

# Policy Manual

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## Anne West Lindsey District Library

**Approved: March 28, 2023**

**Anne West Lindsey District Library Board of Trustees**

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## Table of Contents

I.	Mission Statement.....	5
II.	Hours and Holidays.....	6
III.	General Purpose/Library Use .....	7
IV.	Naming of Anne West Lindsey District Library.....	8
V.	Board of Trustees – Organization.....	9
	A. Trustee – Term	
	B. Trustee – Vacancies	
	C. Officers – Selection & Term	
	D. Officers – Duties	
	E. Standing Committees	
	F. Special Committees	
VI.	Board of Trustees – Meetings.....	12
	A. Meeting Procedures	
	B. Executive (Closed) Sessions	
	C. Public Participation	
VII.	Board of Trustees and Library Director.....	14
	A. Board Duties and Responsibilities	
	B. Board Statement of Associations	
	C. Library Director Duties and Responsibilities	
	D. Board of Trustees Ethics Policy	
	E. Employee Ethics Policy	
	1. Statement of Professional Ethics	
	2. Prohibited Political Activities	
	3. Gift Ban	
	F. Investment Policy	
	G. Travel Expense Control	
VIII.	Patron Conduct.....	26
	A. Conduct Ordinance	
	B. Unacceptable Behaviors	
	C. Cell Phone Usage	
	D. Cricut Machine	
	E. Regulations	
	F. Appropriate Dress	
	G. Food in the Library	
	H. Additional Rules of Conduct	
	I. Unattended Children	
	J. Nursing Mothers Policy	
	K. Confidentiality of Records	

- L. Copyright Law
- M. Photography and Filming Policy

IX.	Library Cards: Borrowers and Fees.....	34
	A. Resident Cards	
	B. Non-Resident Cards	
	C. Library Cards for Minors	
	D. Fees and Charges	
	E. Responsibilities of Borrowers	
	F. Patron Privileges	
	G. Homebound Services Policy	
	H. Loss of Privileges	
	I. Reinstatement of Privileges	
	J. Confidentiality of Records	
	K. Copyright Law	
X.	Computers and Internet.....	38
	A. User Responsibilities	
	B. Computer Use by Children	
	C. Copyright Law and Liability	
	D. Responsibility and Authority of Library Employees	
	E. Loss of Computer Privileges	
XI.	Use of Community Room.....	41
	A. Availability	
	B. Scheduling	
	C. Use of Kitchen Facilities	
	D. Responsibility of Equipment and Furnishings	
	E. General Regulations	
XII.	Use of Study and Meeting Rooms.....	44
XIII.	Displays and Exhibits.....	46
	A. Library Bulletin Boards and Display Cases	
	B. Library Social Media	
XIV.	Public Relations Policy.....	47
	A. Media Contact	
	B. Promotional Library Materials	
	C. Emergency Situations	
XV.	Material Selection and Collection Development.....	49
	A. General Principles	
	B. Selection Criteria	
	C. Controversial Materials	
	D. Challenging Materials	

E.	Prohibited Banning Practices	
F.	Withdrawal of Materials	
G.	Collection Development	
H.	Donations/Gifts	
XVI.	Reference and Readers' Advisory Services.....	54
XVII.	Local Records Retention Policy.....	55
XVIII.	Freedom of Information Procedural Guidelines.....	56
XIX.	Drug, Alcohol and Smoke Free Library.....	58
XX.	Anti-Harassment Policy.....	59
XXI.	Sexual Harassment Policy.....	60
A.	Prohibition on Sexual Harassment	
B.	Definition of Sexual Harassment	
C.	Procedure for Reporting an Allegation of Sexual Harassment	
D.	Prohibition on Retaliation for Reporting Sexual Harassment Allegations	
E.	Consequences of a Violation of the Prohibition on Sexual Harassment	
F.	Consequences for Knowingly Making a False Report	

#### **Appendix A: Forms and Letters.....64**

- a. Request to Speak at a BOT Meeting Form
- b. Conflict of Interest Statement
- c. Registration and User Agreement
- d. Wireless Agreement
- e. Application for Use of Community Room
- f. Display Case Reservation Form
- g. Unattended Children Parental Notification Letter
- h. Request for Reconsideration of Library Materials
- i. Freedom of Information Request Form
- j. Travel Reimbursement Form
- k. Officer's Request for Confidential Information

#### **Appendix B: Illinois Records Confidentiality Act.....78**

**I. Mission Statement:**

The mission of the Anne West Lindsey District Library is to provide educational, informational, cultural, and recreational resources, opportunities and services to all residents in the library district. The library seeks to satisfy the diverse interests and needs of the residents through careful management and development of its resources. This includes cooperation with other libraries and educational/governmental institutions.

## **II. Hours and Holidays:**

The Anne West Lindsey District Library's regular hours are as follows:

- Monday and Wednesday, 10:00am-7:00pm
- Tuesday, Thursday and Friday, 10:00am-5pm
- Saturday, 10:00am-4:00pm
- Closed on Sunday

These hours may be adjusted temporarily (e.g. inclement weather, emergencies, etc.) by the Library Director.

The library is closed for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day (and the Friday following)
- Christmas Eve
- Christmas Day
- New Year's Eve

Election Day is observed on even numbered years

Hours of operation may change due to holiday schedules.

The library will close one day for the annual Staff Institute Day. This day varies due to availability of speakers and library programs.

### **III. General Purpose/Library Use**

The primary purpose of this library is to provide library service to the residents of the Anne West Lindsey Library District. In addition, these services are available, with special provisions, to non-residents wishing to use them.

The library provides gracious and friendly service to all users.

Who may use the library:

The library serves all individuals and groups from and visitors to the Carterville, Crainville and Cambria areas.

The Anne West Lindsey District Library complies with the requirements of the Americans with Disabilities Act of 1990.

Individuals who require an accommodation for a disability for any library presentation should contact the library at least seven working days prior to the event.

The library acts as a facilitator between patrons and the Talking Books and Braille Services organization.

The library offers limited homebound delivery service through the Friends of the Anne West Lindsey District Library to patrons with disabilities that prevent them from coming to the library.

Properly identified service animals are welcome in the library.

#### **IV. Naming of Anne West Lindsey District Library and Designated Areas of the Facility**

1. The naming of any library facilities, portions thereof or furnishings with the library facility is the responsibility of the Anne West Lindsey District Library Board of Trustees.
2. The following guidelines are to be followed in naming a library facility, portions thereof or furnishings therein:
  - (a) Whenever a person's name is used, the individual must have made a significant contribution to library service on the local, state or national level. Individuals must have been responsible for a major development in improving the quality of library service either through a financial contribution, made personally or on their behalf, to the Anne West Lindsey District Library or through specific, identifiable actions in support of the library service over a sustained period of years.
  - (b) Persons of state and national renown must, at the time of the naming, be well known and immediately recognizable as having made positive contributions to the development of library service or the quality of life for all citizens.
  - (c) In recognition of significant actions, service or financial contributions on behalf of the Anne West Lindsey District Library, rooms, areas or furnishings within the library facility may be named to honor individuals, corporations, or foundations. The individual, corporation, or foundation must have been responsible for a major development in improving the quality of library service either through a financial contribution made directly or on their behalf to the Anne West Lindsey District Library, or through specific, identifiable actions in support of library service over a sustained period of years.
  - (d) The Anne West Lindsey District Library Board of Trustees may develop and modify over time a list of potential naming opportunities and corresponding suggested giving levels. The proposed wording of any naming in recognition of a specific contribution shall remain subject to the approval of the Anne West Lindsey District Library Board of Trustees.
  - (e) The Anne West Lindsey District Library Board of Trustees has the authority to change the name of any library facility or portions thereof, but it shall also be the Board policy to recognize past designees and contributors in perpetuity. The Anne West Lindsey District Library Board of Trustees retains the right to determine the useful life and eventual disposition of any named library facilities, areas or furnishings.
  - (f) The name of the governmental entity known as "Anne West Lindsey District Library" is not subject to change.



## **V. Board of Trustees – Organization**

### **A. Trustee – Term**

Trustees shall be elected every two years at the regular election scheduled for trustees of the public library districts under the Election Code 16/30-10(a) for six-year terms. Seven trustees shall constitute a board.

### **B. Trustee – Vacancies**

Vacancies shall be declared in the office of Trustee by the Board when an elected Trustee declines, fails or is unable to serve; becomes a nonresident of the district; is convicted of a misdemeanor or by failing, neglecting or refusing to discharge any duty imposed upon him or her by the Vacancies Act (75 ILCS, 16/30-25); or, has failed to pay the library taxes levied by the district. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy.

All vacancies shall be filled by appointment by the remaining Trustees until the next regular Library election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a Trustee, the vacancy shall be filled by appointment by the remaining Trustees within 60 days after it occurs and shall report the filling of a vacancy to the County Clerk within 60 days after it is filled. (ILCS, 16/30—40(d))

### **C. Officers – Selection & Term**

The officers of the Board shall be a President, a Vice-president, a Secretary and a Treasurer. At the regular meeting in May, the President, Vice-President, Secretary and Treasurer shall be elected by the majority of those Trustees present for two-year terms. The Officers shall not serve more than two consecutive terms unless by unanimous board consent. No Trustee shall hold more than one office at any one time. Within a period of three terms no trustee shall serve the same officer's position more than once unless by unanimous board consent.

