

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

POLICY

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BYLAWS OF THE BOARD

This policy manual supersedes any other policy manuals or regulations in effect at the time of its adoption. It may be revised at any time by board action and will be formally reviewed by the Board of Trustees in January of every second year.

Revisions to date 6/4/2013

GOVERNMENT OF THE LIBRARY

The Library shall be governed by a Board of seven elected Trustees, with staggered six year terms, acting in accordance with the library laws of the State of Illinois applying to Public Library Districts.

Trustees shall be elected by the registered voters residing within the district in accordance with the library laws of the State of Illinois.

The Board of Trustees shall carry the legal and financial responsibility for the library, formulating policies and arranging for financial support.

The Board of Trustees shall appoint a Library Administrator who, as the technical expert, will have full responsibility for programs, services, book selection and personnel management.

The Library Administrator and the bookkeeper have the authority to make bank deposits and transfers from one account to another account with prior Board approval.

The Library Administrator shall be responsible for recommending policies and for bringing to the attention of the Board the desirability of formulating policies.

The Library Administrator shall not independently change or fail to follow established policy. Library regulations shall be made for the good of the whole district; they shall not be changed except after due consideration of the Board of Trustees; they shall not be changed merely for the benefit of individuals or of a minority group.

The Board of Trustees shall not engage in direct management.

The Board of Trustees subscribes and adheres to the "American Library Association Ethics Statement for Public Library Trustees."

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

The Illinois Prairie District Public Library was built from: An Act authorizing the creation of public library districts. Approved May 26, 1943, amended May 16, 1957, L.1957, P.194 (Ill. Rev. Stat. 1961 Chap 81, Sec. 27, 16-27, 31)

The library is responsible for all library services to the District served, which includes Cazenovia, Clayton, Linn, Metamora, Partridge, Roanoke, Spring Bay and Worth townships. The main headquarters is at Metamora and branches for local residents are provided for in the towns of Benson, Germantown Hills, Roanoke, Spring Bay, Washburn and Metamora. Service to adults is given primarily through these branches, and schools are served by special arrangement or through the branches.

The library is administered under the authority of a Board of seven trustees. It is the function of the Board to set all policies for the library, select and appoint the Library Administrator, promote the interests of the library, control library funds, property and equipment. It has the power to determine rules and regulations governing library services and members of the staff. Regular Board meetings are held on the first Tuesday of each month in the headquarters library (Illinois Prairie District Public Library, 208 E. Partridge Street, Metamora, IL) at 4:00 PM or other special designated times or places.

The library works on a budget prepared by the Library Administrator, the Board finance committee and the Board Treasurer. It is then studied and approved by the entire Board. Records of financial expenses are kept by the Treasurer and an audit is made of the records each year for the annual report to the State and local governments.

The administrative officer of the library is the Library Administrator, appointed for an indefinite term. He or she is responsible for the administration and operation of all units of the library and all library services for the district, for carrying out all policies set by the Board, and for all public relations activities of the library. He has full responsibility for determining internal policies and procedures, for selection of books and other materials and for complete discharge of all duties imposed on him by law or by regulation of the Board of Trustees. He is in charge of library personnel, standards of service and members of the staff. He is the representative and spokesman of the staff to the Board. He welcomes suggestions from individual staff members, either directly or through the established lines of authority for the improvement of library service, staff welfare, working conditions, and personnel relations. The staff members, however, always have the right to appeal to the Board, but only after discussing it first with the Library Administrator, and he will always provide for such appeals at any Board meeting the employee may request.

The Library Administrator and bookkeeper shall be held harmless for any decision or action made or taken in good faith. The Library will fund any legal action required to defend the Library Administrator and/or bookkeeper in the faithful performance of their designated duties.

PREVAILING WAGE ACT

In accordance with the State Statute and the Illinois Department of Labor Regulations, Illinois Prairie District Public Library annually adopts and files an Ordinance which establishes the

prevailing rates of wages. Certified copies of our compliance are sent to the Secretary of State and Illinois Department of Labor. Newspaper publication notifying area residents is also made.

POLICY REGARDING CONFIDENTIALITY OF LIBRARY RECORDS

It is the policy of the Board of Trustees of the Illinois Prairie District Public Library to insure the privacy of the users of its services and to consider any library records to be confidential in nature.

Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library users. Under no circumstances shall the library staff answer to a third party about what a patron of the library is reading, or the kind of information asked for, from the library collections.

No library circulation or reference department records shall be made available to casual members of the public, the press, or any agency of the State, Federal, or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to Federal, State, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Any costs incurred by the library in any search through patrons' records, even under court order, shall be chargeable to the agency demanding such search.

INVESTMENT OF PUBLIC FUNDS POLICY

(A copy of this policy shall be available to the public at the Library's administrative offices.)

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 Illinois Prairie District Public Library. Its scope is all public funds of the Library.

RESPONSIBILITIES. All investment policies and procedures of the Illinois Prairie District Public 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 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.

DELEGATION OF AUTHORITY. Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer (staff bookkeeper), and by designation, the Library Administrator, is responsible for establishing internal controls and written procedures for the operation of the investment program.

"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 officers, 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 market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

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) simplicity of management

GUIDELINES. The following guidelines should be used to meet the general investment objectives:

A) Legality and Safety:

1. 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).

2. 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 Illinois Funds, and any other investments allowed under State law in Peoria, Tazewell and Woodford counties 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 on 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) Simplicity of management:

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

REPORTING. Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

FUND BALANCE POLICY. All Fund Balance policies and procedures of the Illinois Prairie District Public Library will be in accordance with Illinois law. The authority of the Library Board of Trustees is the final authority governing Fund Balance Accounts. Administration and execution of these Fund Balance accounts 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.

Delegation of authority. Management and administrative responsibility for the Chief Fund Balance Policy is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, Bookkeeper and by designation, the Library Administrator, are responsible for establishing internal controls, written procedures and implementing accounting rules and regulation changes for the Fund Balance Accounts.

(Fund Balance Policy section adopted by library board on May 3, 2011. Inserted into policy on 3/29/2013.)

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.

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.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS. Any investment advisors, money managers, and financial institutions shall be considered and authorized only by the action of the Board of Trustees upon the recommendation of the Chief Financial Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

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.

PROHIBITED GIFTS POLICY

GENERAL POLICY. It is the policy of the Illinois Prairie District Public Library to comply with the State's Gift Ban Act through the promulgation of this policy. Neither the Open Meetings Act

nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts shall be applicable to proceedings, meetings or documents involved here, which are exempt therefrom.

EXEMPTION. Due to the high costs of compliance for uncompensated and non-salaried, appointed and/or elected members of the Board of Library Trustees, and given that the experience of gifts of any kind or value to them is virtually non-existent and certainly has not been a source of improper action, influence or effect in this Library or any Public Libraries in Illinois, it is the Policy to exempt all non-salaried appointed or elected officials of the Library from this Policy and the State Act, as permitted by that Act.

DEFINITIONS. The terms "gift," "prohibited source," and "employee" whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban Act.

PROHIBITED GIFTS. The solicitation and acceptance of any "gifts," from any "prohibited source," are banned and prohibited for Library employees except as provided in the following section of this Policy.

EXCEPTIONAL GIFTS. The restrictions in the foregoing section do not apply to the following:

- 1) Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- 2) A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
- 3) A gift from a relative as defined in the State Act;
- 4) Anything provided by an individual on the basis of a personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee's position and not because of personal friendship;
- 5) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- 6) Payments to a legal defense fund established for the employee that is otherwise lawfully made;
- 7) Intra-office and inter-office gifts meaning any gifts from an employee of the Library to an employee of the Library;
- 8) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with

bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by organization;

9) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;

10) Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications;

11) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;

12) Honorary degrees (and associated travel, food, refreshments and entertainment provided in the presentation of degrees and awards);

13) Training (including food and refreshments furnished to all attendees as an integral part of the training) if the training is in the interest of the Library;

14) Educational missions, including meetings with government officials intended to educate them on matters of public policy;

15) Bequests, inheritances and other transfers at death;

16) Anything that is paid for by the federal government, the State or the Library or secured by the government under a government contract;

17) A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal including hospitality extended for a non business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;

18) Free attendance at a widely attended event permitted under Subsection 24 below;

19) Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members which is unrelated to employment or official positions, offered to members such as an employees' association or credit union, offered to a group that is not defined in a manner that specifically discriminates on the basis of branch of government or type of responsibility or on the basis that favors those of higher rank or pay, in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participation in organization activities offered to all government employees;

20) A plaque, trophy or other item that is substantially commemorative in nature and that is extended for presentation;

21) Golf or tennis, food or refreshments of nominal value and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased;

22) Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value;

23) An item of nominal value such as a greeting card, baseball cap or T-shirt;

24) Attendance at events: an employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event provided by the sponsor of the event if the employee participates as a speaker or panel participant or by performing a ceremonial function appropriate to their employment or position or attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event except reimbursement for transportation and lodging may not be accepted in connection with the event. This "free attendance" may include waivers of all fees and unless otherwise stated the provision of transportation, food, refreshments, entertainment and instructional materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees except as permitted under Subsection 21 above.

ENFORCEMENT. Any employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return or turnover of any prohibited gift as directed by the Board of Trustees.

ETHICS OFFICER. The President of the Board of Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers and employees of the library before they are filed and provide guidance to members, officers and employees in the interpretation and implementation of the State Gift Ban Act.

STATEMENT OF OBJECTIVES AND GENERAL POLICY

The primary objective of the library is to provide for all the people of this district an open door to the broadening of their own knowledge and skills. Anyone who can read a book has at his disposal the enormous accumulation of human wisdom. It is the task of the library to make this accumulation readily available to all, offering to anyone who seeks it an easy and rapid access to the truth.

To attain this objective the library has the obligation of presenting as broad a picture of human knowledge as possible in surroundings which will invite all to profit by the offerings, taking into consideration the proximity of large and specialized libraries in all neighboring areas.

The aims and policies of the library shall be designed for the benefit of the whole district; individuals and minority groups shall not be allowed to force their desires on the majority. Library materials will be selected on the basis of their literary and cultural value to the library's collections. "Censorship" or special demands by any individual or group will not be tolerated.

The scope, emphasis and quality of the collections shall be suited to community needs with a view to aiding in the development of the creative and cultural capacities of the members of the community.

Cooperation with public and private schools will be close and continuous, but the Library shall not attempt to substitute for school libraries.

The collections shall not be confined merely to books, but shall include other forms of communication of ideas such as periodicals, pamphlets, pictures, audio-visual materials, etc.

At least once every two years a special committee appointed by the President of the Board shall meet to consider the policies, government and operation of the Library with a view to changing or adding to them as may be required to keep the Library a living institution continuously in step with the changing conditions of life in this community. The chairman of this committee shall present recommendations for revision at a regular meeting of the entire Board.

