

POLICY MANUAL

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

LIBRARY BOARD OF TRUSTEES

TROY, ILLINOIS

TABLE OF CONTENTS

| | |
|---|----|
| Board of Trustees | |
| The Tri-Township Public Library District's History | 1 |
| Use of Library Facilities | 2 |
| Holidays/Hours of Service | 3 |
| Tri-Township Public Library Philosophy and Principles | 4 |
| Mission Statement | 7 |
| Policy on Issuing Borrowers Card | 8 |
| Policy for Overdue, Lost or Damaged Library Materials | 9 |
| Fees and Deposits | 11 |
| Materials Selection Policy | 13 |
| Book Withdrawal Policy | 21 |
| Challenged Materials | 22 |
| Lower Level Rental Policy | 24 |
| Historical/Genealogy Room | 28 |
| Donor Board Policy | 29 |
| Policy on Receiving Gifts | 30 |
| Privacy of Records Policy | 31 |
| Exhibit and Display Policy and Procedure | 32 |
| Keys to Library Building Policy | 33 |
| Fund Raising Advertisement Policy | 34 |
| Code of Ethics for Library Employees | 35 |

| | |
|--|----|
| Sexual Harassment Policy and Procedure Policy | 37 |
| Emergency Numbers and Information | 40 |
| Policy on Employee/Trustee Illnesses and Death in Family | 43 |
| Tri-Township Public Library District Technology Plan | 44 |
| Tri-Township Public Library District Computer Use Policy | 45 |
| Fax Policy | 46 |
| Materials Check Out Policy | 48 |
| Tri-Township Public Library District ILL Policy | 51 |
| IHLS Electronic Communication Acceptable Usage Policy | 53 |
| Tri-Township Public Library District Prohibited Gifts Policy | 55 |
| Tri-Township Public Library District Investment of Public Funds Policy | 58 |
| Honorariums | 60 |
| Freedom of Information Act Policy and Request form | 61 |
| 106 West Oak Street Facility Usage Policy | 65 |
| Program Policy | 66 |
| Policy on Disruptive Patrons and Unattended or Disruptive Children | 67 |

**TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
209 SOUTH MAIN STREET,
TROY, IL 62294**

BOARD OF TRUSTEES

| | |
|-------------------------------|--------------|
| Dennis Ashcraft, President | 618-667-9790 |
| Katherine Scheller, Treasurer | 618-667-7245 |
| Melanie Elson, Vice President | 618-667-8837 |
| Susan Lanahan, Secretary | 618-667-2209 |
| Patricia Huck | 618-972-4717 |
| Mike Perrine | 618-667-1624 |
| Marcella Lindsay | 618-667-9306 |

THE TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT'S HISTORY

The Tri-Township Public Library District has been in existence since June 16, 1975 as a reading center affiliated with the Illinois Heartland Library System and serving the City of Troy and its environs. The Reading Center began as a committee from the Woman's Club of Troy. The Library board, operating solely upon donations and fund raising events, was successful at efforts to obtain an adequate building, land and pay for the services of two ladies who served as librarians. Funding was mainly from the Lion's Club, The Woman's Club of Troy, McDonnell-Douglas Charity Trust Fund, Revenue Sharing funds from the City and Township, and various private donations.

The founding dream was to produce a tax supported library district serving all of the area surrounding the City of Troy. Several attempts to pass a referendum were made. The first attempt was made on August 8, 1978 and the second was March 16, 1982. The boundaries of the Tri-Township Park District, which included all of the City of Troy and some outlying areas were chosen both times as the Library's boundaries. On both occasions, the referendum passed in the City, but failed by a narrow margin in the rural areas.

In April 1986, the Reading Center Board sought a Project PLUS Grant from the State of Illinois. The grant was awarded July 1, 1986, and carried with it a requirement to ask for a referendum in April 1987. The grant was used to fund the salary for a qualified Library Director, library materials and office equipment. The district establishment referendum passed on April 7, 1987 using the City limit of Troy as its boundaries. An annexation referendum to expand the library boundary was passed on March 8, 1988.

