meeting that runs past closing time. The room must be restored to a standard setup prior to closing or a re-set fee may apply. Reservations for meeting rooms must include time to set up and break down the room. [Refer to the Library's fee schedule for details.]

Payment is due on the day of the meeting. Checks payable to Red Wing Public Library, cash, and credit cards are accepted. No refunds can be processed. Meeting cancellations must be made at least 24 hours in advance. No-shows will be invoiced for the time reserved. Meeting room fees may be waived based on the following guidelines:

1. the program is sponsored or co-sponsored by the Library or Friends of the Library,
2. the event is hosted by the City of Red Wing government,
3. ~~the meeting is held by an organization to which the Library is a member, or~~
3. the room is used by an organization for which the Library Board has formally waived fees.

The Library will allow use of meeting facilities by the City of Red Wing government without charge and outside of regular business hours, when (a) City government staff has received library building security and emergency training; (b) City government staff are present to supervise the meeting area and the

3rd Street lobby and will ensure proper closure of the building. City government meetings ~~would mean refers to~~ any meeting scheduled by the City Council, a board or commission of the City Council, ~~and City Staff and agencies of the City such as the Friends organizations~~. Generally, the use of meeting facilities at the Library outside of regular business hours will be due to meetings that involve public participation.

Groups must comply with the [posted](#) maximum seating capacity of meeting rooms as determined by the local Fire Marshal and code. Each meeting room has a posted maximum capacity. Fire exit procedures are posted at each room exit. In case of fire, the library's fire alarm system is activated and the meeting room doors will close automatically to control smoke and fire. They will NOT be locked. In the event the fire alarm system is activated, all occupants shall exit the building. Groups are responsible for the evacuation of meeting attendees. Elevators cannot be used in case of fire.

The Americans with Disabilities Act requires that groups using the library's meeting rooms provide accommodations for persons with disabilities. Public notices of groups' meetings should include this statement: "Persons who need special accommodations please notify (group's contact person at a phone number other than the library's) 2 weeks in advance." Groups then must notify the library at 385-3642 of any special needs 2 weeks in advance. The Library will work with groups to arrange for special accommodations ~~with any additional costs being the group's responsibility~~. Both library entrances are accessible and open during regular library hours. If groups rearrange furniture in the meeting rooms, ADA requires that a 36" walkway be maintained.

Public performance laws require that groups showing videos [or other copyrighted media](#) while using the library's meeting rooms must use videos [or media](#) with public performance rights, or secure necessary public performance licenses to the videos [or media](#). The applicant is responsible for obtaining written documentation of permission to publicly display the film [or media](#), and a copy of the written permission must be provided prior to receiving approval for your event.

Furniture, equipment, supplies, and other materials may not be stored on Library property between meetings. The Library is not responsible for materials or personal equipment left in the building by users. Groups may not post any items to the wall using any method that damages the wall by leaving a puncture, stain, or adhesive residue.

Except in partnership with the Library or programming, medical testing, specimen collection, and services such as haircuts, spa treatments, massage, tattooing, or similar activities involving close personal contact are not permitted in any Library spaces.

Refreshments may be served, but groups may not prepare food on Library property. Outside catering for organization meetings is not permitted. Groups are responsible for providing their own supplies.

Each group is responsible for its own publicity. No announcement, press release, flyer, or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers, or other promotions, should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting/event. Groups may not use the Library's name or address as their own address or headquarters location. The Library telephone number may not be placed on the publicity, as the Library is not a source of information concerning the

event. The sponsoring group must use its own telephone number for publicity. Use of the Library's logo is prohibited without prior written permission.

### **Study Rooms**

Study rooms intended for 1 to 8 individuals are free and available for public use, but reservations are required. Study room use is limited to two (2) hours per day per individual and group. Study rooms may be allowed beyond 2 hours at the discretion of library staff ~~and if no other individual is waiting to use a study room~~. Study rooms may be reserved up to sixty (60) days in advance. Children age 15 and under must be accompanied by an adult. A study room will be released for use by others if the reserving party is more than 15 minutes late. Study rooms must be vacated ten (10) minutes prior to closing.

### **Public Seating Areas**

No other seating area or workspace in the library can be reserved, except by library staff for library programs or library-related functions, and is strictly used on a walk-in basis.