Since the Board of Trustees has accepted membership in the Reaching Across Illinois Library System (RAILS) with concomitant advantages, the Board also accepts its responsibilities, and intends to take active part in System operation through participation of its Representative in System Board deliberations, and through participation of the Library Administrator and the Library Staff in System-connected activities.

LIBRARY REGULATIONS

1. BORROWERS

a. The Illinois Prairie District Public Library is a tax supported public library. This means that people residing within the jurisdictional boundaries of the Illinois Prairie District Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Illinois Prairie District Public Library need pay no additional fee to be eligible to receive their first library card.

All residents of the Illinois Prairie District Public Library, five years of age or more, shall be allowed to borrow materials free of charge; this privilege to be withdrawn only for habitual infraction of rules or for continuous lack of consideration for other borrowers. Identification showing verification of address will required of all applicants.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged or destroyed borrower's card at the Illinois Prairie District Public Library must bring with them two forms of identification at least one of which bears their name and

address. These forms of identification include but are not limited to driver's license, utility bills, mail, or voter's registration card.

b. Children through grade eight will be issued juvenile cards. Upon graduation from grade eight, children will be issued adult cards. Signature of parent or guardian accepting responsibility will be required for all card holders under 18 years of age, and parents or guardians will be held responsible for all delinquencies. The application must be completed with both the child and adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent. All students of the District shall be offered the services of interlibrary loan and back-up reference through the District regardless of their school's membership status with the Reaching Across Illinois Library System (RAILS).

c. Resident cards expire after three years and may be renewed without charge. Under no circumstances will a borrower's card be mailed to a patron. The patron or designated person must pick up the card at the library.

d. Delinquency in returning overdue library materials and/or payment of fines or replacement charges will result in cancellation of borrower's card and refusal of library services. A borrower who has not returned overdue materials or paid outstanding fines or replacement charges within six months or has accumulated more than \$ 10.00 in charges will have his borrowing privileges revoked. Extreme cases of delinquency will be brought to the attention of the Board of Trustees and may, at the discretion of the Board, result in legal action.

e. No limitation is placed on the number of items borrowed, except that the number of books in heavily used classifications may be limited as service requires, and other limitations may apply as stated in sections 3 and 5 below.

f. Books are not sent to individual patrons by mail. The patron or a designated person must pick up requested materials at the library. The library cannot conduct a books-by-mail program.

g. As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making selections.

h. When patrons want material that is not available within the Illinois Prairie District Public Library, the Library will ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Illinois Prairie District Public Library. The Library is happy to borrow materials from other libraries for patrons, but patrons are asked to respect the date by which those materials must be returned to their home libraries. When the Illinois Prairie District Public Library is lax in returning materials borrowed through interlibrary loan, the Library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure

to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

i. Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Illinois Prairie District Public Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone or mail. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available to the phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Under no circumstances will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

2. NON-RESIDENT BORROWERS CARD

a. Individuals residing beyond the jurisdictional boundaries of the Illinois Prairie District Public Library, and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Illinois Prairie District Public Library may purchase a non-resident fee card for the price as determined by the formula determined by the Illinois State Library. This fee entitles the entire family to use the Illinois Prairie District Public Library, but not neighboring libraries. Additional identification as a member of the owning family may be required when borrowing materials.

b. If an applicant resides beyond the jurisdictional boundaries of the Illinois Prairie District Public Library, but owns property within the jurisdictional boundaries of the Illinois Prairie District Public Library, upon presentation of a tax bill bearing his name, the patron may have one library card for the exclusive use of the individual whose name appears on its face without additional payment as is the case with people who reside within the jurisdictional boundaries of the Illinois Prairie District Public Library.

c. Reciprocal borrowers are entitled to the same privileges and are subject to the same responsibilities and regulations as resident borrowers. The only exception is interlibrary loan services. Reciprocal borrowers must return to their home libraries to obtain interlibrary loan services. This is the common practice throughout the RAILS system.

3. LOAN PERIODS

Books: 3 weeks

Pamphlets: 3 weeks

Periodicals 1 week

Audio-visual materials 3 weeks

Art prints 2 months, renewable

DVD's /Videocassette tapes 3 days, not renewable, limit 3

(One renewal by phone, or online or in person is permitted on all 3 week items.)

4. [FINES AND CHARGES](#)

The Board of Library Trustees is invested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. It is therefore the policy of the Illinois Prairie District Public Library as follows:

Fines for overdue materials except videocassette tapes/DVD's will be five cents (\$.05) per day for adult and juvenile materials, not to exceed the cost of the item. Videocassette tape/DVD fines are twenty-five cents (\$.25) per day, not to exceed the cost of the item. Accumulation of fines will be stopped on notice to the library of the loss of the material pending payment as in paragraph b below.

[ALL MATERIAL REPLACEMENT COSTS](#)

An item is considered lost when it accrues a \$5.00 fine. At this point the replacement cost plus the processing fee applies. If the material goes to collections, then the collection fee applies also. The patron must pay all these costs: replacement cost, processing fee and collection fee. When the patron pays all these costs, the item becomes the property of the patron. (This section adopted by the library board at its 4/2/2013 meeting. Inserted into the policy 4/10/2013)

All magazines (periodicals) will be charged at the cover price plus the processing fee of \$3.00, plus any applicable collections fees. (Adopted by library board at its 2/3/2009 meeting. Inserted into policy 4/11/2013).

Books which were donated to the library and subsequently lost will charged at the following rates:

Hardcover fiction - \$18.00

Hardcover nonfiction - \$25.00

Paperback (fiction or nonfiction):

Large (trade paperback) - \$12.00

Small (mass market, pocket size) - \$5.00

Processing fees cited in the first paragraph of this section are not included in the above rates. They must be added to these rates to obtain the full replacement cost of a gift book.

Films or other audiovisual materials will be charged at the replacement list price. Materials for which replacement prices are not available will be charged at the following rates:

Audiocassette tapes: \$12.00 Video cases: \$1.00

Videocassette tapes: \$30.00 DVD cases: \$2.50

Compact disks: \$15.00

Multi-media kits: \$10.00

Audiovisual and print materials from the RAILS System will be charged at the rate set by the System.

c. Damaged materials will be charged according to the following schedule:

Torn pages:

Repairable in the library: \$.50.

Repairable only at the bindery: current bindery price.

Spine damage:

Repairable in the library: \$2.00.

Repairable only at the bindery: current bindery price.

Material not repairable at all: replacement cost.

Pet damage (puppy price):

Outside book corners repairable in the library: \$2.00.

Spine corners repairable in the library: \$2.00.

Corner, cover or spine repairable only at the bindery: {\$7.00.}
[current bindery price]

Material not repairable at all: replacement cost.

Water damage:

Minor water damage (less than half the pages damaged, book is still usable with no

cover damage): \$.50.

Cover is warped or damaged but the text is intact: current bindery price.

Book is not usable: replacement cost.

Marked books:

Books with covers or end sheets marked but the text is untouched and the book is usable: \$.50.

Books marked with text pages marked with erasable pen or pencil: \$2.00.

Books with such marks as to render the material not usable (e.g. text pages marked with indelible ink or more than half of the text pages marked): replacement cost.

Evaluation of the extent of the damage to a particular book is the responsibility of the librarian in charge at the time the material is presented. The above schedule of charges is a guideline only. It is the librarian's responsibility to apply the schedule to the particular situation.

d. The charge for replacement of a borrower's card, either juvenile or adult, will be \$1.00.

e. Photo copies are charged at ten cents (.10) per single copy for black and white copies.. Double sided copies are twenty cents (.20) for black and white copies. This applies to either letter or legal sheets. Color copies (single side) are 50 (fifty) cents per copy. Staff and Board members pay 4 cents (.04) per copy for personal use. Copies made for library business/administration are not charged.

(Photocopy costs section revised by the library board at its 2/1/2011 meeting. Inserted into policy on 4/10/2013)

f. Microfilm photocopies are charged at ten cents (.10) per copy.

g. Computer printouts are .10 per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics. Printouts made as a result of an interlibrary loan action are not charged.

5. LIMITATIONS

Collections of materials should not be borrowed for extended periods by groups or individuals except under contract (teacher's collections).

6. LOST BOOKS

The District Library expects all books that are lost to be paid for. The last name or number on the book card or electronic record is the responsible patron.

7. CONDUCT

The Illinois Prairie District Public Library is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

The Board of Library Trustees of the Illinois Prairie District Public Library establishes its conduct ordinance as follows:

Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections or services by patrons or materially disrupts the ability of the staff to perform their duties shall cease such activity immediately upon request by library personnel.

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Section 4.

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the Library for that purpose. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances.

Section 5.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6.

In the event a patron barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter, a copy shall be posted within three days of enactment at the Library and the secretary shall maintain a certified copy in the official records of the Library available for public inspection.

8. **DISCIPLINE POLICY**

To insure that all patrons may have considerate use of the Illinois Prairie District Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary, police will be contacted. The Library Administrator and supervisory staff have authority to carry out all powers of this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.).
2. No food or drink may be consumed in the library (except with prior approval of the Library Director).

3. No smoking in the library.
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that block or hinders entry to the library.
6. No conduct which is disruptive to the operation of the library, or threatening to patrons, staff, or library property.

(This section revised at the 3/7/2006 board meeting. Inserted 4/10/2013)

9. CONFIDENTIALITY

The Illinois Prairie District Public Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Illinois Prairie District Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Illinois Prairie District Public Library does not make available lists of registered library patrons except in compliance with the law.

10. LIBRARY HOURS

Metamora:	Monday	11 AM - 5 PM
	Tuesday	11 AM - 5 PM
	Wednesday	5 PM - 7 PM
	Thursday	11 AM - 5 PM
	Friday	11 AM - 5 PM
	Saturday	10 AM - 12 Noon
Benson:	Monday	3 PM – 7 PM
	Wednesday	2 PM - 6 PM
	Friday	2 PM - 5 PM
	Saturday	10 AM - 12 Noon
Germantown Hills:	Monday	2:30 PM - 7 PM
	Thursday	2:30 PM - 7 PM
	Saturday	10 AM - 12 Noon
Roanoke:	Monday	5 PM - 7 PM
	Tuesday	1:30 PM - 5 PM

	Thursday	1:30 PM - 5 PM
	Friday	9 AM – 12 Noon
	Saturday	9:30 AM - 11:30 AM
Spring Bay:	Monday	10 AM -12 Noon; 2 PM - 7 PM
	Thursday	2 PM - 7 PM
	Saturday	10 AM - 12 Noon
Washburn:	Monday	2 PM - 5 PM
	Wednesday	2 PM - 5 PM
	Friday	4 PM - 7 PM
	Saturday	10 AM - 12 Noon

(Revised to reflect current schedule 4/11/2013)

TELEFACSIMILE (FAX) EQUIPMENT

1. Individuals and businesses may send and receive messages by telefacsimile (fax) during hours the library is open.

2. Charges - all messages sent or received must be prepaid.

Sending: first page - \$1.00

each succeeding page - \$.50

Receiving: each page - \$.50

3. Sending messages - sending both sides of one sheet shall be charged as two pages.

4. Receiving messages:

Library will hold fax messages for 24 hours.