#### D. Officers – Duties

1. President - The President of the Board shall preside at all Board meetings, appoint all standing and special committees, serve as a voting ex-officio member of all committees, authorize calls for special meetings and generally perform the duties of a presiding officer. The President shall be the spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the Staff. The President will serve as Board liaison to the Library Director.
2. Vice-President – The Vice-President of the Board, in the absence of the President, shall assume all duties of the President.
3. Secretary –The Secretary of the Board shall keep an account of all proceedings of the Board meetings, record attendance, and record a roll call on all votes except when a ballot vote is taken. On authorization of the President or any three members of the Board, the Secretary shall issue notices of all special meetings and shall have custody of the minutes and other records of the Board. The Secretary shall inform all other such clerical duties as may be assigned by the Board. In the absence of the President and Vice-President, the Secretary shall serve as President.
4. Treasurer – The Treasurer of the Board is authorized by the Board to co-sign checks for payment of Board authorized expenditures. The Treasurer shall serve on the Finance Committee. The Treasurer shall keep a copy of all financial records of the Board. The normal depository of all financial records shall be the library. In the absence of the Treasurer or when she/he is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall be bonded in the amount to be approved by the Board and according to statute. In the absence of the President, Vice-President and Secretary, the Treasurer may serve as the President.

#### E. Standing Committees

All committee meetings shall be posted and held as required by the Illinois Open Meetings Act.

The Standing Committees shall be appointed by the President annually in the month of June and shall consist of two Board members plus the Library Director. The Standing Committees at their first meeting shall elect a chairperson. The Standing Committees shall be the Finance Committee, the Personnel Committee, the Policy Committee and the Building and Grounds Committee. The Library shall be the depository of all committee reports.

##### 1. Finance Committee

Members: One Board member, the Treasurer and Library Director

Purpose: Draft a preliminary budget or budget and appropriations ordinance for full Board approval. Draft a levy and working budget for full Board approval. Aid in the determination of Staff salaries while monitoring Library investments and implementing the Library's investment policy.

2. Personnel Committee

Members: Two Board members, and Library Director

Purpose: Review the Director's performance annually; recommend needed actions to the Board for full Board approval.

3. Policy Committee

Members: Two Board members and Library Director

Purpose: The primary responsibility of the Policy Committee is to develop the Library policy. This policy shall include the division of responsibility between Board and Staff, and shall support and uphold the mission and vision of the Library, as well as adhere to the "Library Bill of Rights" and the "Freedom to Read" declarations of the American Library Association.

4. Building and Grounds Committee

Members: Two Board members and Library Director

Purpose: Conduct an annual inspection of the Library's physical facility to identify areas which are in need of repairs, and making recommendations to the full Board regarding the purchasing or leasing of property and/or any remodeling or construction projects on Library property.

F. Special Committees

Special Committees for the study and investigation of particular issues, such as Library Director Search, may be appointed by the President. These Special Committees shall present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed.

## **VI. Board of Trustees – Meetings**

### **A. Meeting Procedures**

The regular meetings of the Library Board shall be held each month, except for the month of December. Special meetings may be held at any time at the call of the President, Library Director, or any three members of the Board provided that notice and purpose of the meeting is given at least 48 hours in advance. The Director shall issue notices of all regular meetings, and on proper authorization of all special meetings. A quorum at any meeting shall consist of four or more members.

The order of business at all regular meetings of the Board shall be:

- Call to Order and Determination of Quorum
- Approval of Agenda
- Reading and Approval of the Minutes
- Public Comments
- Communications
- Library Administrative Reports
  - Financial Report
  - Library Director's Report
- Library Board of Trustees Business
  - Report of Standing Committees
  - Report of Special Committees
  - Board Action on Financial Secretary's Requests
  - Board Action on Library Director's Requests
  - Board Action on the Library Board President's Requests
- Unfinished Business
- New Business
- Executive Session – Possible Litigation and Personnel Issues
- Adjournment

### **B. Executive (Closed) Sessions**

All meetings of the Board and its committees shall be open to the public and to the press except closed sessions as authorized by the Open Meetings Act (5 ILCS 120/2 © et seq.) The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting. Only topics specified in the vote to close may be considered in the closed session.

Closed sessions shall be recorded and approved. These recordings shall be preserved for at least eighteen months and shall only be destroyed after the Board has approved such measures.

Under the Open Meetings Act, the minutes of all closed sessions will be reviewed semi-annually by the Board as well as determining whether or not the minutes should remain sealed or can be publicly disclosed on an annual basis (5ILCS 120/2.06).

### C. Public Participation

All meetings of the Library Board of Trustees are open to the public except executive (closed) sessions as permitted by State Law. The Board of Trustees of the Anne West Lindsey District Library is a deliberative body. Accordingly, it receives communications, both oral and written, as a medium of information. It does not debate the contents of such communications, but considers them in making decisions and in the establishment of policy.

Visitors attending a Library Board meeting are provided with an agenda. The President of the Board, at a designated time, will recognize members of the public who wish to speak on an agenda item. The President can limit the total time allotted for public comments.

Because all public meetings of the Board of Library Trustees are made a matter of public record, each speaker, when recognized by the chair, shall give his or her name, address, organizational affiliation, if any, and the agenda item to be addressed before presenting his or her views. Comments and questions are to be directed to the Board and not to any individual. It shall be in order for Trustees to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion.

## **VII. Board of Trustees and Library Director**

### **A. Board Duties and Responsibilities**

1. The Board of Library Trustees of the Anne West Lindsey District Library is charged with the responsibility of the governance of the Library. The Board will hire a skilled and competent Library Director who will be responsible for the day-to-day operations of the Library under the general policies approved by the Board. Other responsibilities would include, but are not limited to, support of the Library Director in regards to patron conduct and joining the Library as a member. The Board of Trustees shall formally evaluate the performance of the Library Director at least once each year. The Board shall strive to bring about the greatest good to the greatest number of Library users.
2. The Board will meet at least once per month, except in December. These meetings will be open to the public and noticed in advance, as required by the Open Meetings Act (5 ILCS 120). The agenda for the Board of Trustees meetings will be distributed to the Board by the Library Director and Board Secretary prior to the monthly meetings. Any Board member wishing to have an item placed on the agenda will contact the Library Director at least 48 hours preceding the meeting for the item to be placed. Any Board member who is unable to attend a meeting will contact the Library to indicate that he or she will be absent.
3. Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as Trustee. To be effective, Board members should attend meetings, read materials presented for review, and attend an occasional Library System or other Library related workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a timely manner. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System or other Library related workshop, seminar or non-local meeting.

### **B. Board Statement of Associations**

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees must promote a high level of library service while observing ethical standards.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees elected to a library board are expected to perform all of the functions of library Trustees.
- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

### C. Library Director Duties and Responsibilities

1. The Library Director shall be considered the Executive Officer for the Library Board of Trustees and as such shall be responsible for the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment, for the direction of the Staff, for the quality and efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.
2. The Library Director will report directly to the Board pursuant to the provisions of the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq.), execute the policies adopted by the Board and be authorized to develop the Library program. The Library Director shall establish the organizational structure, purchase materials and services, and conduct other activities as may be necessary for the Library's operation, subject to the policies established by the Board. The Library Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board.

3. The Director shall compile all necessary monthly reports for the Board, annual reports and grants for local, regional and state agencies, assisted by the Financial Secretary, Treasurer and Board members as necessary. The Library Director shall attend professional meetings, conferences and workshops when appropriate. The Library Director shall attend all Board meetings, but may be excused when deemed appropriate by the Board. The Library Director shall represent the Library to the community through the media, at speaking engagements and by committee representation. The Director, during inclement weather or other unforeseen emergency, will reach a decision as to closing the Library.
4. The Library Director will be evaluated annually by the Board of Trustees.
5. In a manner consistent with the Library's Personnel Policies, the Library Director shall hire, supervise, evaluate and may terminate the employment of Staff members necessary to carry out the work of the Library. The Library Director shall direct and supervise Staff members to ensure the efficient delivery of high-quality services. It is the responsibility of the Library Director to convey to the Library Board of Trustees knowledge of library professional practice and ALA standards as well as keeping up to date on library law and related laws.
6. The Library Director is responsible to the Board for all properties and funds belonging to the Library.



#### **D. Board of Trustees Ethics Policy**

The Anne West Lindsey District Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Anne West Lindsey District Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

##### **Guiding Principles:**

- Board members should uphold the integrity of the Anne West Lindsey District Library and should perform their duties impartially and diligently.
- Board members should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Anne West Lindsey District Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Anne West Lindsey District Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

##### **Therefore:**

To preserve and uphold the Anne West Lindsey District Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a Conflict of Interest Statement at the commencement of their term with the Anne West Lindsey District Library.

**Compliance:**

If any Board member or the executive director appears to be in conflict of the Ethics Policy, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings.

## E. Employee Ethics Policy

It is the policy of the Anne West Lindsey District Library to comply with the State Officials and Employees Ethics Act (5 ILCS 430/1). The library has adopted an Ethics Policy and Conflict of Interest Statement for library Trustees and staff.

- Library staff must resist all efforts by groups or individuals to censor library materials.
- Library staff must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased and courteous responses to all requests for assistance.
- Library staff must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed or acquired.
- Library staff must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- Library staff must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- Library staff must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

**1. Statement of Professional Ethics.** Librarians have a special concern for the free flow of information and ideas. The American Library Association has set forth its views in such policy statements as the *Library Bill of Rights* and the Freedom to Read Statement where it is clearly stated that in addition to the generally accepted legal and ethical principles and the respect for intellectual freedom which should guide the action of every citizen, membership in the library profession carries with it special obligations and responsibilities. The statement which follows sets forth certain ethical norms which are basic to librarianship.

A Librarian:

- Has a special responsibility to maintain the principles of the Library Bill of Rights.
- Should know and execute the policies of the organization of which the librarian is a part and should endeavor to change any policy which conflicts with the spirit of the Library Bill of Rights.
- Should provide competent and complete professional service both to the individual user and to the clientele as a whole.
- Should recognize and protect the user's right to privacy with respect to information sought or received and materials consulted or borrowed.
- Should recognize and avoid situations in which the librarian's personal interests are served or financial benefits are gained at the expense of the employing institution.
- Has an obligation to insure equality of opportunity in actions dealing with staff appointments, retentions and promotions.