In 1990 the Library Board of Trustees began to search for adequate housing. It was decided that a new library facility could be built on the existing grounds. After visiting over 14 libraries, the new facility began to take shape. A Live & Learn Grant from the State of Illinois was secured along with mortgages from rural Economic Development and donations from the Friends of the Library. The contractor began construction in October 1994, and completed the project in July 1995.

Adopted: 6/88
Revised: 5/96, 2/13
Reviewed: 4/89, 1/90, 3/91, 3/93, 5/95, 3/97, 6/98

USE OF LIBRARY FACILITIES

The Tri-Township Public Library District adheres to the Library Bill of Rights and offers full library service to all residents of the District and Illinois Heartland Library System card holders. The facilities of the Library shall be available during regular hours for use by any person, regardless of residency, who conducts himself or herself courteously and treats with respect and care the Library's materials and facilities. Any other services and privileges, including those of the circulating department, are available only to a holder of a valid borrower's card. Discrimination due to race, sex, national origin, or physical condition shall not be permitted.

Library patrons shall follow the rules and regulations as follows:

The patrons of the Library shall use the facilities for the purpose of reading and studying and obtaining materials along with participation in other Library activities.

No eating, drinking, smoking (including electronic cigarettes) or boisterous talk by patrons is permitted within the Library facility, except in designated areas.

The use of sports equipment, i.e., skates, skateboards, baseballs, etc. is not permitted within the library or on library property.

Animals are not permitted in the Library, with the exception of service assist dogs.

All patrons will be appropriately dressed (including shirt, pants and shoes.)

Adopted: 6/88

Revised: 4/89, 5/95, 6/96, 2/13

Reviewed: 1/90, 3/91, 3/93, 3/97, 6/98

HOLIDAYS/HOURS OF SERVICE

The Library will be closed and services suspended on the following holidays:

1. New Year's Day – January 1st
2. Spring Break – Friday before Easter
3. Memorial Day – Last Monday in May
4. Independence Day – July 4th
5. Labor Day – 1st Monday in September
6. Thanksgiving Day – 4th Thursday in November
7. Family Day – the Friday following Thanksgiving Day
8. Christmas Eve – December 24th
9. Christmas Day – December 25th
10. New Year's Eve – December 31st

Other Holidays: Additional holidays may be authorized at the discretion of the Library Board.

Holiday Pay:

1. All full-time employees will receive ten (10) regular holidays per year. Hourly staff will be paid on a prorated basis for holidays, calculated by the following formula:

Part-time hours/week divided by 37.5 hours (full-time week) = % (percentage) compared to full-time.

% (percentage) times 7.5 (full-time day) = Number of hours staff should get for holiday.

2. In the event that Christmas Day, New year's Day, or Independence Day falls on a Sunday, the Library will be closed on the following Monday. In the event that Christmas Eve or New Year's Eve falls on a Sunday, the Library will be closed the preceding Saturday.

The Tri-Township Public Library has the following hours of service:

| | |
|-------------------|------------------------|
| Monday - Thursday | 9:00 a.m. to 8:00 p.m. |
| Friday | 9:00 a.m. to 5:00 p.m. |
| Saturday | 9:00 a.m. to 4:00 p.m. |
| Sunday | Closed |

The Library will be closed for two (2) Staff Development Days at Library Director's discretion.

- * The Library may close for special circumstances, during an emergency or inclement weather. Employees that are scheduled to work will be paid.

Adopted: 5/88

Revised: 1/90, 3/93, 3/97, 1/11

Reviewed: 3/91, 5/95, 6/96, 6/98, 12/10, 2/13

TRI-TOWNSHIP PUBLIC LIBRARY PHILOSOPHY AND PRINCIPLES

BOARD MEMBERSHIP:

Persons elected to the Board of Trustees should be committed to the Library's purpose and have time to give to its affairs; who will maintain an awareness of modern library service in preparation for making knowledgeable decisions in the interest of a better library; and who will contribute independent thought and work cooperatively with other Board members for the common good of the Library.