Patron must pay receiving fee before message is delivered. Fax messages will not be mailed to patron. Patron must pick up messages in person.

INTERNET USE POLICY

Internet Registration and User Agreement Form

The Illinois Prairie District Public Library recognizes that the Internet and other electronically accessed information enhances the library's print and nonprint collections and therefore is a legitimate source of information which benefits users. The Library offers a computer for public access to the Internet according to the following rules.

1. Sources on the Internet may or may not be reliable. Some sources are subject to high standards of reliability and provide legitimate, factual data. Other sources may be nothing more than the opinions of whoever constructed a web site. Patrons must use caution when accessing Internet information. Unlike printed sources, Internet sources are not necessarily subject to editing standards. The Library assumes no responsibility for the reliability of Internet sources.
2. Internet sources also vary widely in appropriateness. Some are not appropriate for children. Others are simply not appropriate for anyone. In the case of juvenile users it is the parents' responsibility to determine the appropriate material. Librarians cannot act in place of parents. The Library assumes no responsibility for the material that a user displays on the computer screen. The Library can assume no responsibility for privacy or confidentiality while the user is at the Internet terminal.
3. Simply because the Library provides access to the Internet it should not be implied that the Library endorses any of the contents of the Internet. Internet material may be offensive, questionable or controversial.
4. The Library is not responsible for damages, direct or indirect, arising from a patron's use of Internet resources.
5. The Library's Internet access may not be used for illegal purposes.
6. Library staff will provide only a minimum of training or assistance in Internet usage. Assistance will primarily consist of insuring that the user is connected to the home page of the Library's Internet provider and can maneuver from one address to another.
7. E-mail (electronic mail) accounts are available at this time. Patrons may use the Library's computer to access their personal e-mail accounts. Patrons may not insert their own devices to download files from the Internet. If patrons want to download information from a library computer then the patron must purchase a device from the library. If the patron needs to use that dive at a later date in the library's computer the patron must leave the dive at the library. This policy is necessary to insure that library computers are not infected with electronic viruses.
8. Internet sessions are limited to 30 minutes. Users may register for up to two sessions per day. A user may continue using the Internet beyond the end of his session as long as there is no one else waiting to use it.
9. All users are required to sign a use agreement before they are allowed to access the Internet through the Library's computer. Users under the age of 18 are required to obtain parental permission before they are allowed to access the Internet.

10. Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

Violation of computer system integrity.

Unauthorized tampering with computer hardware or software.

Violation of software license agreements and copyright laws.

Violation of another user's privacy.

Use of Internet access for illegal purposes.

Unauthorized monitoring of electronic communications.

Libeling or slandering other Internet users.

Intentionally sending, receiving or displaying text or graphics which may reasonably be construed as obscene.

COPIER GUIDELINES FOR METAMORA

1. The copier at the Metamora Branch and Headquarters shall be available for use during normal library hours.

2. Patrons make copies themselves at the coin-operated machine.

3. Copy sizes are 8 1/2" X 11" and 8 1/2" X 14".

4. Copies are 10 cents for single sided copies and 10 cents per side for double-sided copies. Color copies are 50 cents for single sided copies and 50 cents per side for double-sided copies. (Last sentence approved by library board 2/8/2011. Inserted into policy 3/29/2013)

5. Copies are made only on plain white paper as provided by the library.

6. Staff and Board copying: Copies made by staff or Board members for library business (e.g. reading program activity sheets, Board meeting minutes, etc.) are not charged. Copies made for non-library purposes are charged at the rate of 5 cents per copy.

COPIER GUIDELINES FOR BRANCHES

1. All copiers placed at Branch libraries are available during normal Branch hours.

2. The Branch Librarian shall make copies for the patron. The copies may be made from library material or the patrons' own documents.

3. Charge for copies will be 10 cents per copy for single sided copies or 10 cents per side for double sided copies. Color copies are 50 cents for single sided copies and 50 cents per side for double-sided copies. (Last sentence approved by library board 2/8/2011. Inserted into policy 3/29/2013)

4. Copies can be made on paper provided by the patron subject to the Branch Librarian's approval and the capabilities of the machine.
5. Copies can be either 8 1/2" X 11" (letter size) or smaller.
6. Staff and Board copying: Copies made by staff or Board members for library business (e.g. reading program activity sheets, Board meeting minutes, etc.) are not charged. Copies made for non-library purposes are charged at the rate of 5 cents per copy.

VIDEO LOAN POLICY

1. All video tapes/DVD's will be loaned for three days with no renewal. Videotapes/DVD's should be due the first day a Branch is open after the three day loan period.
2. All videotapes/DVD's are marked according to the Motion Picture Association of America system of rating films for audiences. Those ratings are as follows:

G - indicates that the movie is suitable for general audiences.
PG - suitable for general audiences but parental guidance is suggested.
PG-13 - recommended for viewers 13 years or above; may contain material inappropriate for younger children.
R - recommended for viewers 17 or older.
NR – Not rated.

Adult and juvenile patrons may borrow any videotapes. Juvenile patrons are not restricted to videos bearing specific ratings. However, parents of juvenile patrons are urged to exercise good judgment when supervising selection of videos for their children.

3. Overdue fines will be 25 cents per videotape/DVD per day.
4. Interlibrary loan of videotapes/DVD's (between Branches) will be made for patrons. Restrictions on this policy may be made at the discretion of the Library Administrator.
5. Patrons, adult or juvenile, holding valid cards from other libraries may borrow tapes subject to the same conditions as resident patrons.
6. Reservations ("Holds") may be made. Restrictions on reservations may be made by the Library Administrator.
7. Damaged tapes/DVD's (other than normal wear) will be charged at the replacement cost of the tape plus the cost of the tape container plus \$5.00 processing costs.
8. Patrons may borrow up to three videos and three DVD's per card at a time.
9. Patrons are requested to rewind tapes before returning them.

10. Videotapes/DVD's may be put in the book drop and must be returned by the due date.

(This section revised 12/4/2012.)

VIDEO RESTRICTED POLICY

The Library offers "video restricted" borrowers' cards. This allows parents who do not wish their children to borrow videos/DVD's to restrict that use. A parent can request that their child be video restricted by having the child's card stamped "Video restricted." This will preclude any video/DVD's from being borrowed on that card.

Librarians who receive a request for video restriction must stamp the borrower's card as well as the application card corresponding to that borrower's card.

This "video restriction" is card specific. If a family wants to borrow videos and the only card they present is a "video restricted" card then they will be denied borrowing privileges. "Video restriction" can be lifted at any time with parental consent.

(Draft of policy 12/14/98)

POLICY REGARDING DISPLAYS

RELEASE OF LIBRARY RESPONSIBILITY FOR DISPLAY Form

The Library Board seeks for its display areas any displays of community interest which entertain, inform, or educate. Group or individual displays are welcome. The Library Board, however, reserves the right to refuse a display if one or more of the following conditions are found:

1. The display is pornographic.
2. The display advocates violence.
3. The display's sole purpose is to make a profit.
4. The display is unsafe to patrons or staff.
5. The display advocates a specific candidate or issue for election. (Adopted 11/2/82)

GUIDELINES FOR DISPLAY AREAS

1. The Illinois Prairie District Public Library is happy to make available its designated display areas for use by individuals or community service groups.
2. Individual or group displays may include hobby, special interest or informational displays.
3. Since the Library Board and the Library Administrator are responsible for everything in each facility, all displays are subject to their approval.

4. Library insurance does not cover theft of personal items in the library. Therefore, the person or persons who own display materials must either insure the display or accept the responsibility for any loss. They must sign a disclaimer form, releasing the Illinois Prairie District Public Library from any responsibility in case of theft or damage.
5. While the Library staff will do everything possible to insure the safety of the display, they cannot be held personally responsible.
6. Displays must fit in the designated area provided in the particular library facility. For example, at Metamora, the display must fit into the locked glass display case.
7. Branch Librarians shall keep the appropriate forms on file.
8. Branch Librarians may set their own policies regarding the length of time a display may be in the library, and the time of set up and removal.

REFERENCE SERVICE

The Illinois Prairie District Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries* provides the model for this reference policy.

The board of trustees and library director of Illinois Prairie District Public Library encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference service and materials are available during all hours the library is open and is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, telefacsimile, electronic mail (e-mail) and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or

interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library.

CONFERENCE ROOM REGULATIONS

APPLICATION FOR CONFERENCE ROOM FACILITIES form

Conference rooms in Library owned buildings will be made available to nonprofit civic organizations within the Library District subject to the following regulations or any additional regulations which may be found necessary in the future:

1. Request for use of Library facilities shall be made in writing at least one month prior to the projected meeting. Request shall include date and time of projected use, number of people expected, a general statement of the purpose of the meeting, and a list of any special equipment desired. It shall be signed by an authorized adult representative of the organization. All requests shall be subject to approval by the Board of Trustees.
2. No admission charge shall be made by any organization for an event scheduled in the library facilities.
3. Serving of any refreshments shall be permitted only by special arrangement made at the time of scheduling of facilities and shall be limited to light refreshments such as coffee and cakes, etc. A complete statement of menu shall be included in the application. Under no circumstances will alcoholic beverages be permitted.
4. The organizations shall be responsible for any advance preparations and for leaving the facilities in perfect condition after use. Proper clean up and storage of equipment shall be included in this condition. Services by any library personnel shall be paid for by the organization at the hourly equivalent of the individual's regular salary plus one half only if outside employee's regular working hours. Payments to library personnel shall be made through the Library Administrator.
5. Any library owned audio-visual equipment shall be made available only when a qualified operator is furnished by the Library, or a reliable person to operate the machines. Equipment shall be loaned free of charge, but the operators shall be paid as in paragraph 4. Rentals of films, slide, records, etc. shall be paid by the organization, if there is any charge. Library owned materials of this kind shall be made available free of charge.

6. A copy of these regulations shall be presented to the organization at the time of application for use of facilities, and agreement to their observance shall be pre-requisite to any assignment of facilities.

SERVICE TO PATRONS WITH DISABILITIES

The Illinois Prairie District Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Illinois Prairie District Public Library acts as facilitator between the patron and services of the Mid-Illinois Talking Book Center, and welcomes service animals in the library.