## **2. Prohibited Political Activities**

- No officer or employee shall intentionally use any property or resources of the Anne West Lindsey District Library in connection with any prohibited political activity.
- At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity.
- No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- No person shall be denied or deprived of employment solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

## **3. Gift Ban.** It is the policy of the Anne West Lindsey District Library to comply with the State's Gift Ban Act. No officer or employee shall intentionally solicit or accept any gift from any prohibited source.

Exceptions (the gift ban is not applicable to the following):

- Opportunities, benefits and services that are available on the same conditions as for the general public
- Anything for which the officer or employees, pays fair market value
- Any contribution that is lawfully made under the Illinois Election Code (10 ILCS 5/Art. 1 heading)
- Educational materials
- Travel expenses for a meeting to discuss business
- Food, refreshments or gifts not exceeding \$25 per person in value on a single calendar day.
- Intra-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee
- Any item or items from any one source during any calendar year having a cumulative total value of over \$100. Anything over \$100 will be reported to the library Board with an explanation on how the gifts are to be spent.

## F. Investment Policy

1. **Purpose and Scope.** The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Anne West Lindsey District Library. Its scope is all public funds of the Library.
2. **Responsibilities.** All investment policies and procedures of the Anne West Lindsey District Library will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.
3. **Delegation of Authority.** Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program.
4. **“Prudent Person” Standard.** All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officer, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or marked price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
5. **Objectives.** In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:
  - Legality (conforming with all legal requirements)
  - Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
  - Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
  - Yield (attaining a market rate of return on investments)
  - SimpliWest of management

**6. Guidelines.** The following guidelines should be used to meet the general investment objectives:

a. Legality and Safety:

- Investments will be made only in securities guaranteed by the U.S. government, or in FDIC-insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral). Any credit union accounts would not exceed insured amounts and otherwise would be in complete compliance with the legal requirements for such accounts and institutions.
- Authorized investments include and will primarily consist of Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

b. Liquidity:

- In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

c. Yield-Return on Investment:

- Within the constraints of Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts.

d. SimpliWest of management:

- The time required by library administrative staff to manage investments shall be kept to a minimum.

**7. Reporting.** Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and general performance. These reports will be available to the general public upon request.

**8. Internal Controls.** In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

**9. Authorized Financial Dealers and Institutions.** Any investment advisors, money managers and financial institution shall be considered and authorized only by the action of the Board of Library

Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

- 10. Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

## G. Travel Expense Control

The Anne West Lindsey District Library is committed to being fiscally responsible with taxpayer dollars and following the mandates of state lawmakers. It is the policy of the Anne West Lindsey District Library to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

The Definition of "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event. "Travel expense" means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the library for a specific library purpose.

The library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library in some capacity.

Types of expenses allowed and prohibited:

- The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
- The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
- The costs of meals while traveling are allowed.
- The costs of conference fees, supplies and books for educational purposes are allowed.
- Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

Library employees and officers may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the maximum allowable reimbursement as stated herein and the procedure for reimbursement below is followed. The Board will post the maximum allowable reimbursement for food, lodging, and transportation in the office of the Library Director which shall change from time to time at the direction of the Board.

The Board shall use the following overriding principals to determine the maximums:

- Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile).
- Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
- Cost of lodging should be reasonable and customary for the area where the traveler is staying.



- The total maximum for any travel for Library purposes allowed is \$3,000. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

No expenses shall be reimbursed without a reimbursement request form (see page 71) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the library within 30 days. Expenses incurred by board members may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.”

## **VIII. Patron Conduct**

The Anne West Lindsey District Library staff welcomes all library patrons and holds the following expectations for everyone in order to ensure a pleasant and productive visit to the library.

### **A. Conduct Ordinance**

The Conduct Policy is an extension of the Conduct Ordinance (#16-03) which deals with unruly patrons in the library.

### **B. Unacceptable Behaviors**

- Disruptive behavior such as rowdiness, running, excess noise, vandalism, inappropriate language or such behavior that interferes with the normal use of the library
- Harassment of library staff or other patrons (i.e. staring, touching, following or initiating unwanted conversations and/or contact)
- Entering an unauthorized area, remaining in the library after closing or when requested to leave or not following instructions/procedures during emergency situations
- Mutilation of library materials by marking, underlining, removing pages, or defacing library property in any way
- Removal of library materials without authorization
- Distributing leaflets, taking surveys, collecting signatures, soliciting, fundraising or conducting similar activities on library grounds
- Tampering with or intentionally damaging computer software, hardware, printers, operating systems or other associated equipment
- Smoking, the use of smokeless tobacco, bringing alcohol in to the library or being under the influence of alcohol or drugs on library grounds
- The concealing of library materials for the exclusive use of an individual or group
- Refusal to abide by library regulations regarding return of materials and payment of fines
- Entering the library with uncovered beverages
- Rearranging the furniture without permission from the library staff for the use of a group or individuals
- Engaging in illegal activities on library property

### C. Cell Phone Usage

- Please place cell phone ringers on mute or vibrate when entering the library.
- Speakers must be muted or headphones used with any personal handheld video games, audio devices (music/CD players, radios, etc.) or computer resources with audible content.
- The volume of headphones should be kept at a level so that they are not audible to other patrons.
- Please refrain from making cell phone calls from within the library.
- When receiving calls on your cell phone, please keep your voice lowered or move to the lobby outside the main library doors to converse.
- Patrons using electronic devices may be asked to move, leave the library or discontinue their use if they are disturbing others.
- Usage of electronic devices in a manner that results in disruptive behavior (harassment, loud conversation, etc.) will not be allowed.

### D. Cricut Machine Policy

#### **Purpose:**

Anne West Lindsey District Library desires to offer community access to new and emerging technologies such as the Cricut smart cutting machine to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's Cricut machine.

#### **Policy:**

The Library's Cricut machine may be used to design and personalize objects.

- I. The Library's Cricut machine may be used only for lawful purposes. The public will not be permitted to use the Library's Cricut machine to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the machines will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- II. The Library reserves the right to refuse any Cricut machine use request.
- III. Cost: Cricut machine use is free. Patrons must provide their own materials.
- IV. Designated Library staff and volunteers must be present while patrons access the Cricut machine.
- V. Patrons must be 12 years or older to register. Patrons under the age of 12 must be supervised by an adult patron while machine is being used.

- VI. Patrons must either have their own Design Space account or work with the Library staff to create one. The Library's Design Space account will not be made available to the public.
- VII. Some additional tools will be available to patrons upon request, but patrons are encouraged to bring their own.

**\*The Library will schedule days and times that patrons may access the Cricut machine with designated staff present.**

#### E. Regulations

- Patrons shall engage in activities associated with the use of a public library. Patrons not reading, studying or using library materials may be required to leave the building, library program or approved community event.
- Any patron not abiding by these or other regulations and regulations of the library may be required to leave the library premises and may forfeit his or her library privileges.
- The Library Board of Trustees authorizes library staff and law enforcement officers to enforce the library's published code of conduct policy up to and including long-term suspension of library privileges, permanent banning from the library or prosecution.
- Any patron whose privileges have been suspended or revoked may have the decision reviewed by the Board of Trustees.
- Persons entering or refusing to leave the building after being evicted or banned will be charged with trespassing.
- Patrons shall respect the rights of other patrons. Patrons shall not interfere with the use of the library by other patrons or with library employees' performance of their duties.

#### F. Appropriate Dress

- Swim suits are not acceptable for the library.
- Wet clothes are unacceptable.
- Shoes or Footwear must be worn and must be dry.
- Any attire that is disruptive should not be worn in the library.

#### G. Food in the Library

- Food is not allowed in the Computer Lab or Genealogy Room.
- Non-alcoholic beverages may be consumed in the library if they are in closed containers.

- Patrons' drinks should be kept in covered or closed containers (cups with secured or spill-resistant lids, bottles with caps kept on, etc.) to avoid spills.

#### H. Additional Rules of Conduct

- Weapons or objects that can reasonably be considered as weapons and firearms of any type are not permitted on library property. Persons (except law enforcement) who conceal or openly carry weapons will be asked to leave library property.
- Patrons are not permitted to leave personal belongings when they leave or move within the building. The library is not responsible for loss of or damage to patrons' belongings.
- Animals, other than service animals for the assistance of the disabled, are not allowed in the library or allowed unattended on library grounds. The owner of any animal deemed unsafe will be asked to remove the animal from library property immediately.
- Roller skates, roller blades, skateboards, cleats and other similar equipment may not be used on library property.

#### I. Unattended Children

The Anne West Lindsey District Library Staff is committed to engaging children in activities related to the library. From time to time the Library schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate. If no indication is included in the program announcements then supervision is required.

For all other visits to the library, children under the age of nine (9) must be accompanied and directly supervised by a parent or other responsible caregiver. A parent or guardian will be contacted if a child under nine years of age is unaccompanied by a caregiver to the library. Parents or guardians are responsible for the behavior of their children in the library whether or not they are present with their children. Children whose behavior causes a problem for staff or other patrons may be asked to leave the library.

Unattended minors nine (9) and older are free to use the library provided they understand and follow the library's policies, and are able to care for themselves. Minors nine (9) and older when left alone must be able to contact a responsible person (know their phone number) in case of an emergency and/or for transportation needs.

When the safety or behavior of an unattended child is in doubt, and the parent or responsible caregiver cannot be located, or if the library is closing, library staff is authorized to call the police and two staff members will stay with the child until the police arrive. In the event a young person is still at the library 20 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during the 20 minutes to reach parents but in no instance will staff take any young person home.

Depending on the offense and the particular circumstances, violators may be banned from the use of the library either temporarily or permanently. The library will actively pursue disciplinary action, prosecution, or other legal actions when necessary.

#### J. Nursing Mothers Policy

A mother may breast-feed her child in any public or private location where the mother and child are otherwise authorized to be. In such a location, no person may prohibit a mother from breast-feeding her child, direct a mother to move to a different location to breastfeed her child, direct a mother to cover her child or her breast while breast-feeding, or otherwise restrict a mother from breast-feeding her child as provided in this section.