**Groups or individuals using meeting rooms and study rooms shall indemnify and reimburse the City of Red Wing for all damages to the room and/or equipment resulting from the use of the room. Further, those using meeting and study rooms shall hold harmless the City of Red Wing, the Library, its trustees, officers, agents, and employees, and indemnify the City including but not limited to the costs of defense, including attorneys' fees, from any and all claims or causes of action resulting from the use of the room.**

To request this information in another format, contact the Library (651-385-3642) at least 7 days in advance.



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Red Wing Public Library offers multipurpose meeting rooms and study rooms to provide the community access to semi-private meeting spaces. Rooms are available to the public on an equitable basis, regardless of the beliefs, affiliations, or economic standing of individuals or groups requesting their use. In keeping with the American Library Association's "Library Bill of Rights", the Library prefers that the meeting rooms be used by non-profit organizations, sponsoring meetings which are free and open to the public.

Use of the Library's meeting rooms does not constitute or imply Library endorsement, advocacy, or sponsorship by the Library. Further, the Library does not endorse, advocate, or sponsor the viewpoints of meetings or meeting room users.

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Hazardous materials, including but not limited to paints, solvents, and explosives, are prohibited. Candles or open flames of any kind may not be used in meeting rooms.

Intoxicating beverages, including but not limited to alcohol or THC beverages, are not permitted on Library property.

All individuals and groups must follow Red Wing Public Library's Guidelines for Use, all Library policies, and any and all applicable laws.

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Further details governing the specific use of meeting rooms, study rooms, and public seating areas follow.

## Meeting Rooms

Meeting rooms are large rooms that can accommodate seating for up to 150 individuals. Meeting rooms may be used by non-profit groups for educational, cultural, and civic purposes. In cases where non-profit status is in question, the Library may request proof of tax exemption. Meeting rooms may not be used for events such as potluck dinners, birthday parties, wedding anniversaries, etc. Except for library sponsored events, no fundraisers or general sales can be scheduled. Groups may not impose admission or entry fees. The meeting rooms are not available for commercial purposes or private parties.

Meetings at which candidates will discuss current election issues are permitted, provided the event is hosted by a non-partisan, non-profit organization (e.g. League of Women Voters) and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with their constituents are permitted.

Individuals reserving meeting rooms for themselves or a group must be at least 18 years old. The individual reserving the room or another responsible party, 18 years or older, must be present at all times during use of the room. The individual initiating the original reservation will be considered the official representative of the group, and will communicate the Library guidelines to the group. This representative assumes financial responsibility for any damage done to, or theft of, Library property. Damage must be immediately reported to library staff.

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1. the program is sponsored or co-sponsored by the Library or Friends of the Library,
2. the event is hosted by the City of Red Wing government,
3. the room is used by an organization for which the Library Board has formally waived fees.

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Groups must comply with the posted maximum seating capacity of meeting rooms as determined by the local Fire Marshal and code. Each meeting room has a posted maximum capacity. Fire exit procedures are posted at each room exit. In case of fire, the library's fire alarm system is activated and the meeting room doors will close automatically to control smoke and fire. They will NOT be locked. In the event the fire alarm system is activated, all occupants shall exit the building. Groups are responsible for the evacuation of meeting attendees. Elevators cannot be used in case of fire.

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Furniture, equipment, supplies, and other materials may not be stored on Library property between meetings. The Library is not responsible for materials or personal equipment left in the building by users. Groups may not post any items to the wall using any method that damages the wall by leaving a puncture, stain, or adhesive residue.

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**Groups or individuals using meeting rooms and study rooms shall indemnify and reimburse the City of Red Wing for all damages to the room and/or equipment resulting from the use of the room. Further, those using meeting and study rooms shall hold harmless the City of Red Wing, the Library, its trustees, officers, agents, and employees, and indemnify the City including but not limited to the costs of defense, including attorneys' fees, from any and all claims or causes of action resulting from the use of the room.**

To request this information in another format, contact the Library (651-385-3642) at least 7 days in advance.

## **Current**

Meetings at which candidates will discuss current election issues are permitted, provided the event is hosted by a non-partisan, non-profit organization (e.g. League of Women Voters) and all candidates for the same office have been invited. Meetings held by elected officials to gather input or communicate with their constituents are permitted.

## **Option 1: No Political Activity Permitted**

To maintain the Library's role as a nonpartisan civic space, meeting rooms may not be used for political activities, including but not limited to events intended to support or oppose a candidate, political party, or ballot question, campaign activities, or political organizing. Meetings held by governmental entities for the purpose of conducting official public business or gathering input from constituents are permitted.