UNATTENDED CHILDREN

Unattended Children Parental Notification Letter

Parents are responsible for the behavior of their children while they are in the Library. The Illinois Prairie District Public Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child. (Form follows)

Children under the age of seven (7) must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time the Illinois Prairie District Public Library schedules or provides programs which are designed and suitable for attendance by children without parental supervision. However, if an individual child is disruptive in a program the Librarian in charge may request that the parent stay with the child. If the parent is not willing to do so, then the child may be excluded from the program. Such program announcements will so indicate and if no indication is included then supervision is required. When so indicated, if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children over the age of seven (7) may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct and demeanor.

UNATTENDED CHILDREN AFTER HOURS

In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parents but in no instance will staff take young people home.

ORGANIZATION OF THE LIBRARY

1. HEADQUARTERS

The headquarters staff is responsible for ordering and processing materials for all District facilities. They act as a clearinghouse for all reference and materials requests for the branch libraries. The headquarters also provides direct circulation and reference services for residents in the immediate area of the District.

2. BRANCHES

Each Branch has a part-time Librarian who is responsible for direct circulation to area patrons. The Branch Librarian also receives reference and specific materials requests for forwarding to headquarters. In addition, each Branch Librarian is responsible for insuring that his or her collection is meeting the needs of patrons as completely as possible. Part of this responsibility entails suggesting specific, heavily demanded titles for purchase and borrowing materials on rotation from headquarters every three months.

The Branches were established both for patrons' convenience and to more efficiently meet their needs. In view of this, every patron is encouraged to use any Branch which is best for him.

3. BOOK SELECTION

Responsibility for selecting and ordering all books is given to the Librarian, staff members and a book committee composed of several members of the Board of Trustees. Individual staff members may buy books for themselves at the regular library book discount rate by sending such bibliographic data as is needed to the Library Administrator. Money obtained from such sales is turned over to the treasurer of the Library Board and put into the Library fund. Trustees may purchase books through the Library.

4. CONTRACTS WITH OTHER GROUPS

It is possible under the Illinois Library Law for this Library to form contracts with other groups, townships, or school districts whereby special library service can be provided to them. It is the policy of the Library to form such contracts only when there is a definite indication that such a contract will lead eventually to a vote for the territory to annex to the Library. Payment for this contract will be based upon expense of travel, salaries for staff members for the time spent in the new territory, allowance for possible loss of books and any other factors which seem, at the time, to definitely influence the decision on the contract. It will not be the policy to form contracts when local interest in annexation to the Library is not strong enough.

PLANS

DISASTER PLAN

The Board shall have a disaster plan. This is a set of procedures to be followed in case of a natural or man-made disaster (e.g. fire, flood, crime, or any other type of massive damage to buildings or contents). The plan shall include procedures to follow at all permanent facilities. Copies of the relevant plans shall be kept in all facilities as well as in the safety deposit box at the bank.

LONG RANGE PLAN

The Board shall have a five year long range plan in effect at all times. The plan shall cover public services, technical services, administration, maintenance and public relations. It shall be written by the Library Administrator and approved by the Board. The plan shall be revised periodically to serve the changing needs of the communities which the Library serves.

CONSERVATION PLAN

The Board shall have a conservation plan in effect which includes all types of material that the Library collects. This material shall include but is not limited to books, periodicals, compact disk recordings, audiocassette recordings, video recordings, pamphlets and microfilm. The plan shall determine when the Library will repair, rebind, or discard material and in what way. Conservation of important older materials may include microfilming as well as other treatment procedures to retard or halt decay of original documents.

TECHNOLOGY PLAN

The Board shall have a technology plan in effect which includes all facilities and follows the format prescribed by the Illinois State Library.

DRUG AND ALCOHOL FREE LIBRARY POLICY

The Illinois Prairie District Public 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 terms 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.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct imposed by this policy, and the sanctions imposed for violation of this policy, shall be distributed to all employees and prominently posted at the Library for patrons and employees to see. Patrons, and in the case of minors, their parents shall be advised of this policy in the same manner as they are advised of the general disciplinary policies and procedures. Employees shall receive copies of the notice attached as an appendix to this policy.

The Library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally the biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

The Illinois Prairie District Public 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 terms 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.

3. BLOODBORNE PATHOGENS POLICY

A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Illinois Prairie District Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

B. Exposure Determination: No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

C. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as

diapers, blood tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations

E. Training and Immunizations: The Library shall provide directly or through System, State or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow up as provided in the regulations.

INDEMNIFICATION AND INSURANCE

Section 1. The Illinois Prairie District Public Library shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Library) by reason of the fact that he or she is or was a trustee, officer, employee or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Library, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The Library shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Library to procure a judgment in its favor by reason of the fact that such a person is or was a trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, provided that no indemnification shall be made in respect of any claim, issue or matter as to which person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Library, unless, and only to the extent that the court in which such action or suit was brought shall determine

upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a trustee, officer, employee or agent of the Library has been successful, on the merits or otherwise, in the defense of any action, suit, or proceeding referred to in Sections (1) and (2) of this Policy, or in defense of any claim, issue or matter therein, such person shall be indemnified against expense (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Section (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the Board of Trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

Section 5. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Library in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Library as authorized in this Policy.

Section 6. The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a trustee, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators or such a person.

Section 7. The Library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify such person against such liability under the provisions of this Policy.

Section 8. For the purposes of this Policy, references to "the Library" shall include, in

addition to the surviving Library, any merging Library (including any Library having merged with a merging Library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustee, officers, employee or agents, so

that any person who was a trustee, officer, employee or agent of such merging Library, or was serving at the request of such merging Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving Library as such person would have with respect to such merging Library if its separate existence had continued.

STAFF

1. LIBRARY ADMINISTRATOR

A. AUTHORITY TO SPEND

The Library Administrator of the Illinois Prairie District Public Library is authorized to spend up to \$1,000 on any number of items without prior Board approval.

In case of extreme emergency, the Library Administrator of the Illinois Prairie District Public Library may spend \$ 8,500 in addition to \$ 1,000 with the approval of any two Board members so long as the amount does not exceed the threshold requiring a formal bidding process.

On a monthly basis the Library Administrator presents written reports on library operations to the Board of Trustees. These reports include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

B. DIVISION OF RESPONSIBILITY BETWEEN BOARD AND LIBRARIAN

Under the Illinois Public Library Law (75 ILCS 16) the Board of Trustees is, among other functions, empowered to formulate "reasonable rules and regulations in order to render the use of the library of the greatest benefit to the greatest number" and to "appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed." Thus, in defining and delineating the division of responsibility between the Board and the librarian, the Board recognizes that the ultimate responsibility to the community to provide "the greatest benefit to the greatest number" rests with the Board. Policy determination is the Board's power and duty. Management is the Library Administrator's responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

GOVERNANCE AND POLICY MAKING

GOALS AND OBJECTIVES FOR THE LIBRARY

Board responsibility.

It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

Library Administrator responsibility.

The Library Administrator shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint responsibility.

The Board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Library Administrator, who shall participate fully and prepare regular reports on current progress and future needs.

WRITTEN POLICIES

Board responsibility.

The Board shall determine and adopt written policies to govern operation, use and programs of the library and shall adopt by-laws for Board procedures.

Library Administrator responsibility.

The Library Administrator shall recommend needed policies to the Board and supply samples and sources of information. The Library Administrator shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the library within the framework of the library's goals, objectives, policies and budget.

Joint responsibility.

Both the Board and the Library Administrator shall be familiar with local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops when possible and join appropriate organizations

working for improved libraries and shall study library publications.

GOVERNANCE

Board responsibility.

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

Library Administrator responsibility.

The Library Administrator shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Library Administrator shall attend all Board and committee meetings except those meetings or parts of meetings in which the Library Administrator's salary and tenure are discussed.

FINANCE

Financial Status of the Library.

Board responsibility.

The Board shall keep aware of the financial status of the library.

Library Administrator responsibility.

The Library Administrator shall provide a report of budget status and expenditure at each Board meeting. The Library Administrator shall supply facts and figures to the Board to aid in interpreting the library's financial need.

Joint responsibility.

The Library Administrator shall prepare two annual budgets in consultation with staff and Board; first,

the appropriation ordinance form which anticipates the needs for the coming year; and, second, an operating budget, once the available revenues are determined. The Board shall work with the Library Administrator to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

BUDGET PRESENTATION

Library Administrator responsibility.

The Library Administrator shall assist the Board in cooperating with other libraries, and shall call the Board's attention to ways of stretching the budget.

Joint responsibility.

The Library Administrator shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Library Administrator shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library.]

The Library Administrator subscribes and adheres to the "American Library Association Statement of Professional Ethics."

2. LIBRARY STAFF PROFESSIONAL ETHICS

The entire library staff subscribes and adheres to the "American Library Association Statement of Professional Ethics."

3. CIRCULATION RECORDS

A daily record of books circulated is kept in all facilities. All records are given to the Board at regular monthly Board meetings. All Branch Librarians will send in all monthly reports as soon as possible at the end of each month.

Supplies:

Requisition sheets are furnished for all branches and the headquarters to be turned with all other reports at the end of the month. After Board approval, all approved supplies will be purchased and sent to the respective branches.

PERSONNEL

1. APPLICATIONS

All applicants for positions on the staff are required to apply to the Library Administrator who will interview them, obtaining pertinent information and the names of three references. The Library Administrator will explain the duties, salary and the fringe benefits of the position. The Library Administrator then contacts the references provided by the applicant.

2. SELECTION AND APPOINTMENT OF STAFF

Appointments and promotions of personnel shall be strictly on a merit basis. Appointment to the staff shall be made by the Library Administrator with a report to the Board of Trustees.

During the initial ninety day period of employment for the new employee, the employee is not entitled to the benefits of vacation time or accrual, sick leave time or accrual or overtime. These vacation or sick leave hours will be recorded and will accrue during this period, but may not be used during the first ninety days. If termination occurs before the end of their ninety day period, the employee will be paid for all vacation time which has been accrued but will not be paid for any sick leave time which has accrued.

Each new employee will be periodically reviewed and evaluated during the initial ninety day period and a written evaluation shall be prepared before the conclusion of the period. If the evaluation is unsatisfactory the employment will be terminated at that time. It is the policy of the Illinois Prairie District Public Library that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause. Nothing in this policy shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Trustees.

3. SEPARATION FROM SERVICE

A. Separation from Library employment may be made by resignation, retirement or dismissal. Resignations must be in writing and submitted to the Library Administrator. Except under unusual circumstances, clerical employees are expected to give at least two weeks notice and professional employees four weeks notice.