#### K. Confidentiality of Records

All records related to patron registration and circulation of materials are considered to be confidential in nature, in accordance with the Library Records Confidentiality Act (75 ILCS 70). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Authorized library staff may only provide information about a minor's fines and fees to the parent or legal guardian. Circulation information will not be provided. (See Appendix B)

Requests for confidential information must be directed to the Director. Confidential information will not be released unless one of the following is true:

- The Director receives a court order directing the release of the information.
- A sworn officer of the law represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The officer must complete the *Officer's Request for Confidential Information* and submit it to the Director. (See Appendix A)

#### L. Copyright Law

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute materials without the explicit permission of the copyright holder. Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes or other audiovisual materials to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program, DVD or other audiovisual material or redistributes the loaned copy or publicly performs or displays the computer program, videotape or other audiovisual material except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use. The library reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request could likely lead to violation of the copyright law.

### M. Photography and Filming Policy

The Anne West Lindsey District Library may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or patrons' rights to privacy. Photography or videography is generally permitted if it is for general Library promotion by the Library or media, student projects and/or strictly for personal use. The use of additional equipment, such as tripods or lighting, is not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

Commercial photography requests and filming requests must be submitted in writing for approval to the Library Director at least 7 days prior to visiting the Library.

In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety, photographing and filming in the Library are restricted as set forth in this policy. The Library Director is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with Library environment or operations, adversely affect public safety or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate. For purposes of this policy, photography or filming refers to all current and future static, still or video imaging.

### PATRON PHOTOGRAPHY AND FILMING

Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records is not permitted without their consent. If any person to be photographed or filmed is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Individuals who photograph or film inside the Library must honor requests from patrons who do not want to be included in photos or recordings. If the photography or filming requires a significant amount of time and/or equipment setup, the Library Director should be contacted at least 7 days prior to photographing or filming so that proper accommodations can be made. All photography and recording must be carried out so as not to disturb Library users or staff and not block aisles, walkways, doors or exits.

Photography and filming is never allowed in restrooms and is not permitted in non-public (staff only) areas unless consent is given by the Library Director to do so. Library access by photographers may be limited either by time constraints or to specific areas depending upon such impact or effect such sessions could have on other Library users. In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations; or violates the patron conduct resolution. The Library accepts no liability for the use of photos or film resulting from this activity.

### PHOTOGRAPHY AND FILMING

The staff of the Anne West Lindsey District Library regularly takes photographs or videos of patrons and staff at Library programs, workshops, classes and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's various social media accounts. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos

submitted by users for galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the parent or guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by Library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

#### FAILURE TO COMPLY

Those not following this policy may be asked to put away their equipment or leave the Library.

#### DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or furniture caused by the individual or group.

#### APPEAL AND REVIEW

The Board of Trustees of the Anne West Lindsey District Library will review the Photography and Filming Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library. Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

#### OPEN MEETINGS ACT EXCEPTION

Notwithstanding any other section of this policy to the contrary, any person may record the proceedings at Library meetings required to be open under the Illinois Open Meetings Act by tape, film, or other means, with the following exceptions:

(a) taping shall not interfere with the overall decorum and proceedings of the meeting i.e., the machine and/or operator must be quiet and unobtrusive;

(b) the machine and/or operator shall not interfere with the auditory rights of the other citizens; and (c) no recording or filming will be allowed as set forth under statute 735 ILCS 5/8, which provides that "No witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying." In this regard, Section 2.05 of the Open Meetings Act provides that, "If a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal, refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, the authority holding the meeting shall prohibit such recording during the testimony of the witness.." (5 ILCS 120/2.05) The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.



## **IX. Library Cards/Borrowers and Fees**

The Anne West Lindsey District library's service area is mostly the same as the Carterville Unit School District #5 tax district. Persons entitled to library service are those living in the Library District; those holding valid non-resident cards; and those holding cards in good standing from other Illinois Heartland Library System member libraries.

### **A. Resident Cards**

To apply for a library card, the applicant must present a photo ID and proof of residence in the Anne West Lindsey District Library's service area. Library cards for residents are valid for two years. Library cards may only be issued to individuals, not to businesses or organizations.

All conditions agreed upon by the Illinois Heartland Library System member libraries in applying for and maintaining library privileges will be met. Persons owing fines, fees, or overdue materials to this or other libraries must take care of the obligations before an Anne West Lindsey District Library card will be issued. The library will not issue cards to adults whose children under 18 years of age have outstanding fines or fees until those obligations have been satisfied. At the discretion of the Library Director, the library may or may not issue a card to minors if the signing parent/guardian has outstanding fines or fees.

Library cards shall be issued according to the following guidelines:

1. Any child entering first grade or older, with parental permission may receive a library card.  
Restrictions of Internet use on a juvenile card can be requested by parent or guardian.
2. An adult card will be issued to persons 18 years or older.

### **B. Non-Resident Cards**

Persons living outside the Anne West Lindsey District Library district may obtain a non-resident library card for a fee. To apply for a non-resident card, the applicant must present a photo ID and proof of mailing address. Such cards will be valid for one year and will entitle members of that family to use the facilities of the Library and to withdraw materials therefrom.

### C. Library Cards for Minors

Children may have their own library cards. With a library card, children have access to all materials in the library's collection. Parents of minors assume responsibility for any guidance in the selection of materials.

Children are entitled to the same rights of access to libraries, library materials, computers, computer databases and online resources as adults consistent with the library's applicable policies. Children are further entitled to the same confidentiality as adults according to library policy. (75 ILCS 70/1 Library Records Confidentiality Act) Authorized library staff may only provide information about a minor's fines and fees to the parent or legal guardian. Circulation information will not be provided.

For children under 18 years of age, parent or guardian must sign the application. At the discretion of the Library Director, the library may or may not issue a card to minors if the signing parent/guardian has outstanding fines or fees. Parents or guardians are responsible for fines or fees charged to the card of children under the age of 18 including fees for replacing lost or damaged materials.

### D. Fees and Charges

<b>COLLECTION</b>	<b>CHECKOUT PERIOD</b>	<b>FINES</b>	<b>LIMITS</b>
Audios	2 weeks	\$0.05/day	No limit unless the patron owes fines or overdues
Books	2 weeks	\$0.05/day	No limit unless the patron owes fines or overdues
Genealogy	2 weeks	\$0.05/day	Partial Non-circulating
Interlibrary	2 weeks	\$0.05/day	No limit in-house; 5 per patron via SHARE
New	2 weeks	\$0.05/day	No limit unless the patron owes fines or overdues
Reference	0	N/A	Non-circulating
VHS/Videos	2 weeks	\$0.05/day	5 per patron
DVD's	2 weeks	\$0.50/day	5 per patron

If a patron owes more than \$2, restrictions on checkouts may apply. Fees as low as \$0.05 may block a patron from online services (i.e. renewing books through SHARE, downloading ebooks, etc.).

Replacement library cards = \$3. The patron must present a valid ID to receive a replacement card.

Non-resident cards = \$92.

### E. Responsibilities of Borrowers

All borrowers will be held responsible for any materials charged in his/her card. A charge will be made for any undue damage to library material while in the possession of a borrower. A library card will not be honored if the patron's fees exceed the limited dollar amount as specified by the Illinois Heartland Library System. Renewal library cards will not be issued until fine and charges are paid completely or below the specified amount. Any misconduct in the Library can be cause for withdrawing the privilege of Library use until such time as it shall be demonstrated that the Library rules will be observed.

### F. Patron Privileges

The Anne West Lindsey District Library card may be used to check out any materials in the library, except reference/non-circulating items.

Reciprocal Borrowing Privileges: Anne West Lindsey District Library patrons may borrow materials in person from other public libraries in the library system, depending on the policies of those libraries.

Interlibrary Loans: Anne West Lindsey District Library patrons may borrow items from throughout the state of Illinois and have the items delivered to and returned by the Anne West Lindsey District Library.

### G. Homebound Delivery/Outreach:

Delivery and retrieval of library materials to and from patrons who cannot drive due to a medical condition will be provided free-of-charge by the Friends of the Anne West Lindsey District Library approved and trained volunteers. Outreach patrons must reside within the AWLD Library tax district and have library cards in good standing to receive this service. Patrons recovering from surgery or other medical conditions may sign up for homebound delivery on a temporary basis. Deliveries are limited to library materials only. Outreach patrons are entitled to check out any format of materials from the library, excluding interlibrary loan materials. Outreach patrons must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their homes. Patrons must protect all library materials while in their custody.

Volunteers have discretion to not enter a home, to leave a home, and/or recommend suspension of service if the volunteer feels uncomfortable at the residence for any reason. To assist home delivery, we ask our homebound patrons to assist our volunteers by confining pets, dressing appropriately, and exercising good manners during the delivery process. Should a delivery concern arise a library supervisor will contact the volunteer coordination on the Friends of the AWLD Library Board who will then contact the patron to discuss the situation.

Outreach patrons are responsible for maintaining library materials in good condition. Materials that are lost or returned in severely damaged and unusable condition will be billed to the patron. Use of library card privileges will be suspended until payment is received.

Library staff will contact homebound patrons ahead of time so patrons know when to expect delivery. If a patron does not answer the door or is not home to receive materials, library staff or the volunteer will contact the patron and attempt to deliver the materials again. If the patron does not answer the door or is not home to receive the materials after a second attempt, the patron's delivery will be suspended, and the patron must contact the library to reinstate delivery.

The Library Director acts as a liaison between the library and the Friends of the Anne West Lindsey District Library. If concerns persist beyond homebound delivery procedures, the library director will share these concerns with the library Board of Trustees.

Please consult the Friends of the Anne West Lindsey District Library's Homebound Delivery services and procedures at <https://awlindsey.com/homebound/> for more information.