## **Option 2: Political Activity Permitted on a Neutral Basis**

Use of meeting rooms does not constitute endorsement by the Library or the City of any group, program, or viewpoint. All groups, including those engaging in political or civic advocacy, are permitted to use the meeting rooms on an equal basis, provided they comply with this policy. Groups may not use meeting rooms for campaign fundraising, the sale of goods or services, or any activity that disrupts library operations or violates local, state, or federal law.

## **Option 3: Prohibiting Events by Candidates, Political Parties, or Political Committees**

Events or activities that are sponsored, coordinated, or paid for by a candidate for public office, a political party, or a political committee are prohibited. This includes campaign rallies, campaign fundraisers, campaign strategy meetings, or petition drives conducted on behalf of a candidate or ballot committee.

## Brower, Dan

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**From:** Zachary J. Cronen <Zachary.Cronen@raswlaw.com>  
**Sent:** Wednesday, June 3, 2026 12:09 AM  
**To:** Brower, Dan  
**Subject:** Revised Meeting Rooms Policy  
**Attachments:** Meeting Rooms Policy - Revised Draft 6.2.26.docx

Hi Dan,

I've reviewed your proposed revisions to the meeting rooms policy, and overall they look good. I made just a couple of minor edits and updated the intoxicating beverage language to address THC.

As we discussed during our call, the one area I want to flag as the biggest legal concern is the language addressing political activities in the meeting rooms. Regulation of political activity raises heightened First Amendment concerns, particularly when it involves content-based restrictions. Content-based restrictions are rules that apply differently based on the subject matter of speech (such as elections, candidates, or campaigns). Political speech receives the strongest protection under the First Amendment, and policies regulating it are more likely to draw scrutiny and potential legal challenges.

Although the Library has more flexibility when managing its reserved facilities (versus regulating forums which are generally open to the public, such as public sidewalks or parks), courts still require that restrictions be viewpoint-neutral (applied equally regardless of political ideology), and reasonable and clearly defined with objective standards. Restrictions that are vague, overly broad, or dependent on discretionary judgment increase the risk of challenge. For that reason, whenever cities or other public entities enter this area, there is always more risk of litigation.

Here, the current draft draws a distinction between "partisan" political activities (which are prohibited) and "non-partisan" activities, such as candidate forums hosted by certain organizations (which are permitted). While understandable from a policy perspective, this distinction presents some legal risk because it requires subjective judgments about what is "partisan" versus "non-partisan" and can be viewed as a content- or viewpoint-based regulation, particularly if similar political speech is treated differently depending on how it is characterized (for example, allowing candidate forums but prohibiting other campaign-related uses).

To address this, I've proposed two options below, depending on the Library's preference. I've included sample language for each option.

### Option 1: No Political Activity Permitted

The City could prohibit all political activities in the meeting rooms, regardless of viewpoint. This approach relies on a subject-matter restriction tied to the intended purpose of the space and avoids the need to distinguish between partisan and non-partisan events. While more restrictive, it is defensible if applied uniformly and clearly articulated. Instead of judgment calls about what is "partisan political activity," it would create a more objective line of no political activities at all.

However, this does not completely avoid questions in the future. For example, someone may ask what qualifies as "political activities." Additionally, non-political groups may reserve the space to be used by political groups and avoid this prohibition. Additionally, a flat ban of political speech could lead to a challenge from someone. Thus, there are still some questions that may arise.

Below is the Meeting Room section with this language:

Meeting rooms are large rooms that can accommodate seating for up to 150 individuals. Meeting rooms may be used by non-profit organizations for educational, cultural, and civic purposes. In cases where non-profit status is in question, the Library may request proof of tax-exempt status. Meeting rooms may not be used for private social events such as potluck dinners, birthday parties, or wedding anniversaries. Except for Library-sponsored events, fundraising activities, sales, admission fees, or other revenue-generating activities are not permitted. Meeting rooms are not available for commercial purposes or private parties.

To maintain the Library's role as a nonpartisan civic space, meeting rooms may not be used for political activities, including but not limited to events intended to support or oppose a candidate, political party, or ballot question, campaign activities, or political organizing. Meetings held by governmental entities for the purpose of conducting official public business or gathering input from constituents are permitted.

Individuals reserving meeting rooms for themselves or a group must be at least 18 years old. The individual reserving the room or another responsible party, 18 years or older, must be present at all times during use of the room. The individual initiating the original reservation will be considered the official representative of the group, and will communicate the Library guidelines to the group. This representative assumes financial responsibility for any damage done to, or theft of, Library property. Damage must be immediately reported to library staff.