B. Dismissal or demotion shall not be made without adequate cause. Dismissal from the staff shall be made by the Library Administrator with a report to the Board of Trustees. Political, religious, or personal views shall not constitute cause for dismissal provided they are not injected into the official library work of the individual.

C. A voluntary written or oral exit interview may be requested of all departing employees.

4. CONDITIONS OF WORK

A. The normal full-time work week is 40 hours -9AM to 5PM- Monday through Friday. There are no standard set of hours for Branches. Each Branch, with the aid of the Library Administrator and Board of Trustees, sets its own hours according to the needs of its particular community.

B. Each staff member is allowed one rest period of fifteen minutes each morning and afternoon of full-time work, or during any continuous work of four hours or more. Rest period time is not cumulative.

C. It is the policy of the Library not to require overtime work except in case of emergency. In such a case, overtime will be requested of the employee by the Library Administrator and compensatory time off will be arranged.

D. Full-time, salaried nonexempt employees at Metamora who work Wednesday evenings will be given time off on a time and a half for every hour basis. For every two hours these employees work they will receive three hours in compensatory time. The salaried, exempt employee (i.e. the Library Administrator) shall be given compensatory time on an hour for hour basis. For both classes of employees this compensatory time can be taken at a later date and is cumulative to 40 hours. Part-time employees who work Wednesday evenings will record this time on their time sheets and be paid for it in the next payroll. (This passage added at the Board's request at the 12/1/98 Board meeting.)

5. PAYROLL INFORMATION

Salaries are paid bi-weekly to full-time employees. Payroll checks are issued on alternate Fridays and cover the previous two weeks.

Branch employees and other part-time employees are paid twice a month.

Identity Protection Policy

ARTICLE 1. PURPOSE

The Illinois Prairie District Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires each local government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers that agencies collect, maintain, and use. It is important to safeguard social security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The

Identity Protection Act was passed in part to require local government agencies to assess their personal information collection practices and make the changes to those practices necessary to ensure confidentiality of SSNs.

ARTICLE 2. SOCIAL SECURITY NUMBER PROTECTIONS PURSUANT TO LAW

Whenever an individual is asked to provide this office with an SSN, Illinois Prairie District Public Library shall provide that individual with a statement of the purpose or purposes for which Illinois Prairie District Public Library is collecting and using the SSN. Illinois Prairie District Public Library shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

The Illinois Prairie District Public Library shall not:

- Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or Illinois Prairie District Public Library.
- Require an individual to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Illinois Prairie District Public Library shall not¹:

¹ These prohibitions do not apply in the following circumstances:

(1) The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or

- Collect, use, or disclose an SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Illinois Prairie District Public Library's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use his or her SSN to access an Internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

ARTICLE 3. REQUIREMENT TO REDACT SOCIAL SECURITY NUMBERS

Illinois Prairie District Public Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. Illinois Prairie District Public Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Illinois Prairie District Public Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

ARTICLE 4. EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.

(2) The disclosure of SSNs pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

(4) The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

(5) The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Only employees who are required to use or handle information or documents that contain SSNs will have access to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs.

What does the Illinois Prairie District Public Library do with your Social Security Number?

Statement of Purpose for Collection of Social Security Numbers Identity Protection Act

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Illinois Prairie District Public Library to provide your SSN or because you requested a copy of this statement.

Why does Illinois Prairie District Public Library collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks; and/or
- Other: _____

What does Illinois Prairie District Public Library do with your Social Security Number?

- We will use your SSN only for the purpose for which it was collected.
- We will not do any of the following:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires the number be on the documents mailed to you or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose

Write to
Illinois Prairie District Public Library
Attn: Librarian/Director
P.O. Box 770
Metamora, IL 61548

6. DEDUCTION FROM PAYROLL

Deductions from payroll checks are made for Federal Withholding Tax, Illinois State Income Tax, Social Security and Illinois Municipal Retirement Fund. The bookkeeper keeps the appropriate records and forwards the withheld monies to the proper departments.

7. BRANCH LIBRARIANS - DUTIES

Assistant Branch Librarians shall work as assigned.

8. COMPENSATION

A. Compensation of employees shall be comparable to that offered for comparable work and responsibility levels in other occupations in this area. Newly hired, part-time employees will begin work at a training wage lower than the regular wage scale for that position. Training rate will be minimum wage per hour. After a favorable evaluation at three months, the employee will be paid at the regular wage scale.

B. All employees shall be covered by Social Security. All eligible employees shall be covered by the Illinois Municipal Retirement Fund (IMRF) with all related benefits. Required payroll deductions for IMRF participation shall be made.

The Library has no fixed mandatory retirement age. Upon retirement the Library may, at the discretion of the Board, continue health insurance for the retiree with adjustments made for Medicare and Medicaid benefits.

C. The Library will pay 2/3 of the tuition for library courses taken by staff members at accredited schools. The Board must approve all such courses, and courses are to be taken on the employee's own time. If the employee does not achieve a passing grade, the amount of money expended by the Library must be repaid. Tuition for the four basic library courses (basic cataloging, reference, library survey and patron services) taken by a newly hired employee will be paid in full by the Library. The employee must achieve a grade of "C" or better. If the

grade is not achieved, the employee must re-enroll in the courses at his or her own expense.

D. Salary increases may be granted on a merit basis in accordance with the established annual salary scale. Increases for all employees will be made effective July 1 of each year, the beginning of the fiscal year, subject to an evaluation received by the Board of Trustees at its April meeting.

E. Any employee may request discussion of evaluation with the Library Administrator. The Library Administrator must discuss with the employee any evaluation lower than "good."

F. Part-time employees will be paid for regularly scheduled hours on a holiday when the library is closed provided they have worked their regular schedules the day before and the day after the holiday.

9. VACATION, SICK LEAVE

Regular full-time salaried employees who have been employed for at least six months are eligible for paid vacation according to the following schedule:

2 weeks after one year service

3 weeks after five years service

4 weeks after ten years service

5 weeks after fifteen years service

One week of vacation is to be computed as five working days. Employee vacation schedules are determined by seniority with first choice going to the Library Administrator.

Regular full-time employees are allowed sick leave with pay at the rate of ten (10) days per year cumulative to 240 working days. Any further adjustment and benefit is subject to review and approval of the Board. Appointments with a doctor or dentist are considered sick leave. (Adopted by library board at its 8/4/2009 meeting. Inserted into policy 4/11/2013)

Branch Librarians, Assistant Branch Librarians and Assistant Circulation librarians receive sick pay after one year of employment. The paid sick time calculations are based on the total hours worked the prior year. This total is divided by 52, and the result is the number of hours of paid sick time the employee has for the current year. Parts of an hour will be rounded up to the nearest hour. These employees can accumulate up to six years of paid sick time. Sick time is not payable upon termination of employment.

(The above paragraph was approved by the library board on February 3, 2009. It was inserted into the policy on 3/29/2013.)

Vacation time may not be accumulated. Special requests may be presented to the Board. Special requests may include vacations of several weeks duration, vacation that conflict with the library's regular operations, etc.

On separation from employment, accumulated vacation will be paid in one lump sum. Sick leave accumulation is not so payable.

Any employee called for jury duty will be paid regular salary not to exceed ten (10) working days. The employee retains jury pay to cover extra expense of this civic duty. After 10 days, employees will be paid the difference between their regular salaries and their jury pay.

For regular full-time employees, leave with pay not to exceed three (3) working days will be granted to an employee for death in the immediate family (spouse, children or parents, brothers or sisters of the employee or spouse).

10. BRANCH LIBRARIANS: SICK LEAVE, VACATION, EXTRA DUTY

Branch Librarians receive sick leave pay at the rate of one week per year, cumulative to 6 weeks of leave time. For example, a Branch Librarian who normally works 10 hours per week will receive 10 hours of sick leave per year, cumulative to 60 hours.

Branch Librarians do not receive paid vacation.

Branch Librarians, in addition to their regular wage, will receive compensation at their regular hourly rate for time spent with the Summer Reading Program parties. This includes time for set up, the party itself and clean up afterward. Branch Librarians will also be paid for time spent at meetings and other special events or duties in connection with their library work. Prior approval from the Library Administrator is required. Branch Librarians will be paid at their regular hourly rates for attending these meetings.

Branch Librarians may also receive extra compensation for special activities which require them to open their libraries at times other than normal operating hours. These activities may include visits from student groups, Boy Scouts or Girl Scouts or special story hours. Prior approval from the Library Administrator is required.

11. HOLIDAYS

New Year's Day - January 1
Presidents Day

Good Friday - close at 5 pm
Memorial Day
Independence Day - July 4
Labor Day
Veterans Day - November 11
Thanksgiving Day
Day after Thanksgiving (This added by library board 2011)
Christmas Eve Day
Christmas Day
New Year's Eve Day

When one of these holidays falls on a Sunday, the Library will be closed the following Monday.

12. SNOW DAY POLICY

The Library Director, or in his absence the Library Board president, may call a Snow Day. This will usually be done in the case of inclement weather or hazardous travel conditions due to snow or ice.

The Library Director notifies all Headquarters staff and all Branch heads of the Snow Day status. Only those employees scheduled to work that day are notified.

Each of these employees will then decide between two choices:

- a. The employee will choose to stay home. The employee will get paid regular wage for the regular work schedule.
- b. The employee will choose to go to the library anyway. In that case, the employee will be paid the regular wage as usual. In addition, the employee will receive the same number of paid hours off work at a later time. The hours must be used by the end of the fiscal year.

The Library Director will determine if there are enough personnel coming to work to open the Headquarters facility. If not, the Library Director will close that building and notify the media to that effect.

The Library Director will determine from Branch staff if there are enough personnel to open the Branch. If not, the Branch will be closed and the Branch Librarian will notify the media to that effect.

This policy will be implemented on a day-to-day basis. This policy does not apply to holidays or Sundays, only to regularly scheduled work days. Only those employees regularly scheduled to work will be affected.

Employees who chose to exercise their right to stay away from work under this policy will not be discriminated against, especially in subsequent staff evaluations.

The Library Director will retain the responsibility to close a facility or facilities outright for reasons other than weather related causes (e.g. extended power outage).

(Adopted by the library board on 2/3/2009. Inserted into the policy on 3/29/2013.)

13. PROFESSIONAL ASSOCIATIONS

The Library will provide funds for memberships in the Illinois Library Association and the American Library Association for the Library Administrator and any staff.

Attendance at professional meetings

Staff members wishing to attend meetings, conferences and workshops sponsored by professional library or library related organizations will be given library time if schedules permit. All efforts will be made to permit such participation. Expense and mileage will be paid for such attendance by approval of the Library Administrator. For attendance at the annual ALA and ILA conference, priority in the assignment of funds will go to the Library Administrator, members of the Board, and a staff member at large. The staff member at large will be selected by the Library Administrator and Board as a professional incentive for employee development.