#### H. Loss of Privileges

The Library Director may deny use of the library's facility and materials to persons who:

- Exceed the library's limits for fines, fees or overdue items.
- Repeatedly fail to abide by library policies, including policies on user conduct and use of electronic equipment.
- Intentionally damage or deface library property. In cases of vandalism or any criminal act committed on library premises, the library will take legal action.
- Owe fines, bills or materials to other libraries. The library respects the circulation policies of other libraries. A patron who owes fines, fees, or materials to another library may be asked to resolve that issue before being allowed to check out materials at the Anne West Lindsey District Library.

The Director may revoke privileges for the amount of time he/she deems reasonable. If a period longer than six months is deemed necessary, the Board of Trustees must approve the suspension.

#### I. Reinstatement of Privileges

Any Anne West Lindsey District Library patron who has had library privileges denied may confer with the Director concerning the problems, write a statement of remediation to the Board of Trustees and/or Director, or appeal to the Board of Trustees in writing to request that library privileges be reinstated. All fines, fees and bills must be paid before borrowing privileges will be reinstated.

## **X. Computers and Internet**

### **A. User Responsibilities**

The Anne West Lindsey District Library provides public access to the Internet as a way of enhancing its collections with electronic resources from information networks around the world. Internet access is important to library users for conducting research, retrieving information, exploring ideas, facilitating communication and to gain access to the information needed to make informed decisions.

The computer and Internet resources accessible through the library are provided equally to users, with the understanding that it is the individual user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using the library resources and facilities. Patrons are asked to act responsibly.

Internet users must have a valid library card to use the Internet. Users will be limited to an hour on a computer, with a possible one hour extension if no one is waiting. A patron may purchase a guest pass if more time is needed in a 24 hour period. Fifteen cents will be charged for each print; color pages will cost twenty-five cents per page.

Wireless Internet access is provided free of charge. Users are asked to accept the terms of the wireless agreement before gaining access to the Internet. Use of the computers in the library must not be used for illegal purposes. The library is a public building and objectionable or pornographic images that can be seen by others (either intentionally or accidentally, and either on screen or in print) are not permissible.

All users are expected to respect the privacy of those using the workstations.

### **B. Computer Use by Children**

The library offers assistance to help children experience the Internet in a safe and rewarding manner, including web safety tips. Because information on the Internet constantly changes, it is not possible to totally protect or control what children may encounter. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. The library respects the responsibility of all parents or guardians to guide their own children's use of the library, its resources and services. Parents are encouraged to discuss with their children the use of the Internet in relation to their values and boundaries and to monitor their children's use of the computers. Children 17 years of age and under must have a user agreement (found on the back of the library card registration) signed by a parent or guardian.

### C. Copyright Law and Liability

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of “fair use”. Users may not copy or distribute electronic materials (including email, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use.

Users access library computers, software, and the wireless network at their own risk. The library wireless network is not secure. Information sent from a wireless device could be captured within or near the library. The library assumes no responsibility for equipment, or any alterations or loss of configurations, security, or data (captured or otherwise) resulting from connection to the library wireless network.

The library assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through access to the Internet. The library is not responsible for equipment malfunction, damage to disks or software, loss of data, transmission of data (secure or otherwise), or for personal computers, laptops, or other devices. Data cannot be saved on a library computer, but a flash drive can be borrowed at the circulation desk.

The library assumes no responsibility for infringement of U.S. Copyright Law governing the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.

### D. Responsibility and Authority of Library Employees

Library employees shall provide assistance to identify appropriate sites for Internet searches and answer questions to the best of their knowledge on the use of computers and other electronic resources in the library. Time constraints may prevent employees from providing in-depth computer or other technology training to individual users.

Library employees shall take prompt and appropriate action to enforce the Computer and Internet Access Policy. They are authorized to terminate an Internet use session by anyone who fails to comply with these policies.

Library employees may refuse to assist a user if they believe that it will require them to view pornographic images on a computer display screen or in printed form.

## E. Loss of Computer Privileges

All library users must comply with this Internet Access Policy. Failure to comply will result in revocation of computer use privileges for a time to be determined by the library Director.

If library staff or guests notice graphics of obscene materials or materials that violate laws of child pornography, library staff will tell the computer user to remove them. If the user does not cooperate, library staff will end their computer session.

Violations may also lead to revocation of library privileges, including the right to visit the library building and grounds. Offenders ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. The library reserves the right to classify any action, process, or operation on the Internet inappropriate and ban its use by patrons.

Patrons may not use library computers or Wi-Fi to do the following:

- View, print, distribute, display, send, or receive images or graphics of obscene materials or material that violates Federal or State laws or the laws relating to child pornography.
- Disseminate, exhibit, or display to minors materials that are deemed harmful to minors.
- Use an Internet workstation to transmit threatening or harassing material.
- Engage in any activity that is deliberately offensive or creates an intimidating or a hostile environment.
- Use a computer in a way that disturbs or interferes with other users, employees, or the operations of the library.
- Violate copyright or software licensing agreements.
- Gain unauthorized access to any computing, information, or communications devices or resources or allows system security to be violated.
- Damage, alter or degrade computer equipment, peripherals, software and configurations.
- Violate licensing agreements between this library and network/database providers.

## **IX. Use of Community Room**

The Anne West Lindsey District Library has the Carol M. Yack Memorial Community Room which has the seating capacity for about 30 people. The primary purpose of the community meeting room is to support library functions and to promote the library's programs of service to the community. It is also available to nonprofit, civic, cultural and educational organizations. The fact that a group is permitted to meet at the public district library does not constitute an endorsement of the group's policies or beliefs.

The Library Director or a designee authorizes the use of the community meeting room and maintains the schedule. If a question is raised as to the objectives and/or activities of any group or organization requesting the use of the community meeting room, the Anne West Lindsey District Library Board of Trustees has the final authority in granting or refusing permission for use of the room.

The following regulations apply to the use of the community meeting room and the Library Director must authorize any departure from them in writing.

### **A. Availability**

- Library programs and library related programs have priority in the use of the meeting room at all times.
- The meeting room is available for use by organizations of a civic, cultural or educational nature and shall not be used for money-raising or commercial purposes.
- Non-partisan organizations, which do not endorse individual parties or candidates, may be allowed to conduct meetings in the library at which current election issues will be discussed by the candidates for public office provided that all candidates for the same office shall be invited.
- Groups of individuals under 18 years of age may use the meeting room provided they are supervised by at least one adult for every ten children in attendance. The adult supervisor will be responsible for any damage.
- Meetings which may disturb regular library functions shall not be scheduled.
- Activities involving more than normal wear and tear on the community meeting room will not be permitted, i.e. projects involving materials which might cause damage.
- The library reserves the right to change or cancel reservations in emergency situations.



## B. Scheduling

An individual representing the group or organization desiring to use the community meeting room must complete the appropriate application providing all information requested on the form. A \$25.00 deposit is required at the time of application. The deposit is refundable if the community room, kitchenette and all other areas of the library used by the applicants are left clean, undamaged and in good order. The \$25.00 deposit must be picked up within one week of the meeting date or it will be forfeited to the library. All participants must vacate the room by five minutes before closing time and a representative of the group must have the librarian on duty check the facilities for cleanliness, damage and room arrangement before the group leaves. Failure to comply with these regulations may result in an additional fee to repair damage, reimburse the library for custodial services, etc.

Application to use the room may not be made more than 12 months in advance. Generally, no group or organization may use the meeting room more than once a month. Exceptions may be granted for workshops or educational classes or other reasons with the Library Board's approval or at the discretion of the Library Director. Groups using the library on a regular basis for meetings must reapply annually.

The community meeting room shall be used during regular library hours unless otherwise stated by the Library Director. The library is open Monday and Wednesday from 10:00 a.m. to 7:00 p.m., Tuesday, Thursday and Friday from 10:00 a.m. to 5:00 p.m. and Saturday from 10:00 a.m. to 4:00 p.m.

## C. Use of Kitchen Facilities

The kitchen facility may be used to prepare light refreshments, which does not involve any cooking. If the group would like to use the microwave oven or the coffeemaker, the request will need to be approved by the Library Director. Alcoholic beverages are not permitted.

The clean-up is the responsibility of the group or organization using the facility. No dishes, utensils or kitchen equipment, except a coffeemaker and a microwave, on approval, will be provided by the library. Coffee, coffee filters or condiments will not be supplied by the library. These items are the responsibility of the group or organization using the community meeting room.

#### D. Responsibility for Equipment and Furnishings

- No signs, displays, or exhibits shall be attached to the walls in any manner.
- Organizations shall accept responsibility for the repair or replacement of damaged or missing equipment and furnishings or for damage to the building's interior.
- No material, equipment or furniture belonging to groups or organizations may be stored on the library's premises.
- The library will not be responsible for any items left on the premises.
- The library is not responsible for arranging chairs, tables or equipment for meetings. Groups using the meeting room are responsible for returning the furnishings to their original configuration. No additional furniture other than that furnished by the library is to be used without library approval.

#### E. General Regulations

- Neither the name nor the address of the Anne West Lindsey District Library may be used as the official address or headquarters of a group or organization, except the Friends of the Anne West Lindsey District Library.
- Admission fees or collections are prohibited at meetings held in library facilities. The only exceptions are in case of paid registrations, which are necessary to cover expenses for workshops or institutes or a fee to cover the actual cost of a library sponsored program.
- The Library Director or designee is authorized to terminate the meeting of any group or organization that becomes disorderly or objectionable and to deny subsequent use of the room to groups that violate policies and regulations.
- Smoking is not allowed in any part of the library at any time.
- Any group using the meeting room must comply with the Americans with Disabilities Act (ADA) and are responsible for providing for and paying qualified interpreters or auxiliary aids upon request.

## **XII. Use of Study and Meeting Rooms**

Anne West Lindsey District Library has three meeting spaces, known as the Genealogy Room, the Anne West Lindsey Reading Room, and the Butch Waggoner Board/Study Room to enable individuals and small groups to meet for educational or informational purposes without disturbing others in the library during regular operating hours. Activities in a study room should not materially or substantially interfere with the proper functions of the library. Activities involving more than normal wear and tear on these meeting spaces will not be permitted, i.e. projects involving materials which might cause damage. Study room doors must remain unlocked and lights on at all times.