#### Option 2: Political Activity Permitted on a Neutral Basis

Alternatively, the Library could allow political activities on the same terms as other civic uses, while continuing to prohibit campaign fundraising, sales, disruption of library operations, and any implication of City or Library endorsement. This approach eliminates content-based distinctions entirely and is generally a lower-risk option from a First Amendment standpoint. Of course, this could lead to more questions from the public if certain groups utilize Library space and are perceived as having the Library's support. To get ahead of that argument, I included specific language in this section disclaiming any endorsement of the groups, even though that issue is also addressed earlier in your policy.

Below is that sample language:

Meeting rooms are large rooms that can accommodate seating for up to 150 individuals. Meeting rooms may be used by non-profit organizations for educational, cultural, and civic purposes. In cases where non-profit status is in question, the Library may request proof of tax-exempt status. Meeting rooms may not be used for private social events such as potluck dinners, birthday parties, or wedding anniversaries. Except for Library-sponsored events, fundraising activities, sales, admission fees, or other revenue-generating activities are not permitted. Meeting rooms are not available for commercial purposes or private parties.

Use of meeting rooms does not constitute endorsement by the Library or the City of any group, program, or viewpoint. All groups, including those engaging in political or civic advocacy, are permitted to use the meeting rooms on an equal basis, provided they comply with this policy. Groups may not use meeting rooms for campaign fundraising, the sale of goods or services, or any activity that disrupts library operations or violates local, state, or federal law.

Individuals reserving meeting rooms for themselves or a group must be at least 18 years old. The individual reserving the room or another responsible party, 18 years or older, must be present at all times during use of the room. The individual initiating the original reservation will be considered the official representative of the group, and will communicate the Library guidelines to the group. This representative assumes financial responsibility for any damage done to, or theft of, Library property. Damage must be immediately reported to library staff.

Another related option would be prohibiting only events by candidates, political parties, or political committees. For example, language could be added that says: "Events or activities that are sponsored, coordinated, or paid for by a candidate for public office, a political party, or a political committee are prohibited. This includes campaign rallies, campaign fundraisers, campaign strategy meetings, or petition drives conducted on behalf of a candidate or ballot committee." This has a more objective standard that again avoids determinations about what is a partisan political activity.

Please let me know if you have any questions or want to discuss further.

Thanks,

Zach



**Zachary Cronen**  
***Shareholder Attorney***

333 South Seventh Street, Suite 2800  
Minneapolis, MN 55402  
Direct: (612) 244-2761  
Office: (612) 436-4300  
Fax: (612) 436-4340  
[www.raswlaw.com](http://www.raswlaw.com)

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# COLLECTION DEVELOPMENT POLICY

## Red Wing Public Library

Red Wing Public Library (RWPL) is committed to providing exceptional library service, ensuring access to information, and upholding the intellectual freedom of community members. The goal of RWPL's materials collection is for community members to find themselves reflected in it and to have access to a variety of points of view, experiences, and opinions. This policy is guided by the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Guidelines on Intellectual Freedom. Responsibility for the collection rests with the Library Director, under the authority of the Red Wing Public Library Board of Trustees. Materials are selected or retained based on the merit of the work and its ability to meet the needs and interests of the community. The addition of an item does not represent approval of its contents. Since RWPL holds a large collection for a broad audience, some materials might be considered controversial and/or offensive. Each library patron must determine for themselves which materials are consistent with their personal or family values; these values apply only to the use of library materials for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

### SCOPE OF COLLECTION

Red Wing Public Library collects, organizes, and makes available materials of interest and value for the community. Collections are broad, current, and popular, but not complete. However, general collections of unique historical value to Red Wing and Goodhue County are collected when possible. Collections provide general coverage of subjects and reflect the characteristics of the community. The community has a role in shaping library collections by participating in the collection development process through purchase suggestions and feedback.

### COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA

Materials are evaluated according to one or more of the following criteria: availability for purchase; affordability; current and anticipated needs and interests of the community; evaluations in review media; appropriate format for library use; suitability of subject and style for intended audience; accuracy and timeliness of content; author's, artist's, or publisher's qualifications and/or reputation; of general interest; contribution of a work to the diversity of the collection and its relation to other materials on the subject; different points of view; unabridged editions; and receipt of, or nomination for, major awards or prizes, or inclusion of the title in standard bibliographies or indexes. RWPL does not attempt to collect all ~~of the~~ works by an author. Additional criteria apply to special collection areas as detailed below:

- Genealogical and historical materials: Print, audio, visual, and electronic databases covering Red Wing and Goodhue County are collected. RWPL does not duplicate the materials or services provided by Goodhue County Historical Society.
- Government documents: RWPL is not a Federal Depository Library.