Regular schedule of staff meetings

The staff (i.e. Library Administrator, Assistant Librarians, Metamora Circulation Librarian, and Branch Librarians and Branch Sub Librarians) will meet at least twice annually. Expenses incurred by the staff in attending these meetings will be paid by the Library. These expenses will normally include, for example, in the case of Branch Librarians, time (beyond normal working hours) and mileage at the current rates. The staff shall make every effort to attend these meetings. Those who find it impossible to attend a given meeting shall so inform the Library Administrator as far in advance as possible.

Branch Librarian's meetings to select materials from the Metamora collection

Branch librarians will be paid mileage and hours (maximum of 2 hours per visit) for trips to Metamora to select materials for their Branch collections. Six visits per year per Branch will be paid.

14. PRIVILEGES - STAFF AND BOARD

A. The staff work room should be used for all meals taken in the library. The work room is not open to the public. The cleanliness and good order of the staff work room is everyone's responsibility and should not devolve upon the maintenance staff.

B. Staff and Board members may purchase books and other materials at whatever discount is available from the vendor.

C. Staff is exempt from fines for overdue materials, but are responsible for replacement of damaged or lost materials.

D. Library telephones are for official business. Personal calls should be held to a minimum and should be kept brief.

E. Staff meetings, including Branch heads, will be held for new ideas, materials, etc. when the need arises.

F. Trustees are not paid mileage for attendance at regular and special Board meetings, committee meetings, workshops or conferences. Trustees are not exempt from fines for overdue materials and are responsible for replacement for damage or loss materials.

15. EVALUATION

Any employee whose performance is not satisfactory may be evaluated at any time. After sufficient time for improvement, a re-evaluation will be made. If the performance is still unsatisfactory, the employee shall be subject to dismissal. The employee shall have the right to appeal to the Board of Trustees. All regular full-time employees subject to dismissal shall be given one month's notice or one month's pay in lieu of notice.

16. PERSONNEL RECORDS

Personnel records will be kept by the Library to document that the individual was employed at the Library and for how long. The files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. These files are confidential. An employee may request to inspect the file up to twice a year and, at their expense, at the regular library rate, receive copies of the contents. If an employee disagrees with something in this file, he/she can request a correction, and if no correction is made, he/she can add their written objections to the file by contacting the Library Administrator.

17. GRIEVANCE PROCEDURE

Any employee having a complaint is to bring it to the attention of her/his supervisor or the Library Administrator. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Trustees following these procedures:

INITIAL PROCEDURE:

1. Upon a problem or complaint, the employee should promptly contact the supervisor, who shall confer with the Library Administrator.

2. If the problem is not settled or resolved, or if the employee does not have a supervisor other than the Library Administrator, the employee shall promptly contact the Library Administrator.

3.The Library Administrator appeals directly to the Board.

APPEAL PROCEDURE:

After the initial channels have been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

- 1.Statement of problem
2. Reply by the person (s) involved
- 3.Action taken at the conclusion of each prior step of the procedure
- 4.Statement of each action signed by the appropriate persons

TIMETABLE:

Each problem should be initiated, heard and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel.

Most complaints or problems should be settled within 30 working days after initiation. In all matters the decision of the Board of Trustees shall be final and non-reviewable.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

18. IMMIGRATION COMPLIANCE POLICY

The Illinois Prairie District Public Library complies with the requirements of federal immigration law and for all employees hired after 1988, the Library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the U. S. Department of Justice Immigration and Naturalization Service.

19. VOLUNTEERS

The Illinois Prairie District Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Illinois Prairie District Public Library throughout the year. All work performed by volunteers is done without compensation, and at the risk of the volunteer. The library does not carry insurance which protects the volunteer in the case of accidental injury.

20. SEXUAL HARASSMENT

The Illinois Prairie District Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

A. WORK ENVIRONMENT

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of 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 the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

B. LIBRARY EMPLOYEE/PATRON RELATIONSHIP

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and therefore such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

1. any sexual advance by an employee toward a patron,
2. any request by an employee to a patron for sexual favors,
3. any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
4. any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such

conduct has the purpose, or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Library Administrator or, if not immediately available, as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the Library Administrator, or to their immediate supervisor.

C. EXAMPLES

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile" or "offensive" as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

Examples of verbal sexual harassment includes: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentional brushing the body, coerced sexual intercourse, and sexual assault.

D. DUTY TO REPORT SEXUAL HARASSMENT BY PATRONS TO FELLOW PATRONS

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed first-hand or reported to them. Such incidents must be reported to the Library Administrator, or, to their immediate supervisor.

E. RETALIATION

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

F. SEXUAL HARASSMENT REPORTING PROCEDURE

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

1. Reporting by Patrons

A. Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the Library Administrator as soon as possible.

1. Reporting by Employees

A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the Library Administrator or to the employee's immediate supervisor. If the Library Administrator or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the Library Administrator shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Administrator may also have a representative; such meeting, however, shall be informal. The Library Administrator shall issue a written decision within five (5) days of the meeting.

Step 3:

If the complainant is not satisfied with the Library Administrator's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the Library Administrator's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the Library Administrator to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4:

If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Board or a committee hereof, shall meet with the complainant, the Library Administrator, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

G. [LEGAL RECOURSE, INVESTIGATIVE AND COMPLAINT PROCESS AVAILABLE THROUGH THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS AND HUMAN RIGHTS COMMISSION](#)

Any Library Patron or employee may also use the legal recourse, investigative and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number is:

Illinois Department of Human Rights
222 S. College, Rm. 101
Intake Unit
Springfield, IL 62700
(217) 785-5100
(Address corrected as of 4/11/2013)

MONTHLY REPORTS

1. **FINE MONEY REPORT**

Circulation librarians must keep an account of all fine money taken in every day. At the end of the month, all Branches must have their report totaled and sent to the Headquarters. The Library Administrator will present his report with itemized listing of all postal expenditures and amount turned over to the Treasurer, who in turn, must deposit the funds and present a deposit slip for the amount. The balance on hand at Metamora Headquarters will be \$25.00 and \$10.00 at all other Branches. All reports must be at Headquarters on the last day of the month that the Branch is open. All expenditures except postal must be made only by notice of the Board and recorded in the minutes of the meeting.

2. MILEAGE REPORT

All bills for mileage must be itemized by each individual submitting a claim. This will include the date, destination, number of miles and the nature of business.

3. TIME SHEETS

Each hourly employee will submit a semi-monthly time sheet to the Library Administrator before each Board meeting. Hourly payroll is made only from these sheets. The report must include dates worked, schedule, total hours and any unusual circumstances affecting payroll (e.g. funeral leave, sick leave). (This section revised by library board on 8/2/2011. Inserted 4/11/2013)

4. SUPPLIES

Requisition sheets are furnished for all branches and the headquarters to be turned with all other reports at the end of the month. After Board approval, all approved supplies will be purchased and sent to their respective branches.

PUBLIC RELATIONS

WORK WITH GROUPS

It is believed that the Library should be a service agency and an educational agency to communities. Therefore, the Library should be active in its work with local agencies who are also interested in education. Whenever possible, contact will be kept current with such groups and direct service given wherever possible.

HEALTH INSURANCE PLANS

Full time employees become eligible for the approved group health insurance plan immediately after employment. The policy covers hospitalization, prescription drugs, dental work and life insurance. Benefits of these programs are described in the information booklets supplied to all participating employees.

Maternity leave shall be subject to the same regulations as any other sick leave or disability.

Full time employees receive a single insurance policy as a benefit of employment. This is not transferable to another benefit package not regularly offered by the Library. The employee may elect to extend his health policy to cover his family. In this case, the employee must pay the difference in cost between a single policy and a family policy to the Library. The Library in turn will pass that payment along to the insuring company for that extended coverage.

STATEMENT OF POLICY FOR THE SELECTION OF LIBRARY MATERIALS

In the development of the collection of library materials which is necessary to achieve the objectives of the Library, the Board of Trustees recognizes the following premises, has the following goal, and is guided by the following policies

1. PREMISES

A. Library materials are defined as those materials of printed, photographic, electronic, or other form, which provide a basis for an educational, or aesthetic experience, and which require the application of those techniques of acquisition, collection, preservation and service appropriate to the public library.

B. In developing an acquisition program to meet the educational and aesthetic needs and interests of the patrons of the Library, the library materials owned by the member libraries of the Reaching Across Illinois Library System, the System itself and the participants in the OCLC database will be considered to constitute the total resource of the Library. (Section B revised by library board and inserted into policy 4/11/2013)

C. In order to meet the objectives of the Library and the development of the materials collection, the entire staff will participate in selection. Patron requests for specific materials will be seriously considered.

D. The Library assumes that the provision of library service adequate for needs of today's citizens requires a basic collection at the local level. This broad, general collection of library materials includes current popular fiction, nonfiction, basic reference material, and selected retrospective fiction and nonfiction sufficient to meet those special interests and needs demonstrated by the community. The materials should be held in sufficient quantity and quality to meet the local community's requests for regularly used materials. Materials beyond the scope of the Library can be obtained through interlibrary loan.

2. GOAL

The goal of the selection policy is to provide a broad collection of materials of contemporary significance and permanent value that will contribute to:

1. The education and enlightenment of the patrons of the Library.
2. The aesthetic and literary appreciation of the population served.

3. The objectives of the Library as stated in the Library's statement of policy.
4. The availability and exchange of information.

3. POLICIES

A. GENERAL

1. Only library materials will be acquired which meet high standards of quality by professional library standards in content, expression and form, or which, in special instances, are required to fulfill the goals and purposes of the Library.
2. The selection of materials will be in accordance with the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement of the American Library Association.
3. Suggestions will be welcomed from patrons on materials to be added to the Library's collection, but will be subject to approval of the Library's appointed selectors.
4. The Library staff will continually evaluate the needs of the community and will reflect this evaluation in the current selection and acquisition program.

B. BOOKS

An attempt shall be made to acquire books that are listed in standard bibliographies, indexes and reviewing tools.

C. PERIODICALS

1. Acquisitions will be in response to the needs of the Library's patrons.
2. Emphasis will be placed on acquisition of periodicals indexed in standard library indexes, and an attempt will be made to secure as complete holdings as appear to be useful to the fulfillment of the Library's program.
3. Permanent holdings of periodicals will be limited to indexed titles, except that some titles of strong local interest will be retained.
4. Insofar as possible, permanent holdings of periodicals will be in microform.

D. OTHER NON-BOOK PRINTED MATERIALS

Material which is in a more convenient form than conventional printed sources is in keeping with the purpose of the Library as a disseminator of information, should be added to the Library collection.