No fee is required to use the study/meeting rooms, but reservations are encouraged. Reservations will be made over the phone, or arranged at the Circulation desk. A designated individual in the group using the study/meeting rooms must show their library card upon arrival.

The study/meeting rooms must be reserved at least 24 hours in advance and up to 30 days in advance. The study rooms may only be reserved for up to two (2) hours at a time. To ensure a fair distribution of rooms among library users, groups and individuals are limited to no more than one reservation per week.

If a person or group wishes for more time, they may reserve an additional hour of time only after their first block of time has expired and must go to the circulation desk to do so. Circulation can only approve a second block of time if there are no other reservations for that period, and no other walk-in patrons wish to use the room. All other special considerations will need to be approved by the Library Director.

Reservations are forfeited if the registered person or group is more than 15 minutes late

For those without reservations, the study/meeting rooms are available on a first come, first served basis. A waiting list will be kept if a room is occupied. A daily schedule of room reservations will be posted by the room. Walk-in users will be asked to vacate the room for users with a reservation. Patrons with library cards issued from a library within the Illinois Heartland Library System may use the study rooms, but Anne West Lindsey District Library card holders will be given priority.

Users must be 18 or older to reserve the study/meeting rooms. Users between the ages of 13 and 17 may have a parent or guardian reserve a room in their name, and do not require additional supervision so long as the door stays open and unlocked.

Study room availability is contingent on there being no conflict with library programs. Library programs have first priority at all times in reserving the study/meeting rooms.

Rooms may not be used to distribute or sell goods. For-profit use is permitted under limited circumstances consistent with the library's objective of providing a suitable learning environment for research, study, and reading. One example of an approved for-profit use is a paid tutor.

Extra chairs will be furnished upon request and at the discretion of the library in adherence to fire codes. All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement. Repair costs to fix any damage to the room will be charged to the user who

made the reservation. All individuals in the room are responsible for the behavior of others using the room during their session. Misuse of the study/meeting rooms may result in the loss of reservation privileges.

The study rooms must be vacated 5 minutes before closing.

### **XIII. Displays and Exhibits**

#### **A. Library Bulletin Boards and Displays**

The Anne West Lindsey District Library welcomes displays of general interest to the community, but all such exhibits must be approved by the Director. All materials displayed in the library will be given reasonable care and protection within the limits of the general operation of the library, but the library and the Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit.

Placement of such exhibits must be mutually agreeable to both the Director and the exhibitor and should in no way interfere with normal operation of the library.

Guidelines for display cabinet and bulletin board:

- Items are to be displayed or made available on an equitable basis, subject to available space.
- All posting and literature will be approved and placed in the appropriate location by library staff.
- The posting of materials does not imply endorsement by library staff or the Board of Trustees.
- Library use of display spaces to promote library events or announcements has priority over all other uses.
- Bulletin board items must be no larger than 11 by 17 inches.
- Postings may remain on the board for up to two weeks or until the event date has passed, whichever comes first.

Guidelines for outside displays:

- The posting of political or campaign signs is not permitted on library property.

#### **B. Library Social Media**

The Anne West Lindsey District Library chooses to use social media (including, but not limited to, the library website, social networking sites and email) to engage library customers in discussion of our services, materials and programs. The library recognizes and respects differences in opinion.

Comments, posts and messages are welcome. Posted comments are the opinion of the author only and publication of a comment does not imply endorsement or agreement by the Library Director or the Anne West Lindsey District Library. **Online interactions will be regularly monitored and reviewed for content and relevancy.** Comments containing the following will be removed:

- Obscene, profane or racist content
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without permission
- Hyperlinks to material not related to the library
- Commercial promotions or spam

Under the direct supervision of the library director, the library reserves the right to reproduce comments, posts, and messages in other public venues.

#### **XIV. Public Relations Policy**

To ensure that the public receives consistent and accurate information about library policies, procedures, programs, resources, and services; and to ensure that the best possible image of the library is presented to the public, the following public relations policy has been developed.

The objectives of this policy include: promoting community awareness of library initiatives; stimulate public interest in the usage of the library; and develop public understanding and support of the library and its role within the community.

Surveys of the community shall be made every three to five years, or as needed, to develop the library's long-range plan to assure responsiveness to the interests and needs of all citizens. The long-range plan will be evaluated annually.

The Anne West Lindsey District Library may sponsor programs, classes, exhibits, and other library-centered activities to fulfill the needs of the community for educational, cultural, informational, or recreational opportunities.

The Library Director will maintain a list of contacts of government officials, service clubs, organizations and other community groups.

##### **A. Media Contact**

Contacts to the media initiated by the library will be done by the person or persons in charge of the specific program, service, or policy being addressed. The Director should be notified in advance and provided a copy for approval when necessary.

Library staff will not submit letters to the editor designed to speak officially for the library without prior approval from the Director.

Staff will not make public statements to the media on behalf of the library without prior approval from the Director. The staff will notify the Director prior to any speaking engagements on behalf of the library.

Library staff will not submit comments about library policy, business, personnel or volunteers to social media without approval from the Director.

The Board of Trustees is responsible for media contact with regard to Board business.

B. Promotional Library Materials

Library information materials and promotional materials designed to be disseminated to the public will meet a high standard of quality. The Director will be responsible to see that such promotional and informational material produced by or for the library meet those standards.

C. Emergency Situations

In an emergency situation, the Library Director or designee will make official statements to the public and media.

## **XIV. Material Selection and Collection Development**

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. This policy has been adopted by the Anne West Lindsey District Library to guide selection and collection decisions and to make information about the library collection available to the library staff and the community. The responsibility for the policy governing the inclusion of materials in the library collection rests on the Board of Trustees.

The Board of Trustees of the Anne West Lindsey District Library endorses the American Library Association's "Library Bill of Rights", the "Freedom to Read" statement, and the "Freedom to View" statement. (see Appendix)

The Board delegates the actual task of selecting materials to the Librarians and Library Director. The Board believes that censorship is a purely individual matter, and that while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view. The Board also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials.

### **A. General Principles**

The Library seeks to provide, within its financial limitations, a general collection of materials embracing broad areas of knowledge.

- The library staff will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities.
- The addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it.
- The collection will represent all sides of controversial issues as far as budget, space and availability of materials allow.
- The race, religion, nationality or political views of an author, the frankness or coarseness of language, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to be included or excluded automatically.
- The responsibility for choosing or limiting access to materials for a child must rest with his or her parents or guardians, not with the library.



## B. Selection Criteria

Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:

- Appropriate physical format
- Artistic excellence
- Authority of the author or publisher
- Award-winning or “classic” titles
- Contemporary of historical significance
- Content that is accurate and objective
- Cultural diversity
- Currency of the material or electronic resource
- Current interest
- Favorable reviews in reviewing sources
- Inclusion of indexes and/or bibliographies
- Local author, local interest
- Patron requests
- Popular demand
- Price
- Relation to other materials in order to maintain an impartial but comprehensive collection
- Space to house the material
- Subject area and collection development value
- Technical value

The selection of materials requires knowledge of broad subject areas, selection tools and review sources, the status of the collection and the wants and needs of the community. Librarians will use this knowledge as part of the selection process.

## C. Controversial Materials

The library will acquire materials on a wide and diverse range of viewpoints and ideas, providing opportunities for patrons to exercise their freedom to read. Because of the varying views held by members of the community, some may find certain items offensive. Inclusion of a controversial item in the collection does not constitute library endorsement or approval of an expressed opinion; nor will access to these materials be restricted. Free access by patrons will be provided except for any special rule the Board may adopt for minors. Parents or legal guardians are responsible for their child’s reading, viewing or listening. Only the parents, not the library, may decide what is appropriate for their child.

The best method for a library to encourage continuous self-education and informed citizenship is to provide the tools which encourage their growth. The library does not avoid the controversial, but tries to adequately present all sides of an issue. The library is not obligated to purchase all materials on every subject. Normal selection criteria are used in purchasing materials that meet the identified needs.

#### D. Challenging Materials

The Anne West Lindsey District Library patrons who request the withdrawal of or restricting access to any material from the library are encouraged to first bring this to the attention of the Director in an informal discussion. If the patron and Director cannot reach an informal resolution, the patron may make a formal request according to the following process:

1. The requestor must complete, sign and submit a *Request for Reconsideration of Materials* (see appendix A). Forms that are not completely filled out will be discarded and no action will be taken.
2. The Director, along with professional staff, will review the form and the material in question and respond with a decision to the requestor within two weeks from the date the request was received.
3. The Board of Trustees will be notified of the receipt of the completed form and Director's decision.
4. If the patron wishes to address the Board on this issue. According to the Open Meetings Act, the public is welcome to attend Board meetings. Patrons are asked to follow the Board of Trustees Meeting Public Participation Policy in order to present their concerns.
5. The Board's decision is final and the material in question may not be reconsidered for at least one year from the date of the Board's decision.

#### E. Prohibited Banning Practices

The Illinois Library System Act provides that the policy of the State encourages the improvement of free public libraries and the cooperation among all types of libraries in promoting the sharing of library resources, including digital resources, and protects the freedom of public libraries and library systems to acquire materials without external limitation. The Anne West Lindsey District Library is protected against attempts to ban, remove, or otherwise restrict access to books or other materials. The library is protected by law against the practice of banning specific books or resources. In accordance with the law, the library has adopted a written policy against said practices, making the library eligible for State grants.

#### F. Withdrawal of Materials

The library collection is intended to be active, useful, and circulating. Therefore, materials are regularly removed from the collection according to accepted professional practices. The Library Director is ultimately responsible for the withdrawal of materials.