- Textbooks: RWPL does not collect textbooks. The Library's collection is intended to meet the general interests and needs of the community. As such, the Library may provide assignment-related resources in available formats but will not provide curriculum materials.
- Books with spiral or other fragile bindings: Due to typical heavy use of public library materials and the relatively short shelf life of these materials, the Library will not collect these materials unless they are considered essential to the Library collection and are not available in more durable editions.
- Questionable items: Red Wing Public Library will not collect items that have questionable copyright or licensing status, such as Advanced Reader Copies (ARCs), region-locked DVDs or Blu-Rays, unauthorized copies of movies or television content (bootlegs), and other materials not properly licensed by the intellectual property owner. This list is not inclusive nor exhaustive.

Red Wing Public Library continuously reviews its collection. Materials are withdrawn if they are not useful, current, or relevant. Other factors taken into consideration are use, community interest, and availability of other material on the subject. Withdrawn materials may be given to the Friends of the Red Wing Public Library.

### **MATERIALS GENERATED BY ARTIFICIAL INTELLIGENCE (AI)**

Red Wing Public Library is committed to maintaining a collection that reflects human creativity, knowledge, and expertise. Respecting the intellectual property of human authors and creators, the Library does not deliberately purchase AI-generated content, or AI-generated audio editions of human-created works. AI-generated content inadvertently added to the collection will be labeled as such in the catalog record and its continued inclusion in the collection will be evaluated by the Library. AI-assisted content is permitted in the Red Wing Public Library collection, subject to the same requirements and criteria as wholly human-authored works. AI-assisted content is work that is written by a human but for which the author has used AI tools to edit, refine, or error-check the work. Any materials with AI-generated, AI-assisted, or publisher-disclosed AI content added to the collection will be labeled as such in the catalog record. Red Wing Public Library will make every effort to ensure that its collection upholds quality, authenticity, and intellectual integrity for the community.

### **DONATIONS & PURCHASE REQUESTS**

Any donated materials will be evaluated on a case-by-case basis. If the materials are in good condition and fit the collection's needs and standards, as determined by the library's collection development policy, they may be added to the collection. The library will not add donations of materials that are primarily generated, authored, or written by artificial intelligence (AI). All donated materials become property of Red Wing Public Library and there is no guarantee that any donations are added to the collection. All donated materials will be subject to the same withdrawal criteria as library-purchased materials.

Patrons may request that RWPL purchase materials for the collection. These requests are evaluated according to the library's collection development policy, usefulness to the collection and community, and budget considerations. Materials published more than one calendar year from the date of the request may not be selected for purchase.

### **REQUEST FOR REVIEW OF LIBRARY MATERIALS**

First, library patrons may request review of an item's place in RWPL's collection by submitting a Request for Review forms. Forms are available at the service desk. Second, the decision of the selector may be appealed by submitting a written request to the Library Director. Third, library patrons may appeal the Library Director's decision by submitting a written request to the Red Wing Public Library Board of Trustees. A discussion regarding the appeal will be scheduled during a Board meeting. Decisions are based on careful review of the Request for Review form, the material, RWPL policies, and guiding documents. The final decision on appeals rests with the Red Wing Public Library Board of Trustees.

## **GUIDING DOCUMENTS**

- American Library Association's Library Bill of Rights  
<http://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association's Freedom to Read  
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association's Freedom to View Statement  
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- American Library Association's Guidelines on Intellectual Freedom  
<https://www.ala.org/advocacy/intfreedom/censorship/faq>

*Revised by the Red Wing Public Library Board of Trustees: 1/2025*



# ARTIFICIAL INTELLIGENCE (AI) POLICY

## Red Wing Public Library

### General Purpose

Red Wing Public Library recognizes the potential of Artificial Intelligence (AI) to enhance workflows and productivity in certain applications. Red Wing Public Library is committed to using AI in a responsible and ethical manner. This policy governs how the Library interacts with AI in the Library's collections, promotional materials, content, and communication. The use of AI platforms and software is governed by the same standards as other Library technical resources and must comply with all applicable laws, regulations, and Library policies, including the Library Data Privacy policy, in order to protect sensitive data and patron information.