E. AUDIO-VISUAL MATERIALS

1. The Library recognizes that audio-visual materials are an important part of the Library's responsibility.
2. Selection of audio-visual material will follow the general policies and objectives outlined for books.
3. Audio-visual materials will be selected for public library use and are not purchased for the classroom or for teacher training, which are responsibilities of the school.
4. In addition to the general criteria used as guides in selection of materials for the Library, particular attention also will be paid to technical quality, technique, authenticity, effectiveness of presentation usefulness.
5. The content, subject matter and treatment of video recordings and sound reproductions considered for purchase will be evaluated in relation to their lasting value, timeliness, imagination or originality.

F. OTHER SOURCES OF INFORMATION

As new forms are developed, they will be appraised by the Library for possible use, and if their value appears appropriate and useful to the purpose of the Library the new forms will be incorporated in the selection of activities of the Library.

G. GIFTS

1. Materials offered to the Library as gifts must meet the Library's selection standards and needs before these materials will be added to the collection.
2. Gifts will be accepted with the understanding that the Library has the right to dispose of the gifts in any way the Library sees fit. (Library has gift policy statement.)

H. WITHDRAWAL OF MATERIALS

1. The withdrawal of materials from the collection shall be the responsibility of the Library staff.
2. Materials will be withdrawn from the collection because of poor physical condition, obsolescence or failure to contribute to the stated objectives of the Library.
3. Discarded materials may be offered to other libraries, except that if the material presumably would be of use to the System or other research library, such material will be offered to that library before the material is discarded, or put on sale on the book fair table.

I. REVISION

The Statement of Policy for the Selection of Library Materials will be under constant evaluation, and as the collection grows and situations demand, the Statement will be altered in accordance with the findings of the staff and Board of Trustees of the Library.

TRAVEL EXPENSES

Pending Board approval, for official trips of staff or Board members, the Library will pay expenses as follows:

Registration fees for conferences, workshops, conventions.

Transportation: By public transportation, as indicated on ticket stub or other voucher. By private auto: at current rate per mile for trips, meetings, etc.

Hotel: As indicated on hotel receipts.

Meals: Actual expenses.

Incidental expenses: Tips, parking, road tolls, business phone calls, etc.

Extraordinary expenses: Meals and/or other expenses which are a part of the program of the event but at extra cost.

BY-LAWS OF THE ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

ARTICLE I - NAME

This institution shall be known as "The Illinois Prairie District Public Library".

ARTICLE II - OFFICERS

The officers of the Board shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Assistant Secretary
6. Assistant Treasurer

7. Building Superintendent

8. Ethics Officer

SECTION 1 - DUTIES OF THE PRESIDENT

The President shall:

1. Preside at all meetings of the Board.
2. Appoint all standing committees.
3. Have general supervision of all matters pertaining to the Library, except as otherwise provided by law or by these by-laws, or by action of the Board.
4. Be an ex-officio member of all committees.

SECTION 2 - DUTIES OF THE VICE-PRESIDENT

The Vice-President shall:

1. In the absence of the President, preside over all regular and special meetings.
2. Generally assist the President in the performance of his or her duties.

SECTION 3 - DUTIES OF THE SECRETARY

The Secretary shall:

1. Give due notice of all meetings. (Staff member)
2. Keep a faithful record of the proceedings of the Board.
3. Issue such vouchers as may be ordered by the Board.
4. Handle all correspondence except where the Board instructs otherwise.

SECTION 4 - DUTIES OF THE TREASURER

The Treasurer shall:

1. Have charge of special Library funds and income outside of the appropriation, and shall report at each meeting on the state of these funds.
2. Keep a record of receipts and disbursements of all Library funds.

ARTICLE III - COMMITTEES

1. There shall be three standing committees of the Board as follows:

1. A committee on finance, consisting of three members.
2. A committee on books, consisting of two of the members of the Board of Trustees and the Library Administrator.
3. A committee on building and grounds which shall consist of at least three members of the Board.

2. The term of service of all committees shall be two years.

SECTION 1 - DUTIES OF THE COMMITTEE ON FINANCE

The committee on finance shall:

1. Have general supervision of all monies belonging to the Library.
 2. Audit the books, accounts, vouchers and records of the Treasurer annually and make a report of same to the Board.
 3. Prepare and present to the Board at the annual meeting in each year a statement for the annual budget, and means for increasing the income of the Library.

SECTION 2 - DUTIES OF THE COMMITTEE ON BOOKS

1. The committee on books shall have charge of investigating and recommending action on:
 1. The selection, purchase and binding of all books and periodicals.
 2. The organization of work in the Library and reading rooms.
 3. Other details of the management of the Library.
2. The committee on books shall verify the Library Administrator's inventory of books.

SECTION 3 - DUTIES OF THE COMMITTEE ON BUILDINGS AND GROUNDS

The committee on buildings and grounds shall have charge of investigating and recommending action on matters relating to the repair, alteration, furnishings, heating, lighting and sanitation of the buildings and care of the grounds.

ARTICLE IV - GIFTS

1. All gifts to the library, of either monies or securities, shall be deposited in such bank as may be designated by the Board and shall be subject to vouchers signed by officers of the Board in the same as vouchers are drawn against the appropriated funds of the Board in the regular course of business.

2. All gifts of property, other than monies or securities, shall be held or disposed of as may be directed by the Board.

ARTICLE V - AMENDMENTS

These by-laws may be amended by a majority vote of the members of the Board at the regular meeting, provided notice of the proposed amendment and of the language thereof, has been given at the last preceding regular meeting.

ARTICLE VI - BONDING OF OFFICERS AND EMPLOYEES

The officers and employees of the Library Board shall be required to furnish such bond as the Board may deem advisable for proper protection. The Treasurer shall give bond for the amount of 50% of the total annual library taxes collected by the District. The Board shall pay the premium on such required bonds.

ARTICLE VII - SIGNERS OF REGULAR CHECKS

Any member of the Board of Trustees may sign regular checks. Two signatures are required for each check.

ARTICLE VII - MEETINGS

REGULAR MEETINGS. The regular meeting of the Board of Library Trustees of the Illinois Prairie District Public Library shall be on the first Tuesday of each month. The meeting shall be at the Library's main office or headquarters at 4 o'clock. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year the Board shall, by ordinance, specify regular meeting dates and times. The Secretary of the Board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library. Both notices shall have the dates, times and places of such meetings.

SPECIAL MEETINGS. Special meetings shall be held at any time when called by the President or Secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

QUORUM. A quorum at any meeting shall consist of 4 Board members.

AGENDA. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Administrator one week prior to meetings. Any Board member wishing to have an item placed on the agenda will call the Library Administrator in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a

meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

MEETINGS AND TELEPHONE CONFERENCING. The fullest participation and attendance in all Board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance, voting and quorum requirements, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Trustees as follows:

Section 1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record-keeping or minutes of each meeting, the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.

Section 2. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the Board members in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference and that any other location where the Board conducts regular business shall have similar speaker-phone capabilities for use by Board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are in fact an authorized Board member with the right to speak and vote.

Section 4. As soon as it becomes apparent to the Board that a meeting will require telephone conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by telephone connection, and the location or locations where speaker-phones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

Section 5. All Board members attending meetings by telephone conference shall be counted for quorum purposes and entitled to vote as if they were personally and physically present at the meeting site so long as the telephone connection exists.

Section 6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control.

Section 7. The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

BOARD MEETING AGENDAS

The agendas of all regular and special meetings of the Board of Trustees of the Illinois Prairie District Public Library shall contain an item called "Public Comments." This item will be placed near the top of the agenda and before any action items. "Public Comments" is the time during the Board meeting when any member of the public or library employees may speak for five (5) minutes on any topic. The speaker must first be recognized by the Board President.

Those who want to speak during the Public Comments period must sign in with the Board Secretary with their names and addresses before the meeting comes to order. The Secretary will note in the minutes the names of those who spoke during the Public Comments period.

Each speaker must identify himself by name and address. Each speaker is encouraged to be brief.

The Board President, or a trustee he designates, shall act as timekeeper for each speaker. The timekeeper will stop the speaker at the end of the allotted time.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

This policy shall not apply to meetings specifically designed to solicit public comment such as at a public hearing.

Petitions or written correspondence to the Board shall be presented at the next regularly scheduled Board meeting.

(Public Comments section adopted by Board 8/2/2011)

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
METAMORA, ILLINOIS

BOOK POLICY STATEMENT

MATERIALS SELECTION POLICY STATEMENT

POLICY ADOPTED AUGUST 1962

REVISED SEPTEMBER 1966

REVISED APRIL 1971

REVISED JUNE 10, 1975

REVISED OCTOBER 28, 1977

BOOK POLICY STATEMENT

MATERIALS SELECTION POLICY STATEMENT

The policies and principles of book buying for the Illinois Prairie District Public Library are correlated with the established objectives of the Library. The basic objectives of the Illinois Prairie District Public Library were formulated in joint meetings of the staff and representatives of the Board of Directors in the year 1971. The objectives of the Illinois Prairie District Public Library are specifically:

1. To provide books and related communication materials

- A. To meet the needs which are common to the District as a whole and to enrich the lives of individuals.
- B. To help create an alert, informed and capable citizenry.
- C. To serve as a district resource for reliable information and research.
- D. To provide guidance to children, young adults and adults, on both an individual and a group basis, for skilled and discriminating use of educational, informational and recreational materials.

2. To anticipate the book needs of the District and to promote book related

activities in noncompetitive areas of adult education.

COMMUNITY ANALYSIS AND BOOK SELECTION

It is recognized by the Board of Directors, the administration and the staff that a knowledge of the community, its characteristics and needs, based on facts, is essential to the sound acquisition of materials. The library, therefore, shall periodically bring up to date the existing community-analysis surveys as made by the library taking into particular account newly annexed areas, changing population age patterns, racial and cultural elements, industrial developments, city planning and the resources of other libraries in the District area. Surveys made by other agencies

or institutions or by joint action of the library and another institution are considered to be an important supplement to the library's community analysis program, such as: History of Woodford County, its townships, towns, etc.

SCOPE OF THE COLLECTION

The Illinois Prairie District Public Library shall attempt, within its financial limitations, to provide a dynamic collection of books and other library materials sufficient in number and variety to meet the needs and interests of the adults, the young adults and the children of the community. The library subscribes to the principle of free inquiry and shall exercise rigid impartiality in book selection practices.

The materials shall include books, pamphlets, magazines, newspapers and limited supply of maps, pictures, music and recordings. Due to financial limitations, the Illinois Prairie District Public Library will not be able to provide films and certain other audiovisual materials, but shall provide information on sources for such media.