Library property (i.e. print and non-print materials, equipment, and supplies) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in accordance with the Illinois Public Library District Act [75 ILCS 16/30-55.32] in the following manner:

- Books and non-print materials that are from the library's collection, donations, or gifts may be given to Friends of the Anne West Lindsey District Library or any other tax supported library or library system, sold or discarded.
- Any library property having a unit value of \$1,000 or less may be disposed of as determined by the Board (or, by designation, the Library Director), who may turn it in on new equipment, make it available for sale, discard it, or donate to local charity, school or non-profit organization.
- Any library property having a unit value of over \$1,000 may be disposed of as determined by the Board in accordance with the Illinois Public Library District Act [75 ILCS 16/30-55.32].

#### G. Collection Development

Decisions to purchase materials for the collection are based on the selection criteria contained in this document. Collection management weighs current holdings and new selections to achieve appropriate balance for a well-rounded collection.

Systematic evaluation and weeding of the collection are required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding/active reevaluation is the primary method of maintaining currency and value of the items in the existing collection.

Statistical tools such as circulation reports – both general and those on specific portions of the collection, fill rates and reference fill rates, should be used to determine how the collection is being used and how it should change to answer patron needs.

An ideal balance is always a subjective judgment, and a work in progress. Librarians will look for ways to open a conversation with readers to gain their insights. The library will offer opportunities for readers to highlight books that are especially enjoyable or helpful, so that similar ones might be found. Library staff will also welcome recommendations for particularly good titles that would help fill out a section.

#### H. Donations/Gifts

Donated items from library patrons are appreciated. Every item is considered valuable and helps to achieve the library goal of serving our community.

Donated items should be in gently used condition. Items should be clean, with no water stains, torn or yellowed pages or jackets missing. Older items rarely can be used so we kindly ask for you to keep this in mind when donating. The library does not accept outdated encyclopedias, dictionaries, textbooks, manuals or VHS tapes. Not all items will be added to our existing collection. Certain items will be put in the library book sale or disposed of at the library's discretion.

In order to be added to the library's collections, gifted materials must meet the same criteria as purchased material. It is understood that such factors as duplication, lack of community interest, outdated knowledge, processing cost, inadequate housing or other factors may prevent the addition of gifts to the collection or their permanent retention, and that, if the Library cannot use them, it may dispose of the gifts in any appropriate manner. The library makes the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts.

Monetary donations to be used to purchase materials or equipment for the library must follow the State's Gift Ban Act. Purchases are subject to the approval of the Library Director and the Board of Trustees.

Monetary donations to be used to purchase materials or equipment for the library in the memory of an individual or group are deposited in the Library's account under "donations for memorial." These purchases are subject to the approval of the Library Director and the Board of Trustees. However, all money must be spent by the end of the fiscal year or earmarked for purchases.

No public funds will be used for memorials of Board or Staff members.

If the library cannot use a donation of materials, the donor has the option of taking it back. If not, then the donation becomes the property of the library. The library reserves the right to decide how the material is to be displayed, housed, and accessed. The library retains unconditional ownership of the gift.

## XV. Reference and Readers' Advisory Services

Reference is an important service of the Anne West Lindsey District Library. The library's goal is to provide the best possible reference and readers' advisory services by trained staff in a timely manner. Reference service is provided during all hours that the library is open.

- *Impartiality and Confidentiality* – All requests for information will be handled impartially and confidentially. Service will not be denied or abridged because of religious, racial, social, economic or political status; or because of mental, emotional or physical condition; age; or sexual orientation. Staff members treat all questions with equal respect.
- *Extensive Research Sources* – Staff will guide people doing extensive research to appropriate sources. Reading and interpretation of materials is the patron's responsibility.
- *Reasonable Time* – Staff will spend a reasonable amount of time on reference requests; however, patrons wanting large amounts of information will be directed to other sources or agencies so that they may continue their research on their own.
- *Updates* – If a reference transaction cannot be completed within one working day, the patron will be notified with a status report on their request.

### Types of Information Not Provided:

- *Confidential Information* – Requests for names, addresses or telephone numbers are never answered from the library's patron data file or online patron records since these are considered to be "confidential information" and are covered by the library's Confidentiality of Records Policy and the State of Illinois' Library Records Confidentiality Act. (75 ILCS 70). (See Appendix I)
- *Certain Databases* – Remote access to some databases is reserved for Anne West Lindsey District Library cardholders.
- *Personal Opinions and Interpretations* – The library staff's personal opinion will never be given as fact, nor will the library staff offer interpretation of information or legal, medical, or tax advice.

A variety of readers' advisory services are available to library patrons during all the hours the library is open. Readers' advisory service provides advice and suggestions for recreational and informational reading in multiple formats, and is an essential service of the Anne West Lindsey District Library. Each patron's reading taste will be taken seriously and without judgment. The librarians and staff will seek to provide materials that spark curiosity and encourage opportunities for lifelong learning.

## **XVII. Local Records Retention Policy**

The Anne West Lindsey District Library retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Anne West Lindsey District Library that its records be retained only so long as they are (1) necessary to the current conduct of the Library; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.
2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.
3. This policy includes all records maintained on electronic data processing storage media as well as printed records.
4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.
5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.

## **XVIII. Freedom of Information Procedural Guidelines (FOIA)**

**Purpose:** to provide materials and services for the recreational, social, informational, and educational needs of the community.

**Funding Sources:** Property and personal property replacement taxes, Tax Increment Finance (TIF), state and federal grants, fines, charges, and donation. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employer's retirement & related expenses)
- Social Security (provides for employee's FICA costs & related expenses)
- Audit (for annual audit & related expenses)
- Maintenance (for maintaining the building)
- Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
- Working Cash

**Address:** 600 N. Division Street, Carterville, IL 62918

**Board of Trustees:** The Anne West Lindsey District Library Board of Trustees exercises control over library policies and procedures. This group meets monthly on the fourth Tuesday of each month at 6:30pm at the library, unless otherwise posted.

**FOIA Officer:** The Board of Trustees will appoint a FOIA Officer and a substitute FOIA Officer for the library.

**Illinois State Library:** The library is required to report to, and is answerable for library operations to the Illinois State Library, Springfield, Illinois.

**Records Maintained Under Control of the Library:** Certain types of information maintained by the Anne West Lindsey District Library are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances
- Levy ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Trustees
- Library policies
- Annual Reports to the Illinois State Library

**Request for Information and Public Records:** Records are available Monday through Friday, from 10:00am to 5:00pm at the Anne West Lindsey District Library. The library policy manual is available to the public at all times. The Board of Trustees minutes can be found on the library's website.

To submit a FOIA request for information outside of library policies and Board of Trustees minutes, complete the FOIA Request form (see Appendix A). Submit the form to the Library Director or the FOIA Officer in person, by mail, or by fax. The FOIA Officer will make a decision to grant or deny a FOIA request. You may appeal the decision of the FOIA Officer to the Board of Trustees.

The office will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to properly respond. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

A person who believes that a violation of the Act by a public body has occurred may file a request for review with the Public Access Counselor established in the Office of the Attorney General no later than 50 days after the alleged violation.

**Certification of Records:** If any of the records are to be certified, this must be specified in the request. If no such request is included, the records will not be certified.

**Fees:** The requestor is responsible for reimbursing the library for the actual costs of reproducing and certifying (If requested) the records.

- No fees will be charged for the first 50 pages of black and white letter or legal size copies.
- After the first 50 copies, the fee charged will be no more than 15 cents per page.
- If copies are to be provided in color or in a size other than letter or legal size, the charge will not be more than the actual cost of reproducing the record.
- The cost for certifying a record shall not be more than one dollar.

To reimburse the library for reproducing and certifying, the requestor will be charged a fee.



## **XIX. Drug, Alcohol, and Smoke Free Library**

The Anne West Lindsey District Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Any employee who violates the term of the library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the library and applicable state statutes. The library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the library, and use privileges may be suspended for a specified period of time. The library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations and, where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the library patrons and employees.

The Smoke-free Illinois Act [410 ILCS 82/1] prohibits smoking in virtually all public places and workplaces, including libraries. Smoking is prohibited in the library and within 15 feet of the entrance. This includes, but is not limited to, other tobacco products such as, chewing tobacco and e-cigarettes/vapers, etc.

## **XX. HARASSMENT BASED ON RACE, COLOR, RELIGION, GENDER, AGE OR DISABILITY**

In providing a productive working environment, the Anne West Lindsey District Library believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, and disability. In accordance with the Illinois Human Rights Act (S.B. 75), the definitions of “discrimination” and “harassment” have been expanded to prohibit discriminatory behaviors based on any perceived protected characteristic. It is the Library's policy to provide an environment free from such harassment for patrons and staff alike.

It is against the policy of the Library for any employee, whether a manager, supervisor, or coworker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct defaming or showing hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relative, friends or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: Epithets; slurs; negative stereotyping; or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, or disability. Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the Library's premises, or that is circulated in the workplace is also prohibited.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the Library Director, or if the Director is responsible for the harassment, to the President of the Library Board. A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Any employee of the Library who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including termination.

## **XXI. Sexual Harassment Policy**

### **A. Prohibition on Sexual Harassment**

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Anne West Lindsey District Library to prohibit harassment of any person by any library district official, library district agent, library district employee or library district agency or office on the basis of sex or gender. All library district officials, library district agents, library district employees and library district agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof. Library employees are required to complete sexual harassment prevention training on an annual basis.

### **B. Definition of Sexual Harassment**

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: any comments, insults, humor, and jokes about sex, anatomy or gender-specific traits; sexual innuendos, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

### C. Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the West manager or administrator, or the chief executive officer/library director of the library district.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library district will not be presumed to have knowledge of the harassment.

- *Resolution Outside Library District.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library district. However, all library district employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library district. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### D. Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No library district official, library district agency, library district employee or library district agency or office shall take any retaliatory action against any library district employee due to a library district employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any library district employee that is taken in retaliation for a library district employee's involvement in protected activity pursuant to this policy. No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### E. Consequences of a Violation of the Prohibition on Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to library district policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the library district and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library district shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

#### F. Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library district policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

# Appendix A:

## Forms & Letters

## **To Speak to the Board During the Meeting**

The Anne West Lindsey District Library Board of Trustees welcomes you to this meeting. We conduct our meetings in strict compliance with the Illinois Open Meetings Act. The law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate.