Red Wing Public Library is committed to a human-led, human-centered approach to the utilization of Artificial Intelligence. The Library is aware that staff may use public AI tools, including those functions embedded within existing software, and private tools that may be used by external partners and vendors. The use of AI will be disclosed and the level of involvement, except for which the author uses AI tools only to edit, refine, or error-check the work. AI tools are to be used to complement, not replace, human creation and judgment.

### AI-Generated vs AI-Assisted Content

AI-generated content, or Generative AI, is a tool that employs algorithms and machine learning to create entirely new data. This data may include text, images, and audio. In general, AI-generated content will be avoided by the Library. The Library will not employ text to image AI tools to generate original images or the generation of elements in the image.

AI-assisted content refers to works that are written or created by a human but for which the author has used AI tools to edit, refine, or error-check the work. When AI is used to assist in the creation of original works such as blogs, social media posts, reports, summaries, or marketing materials, acknowledgement of the role AI plays in the creation process is required. All original work in which AI plays a role in its creation will refer or link to a statement indicating the use of AI.

### Data Protection

When it is determined that AI can be used in producing content, staff must be cautious about what is input into an AI tool. Staff will not enter any private, confidential, propriety, or copyrighted data or images into AI tools, in order to protect patron and staff privacy and protect the rights of human creators.

- No Personally Identifiable Information (PII) will be used.
- Staff will not generate original images. Alternatively, staff should seek out stock images or, preferably, local images of people in the Library to reflect the community.

## **External Partners and Vendors**

The Library recognizes that external partners and vendors may have platforms and software that utilize AI in varying degrees. Red Wing Public Library will make every effort to minimize the use of externally-based AI tools, as their reliability cannot always be verified. When entering into or renewing contracts with third parties, the Library will assess any AI-related language to ensure transparency, accountability, and data security. The Library will not enter into any contracts or ask those contracts to be modified if the third party:

1. passively uses patron data without the explicit, written consent of the Library.
2. cannot disable or minimize the presence of AI tools in their products, if the Library requests it.
3. shares Library data with other external parties without the explicit, written consent of the Library.
4. uses, manipulates, or permanently stores Library data that is entered into an AI or AI-enhanced tool in ways not related to the Library or expressly outlined in the contract.
5. sells any patron or Library data that is entered into an AI or AI-enhanced tool.

If any contract cannot be renewed to reflect the Library's stance on AI, the Library may terminate the contract on or before the end date.

## **Library Staff and AI**

Library staff are expected to use AI tools with integrity, honesty, and respect for individual rights and privacy. This includes proper attribution of AI-generated work and vetting of the AI tool's output, cross-referencing any output that is received. Library staff will make every effort to mitigate the bias in AI and use AI tools in ways that are non-discriminatory and promote equity in representation.

Any use of AI for initial drafts of promotional materials, content, and communications must be reviewed for accuracy and copyright violations. Any draft should be refined and personalized to emphasize the Library's dedication to human-created content. Library staff will monitor how much AI is used in projects, when the functionality exists.

The Library does not deliberately purchase AI-generated content, or AI-generated audio editions of human-created works. Any materials with AI-generated, AI-assisted, or publisher-disclosed AI content added to the collection will be labeled as such in the catalog record. The Library will not add donations of materials that are primarily generated, authored, or written by AI. For more detailed information, please refer to the Library's Collection Development Policy.

AI training and education will be available to any and all Library staff, to ensure they are fulfilling their role as information professionals and maintaining the Library's dedication to responsible AI use.

## **Patrons and AI**

This policy cannot govern patron behavior and their interaction with Artificial Intelligence. However, the Library recognizes that patrons may encounter various AI products while using Red Wing Public Library computers. This may include search engines, chatbots on websites and desktops, or recommendation algorithms. Unless otherwise stated, any AI applications that appear on Library computers are not endorsed by Red Wing Public Library. The Library will do all within its power to

restrict desktop AI applications from accessing patron data that the patron has not voluntarily provided or enabled, including disabling such applications when possible.

The Library trusts patrons to be critical users and consumers of AI. As such, all users should keep in mind that AI products are still under development and may not provide accurate or unbiased information. It is important to assess the credibility of the source behind the AI product and cross-reference any information provided by AI tools. Patrons are encouraged to verify information in AI summaries and responses, as the output may be outdated, or include inaccurate, misleading, or entirely fabricated content.

Information Literacy classes and resources will be made available to patrons to assist them in being responsible consumers of AI.

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