The specific materials making up the Illinois Prairie District Public Library collection include:

1. Books on general current interest for all ages.
2. Broad representation of works of classic and contemporary authors.
3. Broad coverage of standard subject materials particularly in fields of public affairs, health, family life, business, vacations, how-to-do-it books, religion and the arts.
4. Substantial collection of reference and informational tools, including pamphlets.
5. Supplemental resources for adult education groups.
6. Foreign language materials for language learning purposes.
7. Selected list of popular and technical periodicals.
8. State and federal documents.
9. Area and local newspapers.
10. Woodford County history and local history that can be obtained.

As a matter of policy and budgetary limitations, the Library does not purchase certain classes of books, including:

1. Expensive editions, such as deluxe Bibles.
2. Collector's items.
3. Textbooks, unless the text is of general public interest or is the best book in its field.
4. Novels or current nonfiction in foreign languages.

The Library does not generally buy private libraries or any items offered for sale by citizens, with the possible exception of Woodford County historical data unavailable through other channels.

RESPONSIBILITY FOR BOOK SELECTION

The responsibility for selection of library materials rests with the Library Administrator and the staff. Accountability to the Board for the entire collection rests with the Library Administrator.

PRINCIPLES OF EVALUATION FOR PURCHASE

The standard criteria of literary quality, accuracy, timeliness, significance of content, and popularity are applied in the consideration of a book. The measure of a book's contribution to a body of accumulated knowledge or to understanding in a particular field, and its particular contribution to the Library's collection, are primary factors in selection. The budget, space limitations and the objectives of the Library necessitate the acquisition of only the best of available materials.

TYPES OF MATERIALS

The Illinois Prairie District Public Library subscribes to the statement that the public library provides high quality materials for education, information, aesthetic appreciation, research and recreation.

FICTION

The Library recognizes that there are numerous values in a fiction collection aside from the time honored recreational function. Preference is given to novels of substance, but the so-called escape literature, i.e. mysteries, adventure, science fiction, etc., may be purchased to meet the recreational interests of an adult public varying in educational and social backgrounds and leisure time tastes.

Novels which present an honest picture of life may be added to the collection despite frankness in descriptions if the quality of the book as a whole merits purchase. Realistic novels are to be judged on the basis of the work as a whole and not by excerpts taken out of context. It is the Library's policy to acquire fiction which is defensible. Novels which fall into pornography or are otherwise offensive to good taste are not considered for purchase. However, it does not consider that sex and obscenity are synonymous.

An attempt is made to maintain a representative collection of the work of modern novelists as well as standard classics in fiction.

CONTROVERSIAL MATERIAL

The Library is aware of its obligations to protect the expression of ideas which represent minority opinion or unpopular views and accepts as its responsibility the presentation of as many sides as possible of controversial issues as these become available. Selection of controversial material is based on some assurance that the author's presentation is constructive and honest rather than negative or vituperative.

In keeping with the "Library Bill of Rights" the Library does not prohibit material solely because of the political affiliations of the author.

The acquisition of a book does not presuppose endorsement of ideas or approval of language or actions. Acquisition of a title presumes its usefulness to the Library's public.

NONFICTION

The Library acquires within its financial limitations the best material in all fields of knowledge for the development of an informed citizenry, for the working citizen, for the intellectually curious and for the purposeful reader of all ages. The collection includes the relatively ephemeral book giving background for current affairs, which is quickly outdated but the emphasis is on material which is of permanent value.

REFERENCE MATERIALS

Acquisitions for the reference department are geared to time tested needs as determined by informational requests and research problems. Space shortage necessitates a rigid selectivity, and a portion of the annual purchases are on standing orders which are regularly re-evaluated for their usefulness in meeting the current demands on the department. In addition to the general reference tools, the reference department provides pamphlets, periodicals, newspapers, public documents and local historical files.

BOOK SELECTION POLICIES OF THE CHILDREN'S DEPARTMENT

The purpose of the Library's work with children is to inculcate in each child a love of reading and a readiness to turn to books for companionship, information, inspiration and pleasure. Books deepen an understanding of other people and other times, they aid in the development of an appreciation of beauty and sense of humor, and they create an awareness of the privileges and responsibilities of citizenship in a democracy.

The Illinois Prairie District Public Library's children's department serves children from preschool through eighth grade, as well as the adults who work with children. It provides a wide variety of books of fact and fiction in an assortment of attractive editions and formats, adding the distinguished books of each year's publishing to a basic collection of the children's books which have proven their permanent worth throughout the year.

The book collection is scaled to the highest, as well as the lowest reading proficiency and ability. It attempts to meet the needs and desires of each child as an individual, rather than as a member of a group. It furnishes easy reading materials in quantity sufficient to aid those having reading difficulties but reserves a sufficient share of its budget for the purchase of books for children gifted with unusual abilities or insight. The truth of presentation; the quality of the writing; the attractiveness, readability and suitability of the format; the relative value to other material on the same subject are factors taken into account in the purchase of a book. The basic book collection consists of books which have a lasting significance for children. Titles of temporary value may be purchased to meet temporary demands.

The children's department includes in its collection of religious books: editions of the Bible, biographies of religious figures, histories of religions and explanations of religious beliefs,

insofar as such books meet the Library's standards of literary quality. Particular care is taken to have a representative and varied group of editions of the Bible.

Additional material on specific religious groups may be made available through gifts.

Other texts are purchased only if there is no other material available on a specific subject. The Library does not buy any texts used in the public schools. Books on curriculum related subjects are purchased only if they meet the public library's criteria for book selection.

Books on sex education for children are chosen and ordered by the Librarian, but are generally cataloged and shelved with adult books on the subject.

Pamphlets are purchased only when books on a subject are not available or not sufficient in number to meet a demand.

No set formula is followed in the allocation of materials funds. Purchase is made according to the needs arising from the changing community and the juvenile population.

Juvenile encyclopedias will be purchased regularly as funds permit.

Children also use the books in the adult reference department.

BOOK SELECTION FOR YOUNG ADULTS

The Young Adult Department serves teenagers of high school age.

Selection of materials for this group reflects many of the principles set forth in previous sections of the Book Policy Statement. However, teenagers are going through a period of rapid growth physically, mentally and emotionally with certain side effects that preclude the use of many adult books which assume the reader is more mature than the average adolescent. They experience problems and pressures which are unique to their age group. The young adult department's aim is to provide materials that aid in handling these problems.

DUPLICATE COPIES

Additional copies of titles in heavy demand are purchased as funds permit.

PAPERBOUND BOOKS

Some paperbound editions are purchased on demand.

WITHDRAWAL OF BOOKS

Books in all collections are regularly weeded in the interest of maintaining an attractive and up-to-date collection. Replacement of worn volumes is dependent upon current usefulness, more recent acquisitions and the availability of new editions which will more effectively meet the

Library's objectives. An attempt is always made to replace important titles of permanent value, unless they can be rebound.

ACQUISITION OF AUDIO VISUAL MEDIA

The Library will purchase audio visual media in a wide variety of areas and for a wide variety of interests. Effort should be made to maintain a 60/40 ratio in the collection. Sixty per cent of the collection should be feature films and forty per cent should be instructional, children's and other audio visual media which, if classified as books, would be nonfiction. Feature films will include not only current releases of new films but current releases of older films which are generally considered classics.

The Library will purchase audio visual media in the following rating classes established by the Motion Picture Association of America: G, PG, PG-13, and R. The Library will not purchase any audio visual media rated "X" [or NC-17]. These ratings are to be used as guidelines only for patrons.

The Library will use standard selection tools for acquisition of audio visual media. Consideration will be given to audio visual media that:

1. Are well organized
2. Stimulate the intellect
3. Capture the imagination
4. Provide useful, unbiased information in a unique manner
5. Contain the tone and language appropriate for the intended audience
6. Have good technical qualities
7. Have convincing acting
8. Have well integrated narration

GIFTS OF MATERIALS

Gifts of books and other library materials are accepted under the provision that their use or disposal is subject to the discretion of the Library Administrator and the needs of the Library.

The Library accepts as gifts the periodicals, pamphlets and newspapers of various religious denominations represented in the community.

Donation of Books and Audio Visual Materials. In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some can not, because any library material, though of value in itself, may be; (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated - interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition - which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Illinois Prairie District Public Library

accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Recognition of Gifts. For memorial books to the library, the library may place within the book the name of the donor, if desired. Accepted gifts will be honored in our gift remembrance book.

Use of Gifts. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restriction. No donation can be accepted unless it is given to the library without restrictions unless the Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold or disposed of in the best interest of the library. All donations are accepted only if in the opinion of the Library Administrator and the Board of Trustees they are in the best interests of the library.

LIBRARY BILL OF RIGHTS

The Board of Directors adopted the ALA Bill of Rights in 1962. The revised Bill of Rights as adopted by the ALA Council on June 18, 1948, amended February 2, 1961, June 27, 1967, and January 23, 1980, is reaffirmed by the Illinois Prairie District Public Library Board of Directors and is as follows:

"The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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

FREEDOM TO READ STATEMENT

The Board of Directors of the Illinois Prairie District Public Library affirms the propositions put forth by the Freedom to Read Statement which was originally adopted by the American Library Association in 1953. It reads as follows:

"1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one."

THE ILLINOIS FREEDOM OF INFORMATION ACT

I A brief description of our public body is as follows:

A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

B. An organizational chart is attached.

1. The total amount of our operating budget for FY 2014/2015 is: \$ 725,000.00

C. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement & related expenses)
3. Social Security (provides for employee's FICA costs & related expenses)
4. Audit (for annual audit & related expenses)
5. Maintenance (for maintaining the building)
6. Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)

D. The main office is located at this address: 208 E. Partridge Street, Metamora, Illinois 61548

E. We have the following number of persons employed:

1. Full-time 5
2. Part-time 15

F. The following organization exercises control over our policies and procedures: *The Illinois Prairie District Public Library Board of Library Trustees*, which meets monthly on the first Tuesday of each month, 4 p.m., at the library main office at the address listed above.

Its members are: Stanley W. Rush, President; Ann Hicks, Vice President; Genna Buhr Secretary; Jack Weddle, Treasurer; Paul Kouri, Kenneth Maurer, and Evelyn Zoss.

G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Ann Craig; and various other staff.

AMERICAN LIBRARY ASSOCIATION STATEMENT OF PROFESSIONAL ETHICS

The Illinois Prairie District Public Library subscribes to the *ALA Statement of Professional Ethics* which follows:

AMERICAN LIBRARY ASSOCIATION STATEMENT OF PROFESSIONAL ETHICS

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.

Librarians 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.

AMERICAN LIBRARY ASSOCIATION ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

The Illinois Prairie District Public Library subscribes to the *ALA Ethics Statement for Public Library Trustees* as follows:

AMERICAN LIBRARY ASSOCIATION ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

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