However, we value the ideas and insights of the members of our community and therefore we set aside a maximum of 15 minutes during each board meeting for a forum. If you wish to speak to the board during the forum section of our agenda, please complete the form provided and hand it to one of the board or staff members before the meeting begins.

**Only those persons who have completed the form and given it to a board/staff member prior to the meeting will be allowed to speak.**

When the board reaches the “Public Comments” section on its agenda, the board president will divide the 15-minute segment by the number of persons who have requested to speak to the board to determine how long each person may speak.

Please do not expect the board to respond at this meeting to your questions or requests. The board will note your concerns or questions and respond in a manner and at a time that is appropriate and after the board has had time to deliberate.

At other times during this meeting, board members may wish to ask for information from persons in the audience, but please refrain from comment unless asked by a member of the board. Members of the board are always pleased to hear from constituents outside the meeting, but our agenda is usually full and does not allow for continuous open forum.

Thank you for your participation and for helping us to conduct an open and orderly meeting.



**Request to Speak to the Anne West Lindsey District Library  
Board of Trustees during the Forum**

This form must be completed and handed to a board member prior to the beginning of the meeting if you wish to speak to the board during the “Public Comments” section of the agenda.

Your name \_\_\_\_\_ Date received \_\_\_\_\_

Group or Organization you represent, if any \_\_\_\_\_

Address \_\_\_\_\_

Subject about which you wish to speak \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of meeting you wish to speak \_\_\_\_\_

**Conflict of Interest Statement**  
**Officers, Board Members and Employees**

No Board member or committee member of the Anne West Lindsey District Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Anne West Lindsey District Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Anne West Lindsey District Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

**Statement of Associations**

This is to certify that I am not now a participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Anne West Lindsey District Library that has resulted or could result in personal benefit to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Anne West Lindsey District Library position:

\_\_\_\_\_

## Registration and User Agreement

1. I have read and agreed to the policies concerning the use of the Anne West Lindsey District Library's Internet workstations and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted information and software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Anne West Lindsey District Library's Internet policies and procedures, I will lose eligibility to use this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that the Anne West Lindsey District Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency or appropriateness of any Internet resources.
7. I understand that my Anne West Lindsey District Library card or guest Internet pass entitles me to access the Internet for one hour each day the Library is open.
8. I understand that I may not use another individual's library card number or Internet guest pass number or allow other people to use my library card number or guest pass to access the Internet.
9. I understand that I am responsible for paying for all pages I print.
10. I understand that the Library administration reserves the right to change, modify, alter, add to, or rescind any Internet policies and procedures at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

## Wireless Agreement

To connect the Anne West Lindsey Wireless Network, you must understand and agree with the following statements.

1. I must be at least 18 years of age or accompanied by a parent or other responsible adult.
2. I agree that in downloading information from the Internet, I will not duplicate copy protected software or violate software license agreements.
3. I will not use electronic information networks at the library in any way that would violate Federal or State law.
4. I understand that vulgarity and obscenity are prohibited.
5. I will be considerate of others as I understand that material accessed via the Internet is in full view of anyone including children using Anne West Lindsey District Library.
6. I understand that Anne West Lindsey District Library has no control over what is available over the Internet.
7. I understand that my failure to follow these rules and guidelines will result in loss of Internet privileges and could result in loss of other library privileges.
8. I understand the library's complete "Public Access to Electronic Information Services" is available at the circulation desk.

The library encourages patrons to use virus protection, a personal firewall, and other measures on their laptop to protect personal information from disclosure.

The library's wireless Internet access does not include the ability to print documents on library printers. The Anne West Lindsey District Library is not responsible for any loss of information or damage that may occur, either direct or indirectly, to any personal equipment or data, or for any damage of injury that arises from use of the library's wireless Internet access service. The Anne West Lindsey District Library reserves the right to terminate any wireless network connection in accordance with federal, state, and local laws, regulations and policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Anne West Lindsey District Library  
600 N. Division Street  
Carterville, IL 62918-1061  
618-985-3298

Application for the Use of the Carol M. Yack Memorial Community Room

Name of Organization \_\_\_\_\_  
\_\_\_\_\_ Not for Profit \_\_\_\_\_ For Profit

Meeting/Event Date and Time \_\_\_\_\_

Number of People Expected \_\_\_\_\_ (Room Capacity is 30)

Purpose of Meeting/Event \_\_\_\_\_

Do you need access to the Meeting Room prior to the meeting?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you need the use of the microwave or coffeemaker?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name, address, telephone number of person submitting this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If different, please include the name, address and telephone number of the person responsible for closing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Deposit fee is due at the time of application.**

I have received a copy of the Anne West Lindsey District Library Community Meeting Room Policy and understand that we are bound to abide by the rules and regulations governing the use of the library's community room facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# show it off!

Or, at least, your handiwork, collection, hobby or information about your business in our locked display case!

Fill out the form to apply.

Name \_\_\_\_\_ Date \_\_\_\_\_

Contact info. (phone, email, etc): \_\_\_\_\_

Briefly describe your display idea: \_\_\_\_\_

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(The Library will contact you based upon approval of application submitted.)

## Unattended Children Parental Notification Letter

Dear \_\_\_\_\_,

The Anne West Lindsey District Library has recently experienced an incident involving your child,  
\_\_\_\_\_, when he/she was on Library grounds  
unattended by you or a responsible caregiver. A copy of the Library's policy on unattended children is

enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the under signed.

Very truly yours,

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Library Director or Board President

## Request for Reconsideration of Library Materials

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The Anne West Lindsey District Library Board of Trustees, has delegated the responsibility for selection and evaluation of library/educational resources to the Librarians and Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Anne West Lindsey District Library, 600 North Division Street, Carterville, IL 62918.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ West \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? \_\_\_\_\_

If an organization, please provide the name of organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Video \_\_\_\_\_ Display \_\_\_\_\_ Magazine \_\_\_\_\_ Library Program  
\_\_\_\_\_ Audio Recording \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic information \_\_\_\_\_ Other  
\_\_\_\_\_

Title \_\_\_\_\_ Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?



**Officer's Request for Confidential Information**

1. This is a request under the Illinois Library Confidentiality Act, 75 ILCS 70/1 for information contained in the library's registration and/or circulation records.

2. My request for information is limited to identifying a "suspect, witness or victim of a crime."

3. As the basis for this request, I represent the following:

A. I am a sworn law enforcement officer and

B. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.

4. The information I request relates to the following event (describe event and information sought).

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Officer's Name (print)

Officer's Agency/Department

Badge Number

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Officer's Signature

Date Signed

Time Signed

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5. Officer's Acknowledgment – I acknowledge receipt from the Anne West Lindsey District Library of the information I requested.

Officer's Signature \_\_\_\_\_

6. Name of staff member assisting with the information requested.

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# Travel/Expense Reimbursement Request Form

## Anne West Lindsey District Library

Requestor:

**Job Title/Position:**

Dates/Nature of Business:

(Please describe the reason for the travel and/or expense and justify how this is public business relating to or for the Library.)

Attach all receipts. If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses pre-paid must be equal to or less than actual costs and the receipts must be turned in within 30 days of the trip.

ATTACH  
RECEIPTS/INVOICES  
HERE

**Total Reimbursement amount requested: \$**\_\_\_\_\_

Approved on: \_\_\_\_\_ By: \_\_\_\_\_

# Anne West Lindsey District Library

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## Freedom of Information Act (FOIA) Request for Record

*There is no requirement under the Act to respond to oral requests or provide information other than what already exists in records.*

I hereby request to inspect or obtain copies of the following public records of the Anne West Lindsey District Library:

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Request submitted by: \_\_\_\_E-mail \_\_\_\_U.S. Mail \_\_\_\_Fax \_\_\_\_In Person

Please indicate if you wish to inspect the records or wish to have a copy of them:

\_\_\_\_inspection \_\_\_\_copy \_\_\_\_both

\*Do you want electronic or paper copies? \_\_\_\_\_

\*If you want electronic copies, in what format? \_\_\_\_\_

Is this request for commercial purposes? \_\_\_\_yes \_\_\_\_no

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. 5 ILCS 140/3.1(c).)

- The first 50 pages of black and white, letter or legal paper are free of charge
- After the first 50 pages, the Library will charge \$0.15 per page
- Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction (\$0.25 per page)
- Cost of electronic records, e.g. disks, flash drives, etc., will be charged at the actual cost of the recording medium
- Certified copies are \$1.00 per copy

I request a waiver of the fees, and certify that I will gain no significant personal or commercial benefit from the public records requested, and that my purpose in making this request is to benefit the general public in the following manner:

Signature: \_\_\_\_\_

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5ILCS 140/6(c))

Please note that we need at least one way to get in touch with the requester. Please provide your preferred method:

Name (Required): \_\_\_\_\_

Street Address (Required): \_\_\_\_\_

City (Required): \_\_\_\_\_ State (Required): \_\_\_\_\_

County (Required): \_\_\_\_\_ Zip Code (Required): \_\_\_\_\_

Phone (Optional): \_\_\_\_\_ E-mail (Optional): \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Date of Request: \_\_\_\_\_

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FOR OFFICE USE ONLY

Request # \_\_\_\_\_

Date FOIA Form Received: \_\_\_\_\_ Signature of Employee Receipt: \_\_\_\_\_

Date Receipt Response Due: \_\_\_\_\_ Date Response Mailed to Requestor: \_\_\_\_\_

# Appendix B:

## Illinois Records Confidentiality Act

## **LIBRARIES**

### **(75 ILCS 70/) Library Records Confidentiality Act.**

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

(Source: P.A. 86-1475.)