LIBRARY PURPOSE AND FUNCTION:

The Board believes that a democratic society must have informed citizens; that people can better achieve enrichment and fulfillment through the use of available information and knowledge; and that the public library is the focal point in the community for both formal and informal association with information and ideas.

The Library has concurrent responsibilities to provide materials and services to the individual citizen, to community organizations, to governmental and social agencies, and to business and industry. Its resources and services must be available to the entire population regardless of age, sex, or physical condition; regardless of economic, ethnic, religious, or political status.

FINANCE

The Library must operate within its certified Annual Budget. The Board is committed to the development of a service program which can be sustained on a current and realistically projected level of financial support. Available funds must be divided between the continued acquisition of material resources, equitable compensation of personnel, and the requirement of the physical environment in order to provide maximum public service. Gifts and bequests from private donors are encouraged for specific or general purposes.

LIBRARY SERVICES:

The Board endorses the traditional services of selecting, organizing, and maintaining information resources and providing a high quality of staff assistance to the user in finding what is needed, either in the local collection or from other available sources. Effective lending procedures should permit the use of materials at a time and place convenient to the user and insure their return for use by others. Sponsorship of program activities, in or outside of libraries, which contribute to the education, information, or enrichment of the community are a natural part of the library service.

A continuous program of public information should increase citizen awareness of the value of library resources and services. Efforts shall be made to minimize environment and operational barriers to library use and to integrate human and technical resources to achieve the service goals.

Access to information is the key to effective library service. A wide variety of dissemination techniques is endorsed, including institutionalized or homebound; on-premise use of resources with assistance from specialized personnel and equipment; borrowing privileges; access to resources of other institutions; and meeting rooms for public use.

Continuous research shall be conducted to identify new community needs, whether of individual or group users, or of the non-user. The Library will accommodate those needs within the limits of financial capability and according to periodically determined priorities.

MATERIAL RESOURCES:

The Library is more than a mere warehouse of books. A wide variety of media should complement and supplement printed materials.

The Library subscribes to the principles of intellectual freedom and the individual's right to read. Under well-defined selection criteria, materials shall be provided:

1. To facilitate the informal self-education of all its citizens;
2. To expand and enrich resources on subjects in which individuals or groups are pursuing formal education.
3. To meet the information needs of the population;
4. To support the educational, civic, and cultural activities of groups and organizations, and
5. To encourage citizens to include the use of the library in their leisure.

The Board shall adopt effective measures to protect library materials and other property from loss, theft, mutilation or other damage. It shall resist efforts by special-interest groups or individuals to control the nature of content of library collections.

PERSONNEL:

The Board believes in the dignity of the individual and of constructive work; it believes in the importance of self-fulfillment. It endeavors to provide an environment conducive to the maximum development of each staff member. It is committed to the equitable treatment of each employee through the development of well-defined policies which include job classification and nondiscrimination because of race, sex, marital status, national origin, age, political opinions or religious beliefs. It believes that affirmative action and equal opportunity provisions, staff development, career advancement, and performance evaluations contribute to job satisfaction and high morale. It believes in a measureable contribution from employees, with financial rewards compatible with other local salary scale or comparable work and training.

The Board encourages staff membership and participation in professional and civic organizations, attendance at conferences and workshops, with paid time allowances and expenses when applicable, and the constant development of inter-agency relationships. It believes in the singular importance of communication with staff and acknowledges the value of

staff recommendations affecting personnel operational problems, and it encourages staff attendance at Board meetings.

Adopted: 6/88

Revised 4/89, 5/95, 2/13

Reviewed: 1/90, 3/91, 6/93, 6/96, 3/97, 6/98

MISSION STATEMENT

The Tri-Township Public Library District aims to be the heart of the community by improving and enriching the lives of its users through information, education, and recreation. It seeks to empower users by providing well-organized and up-to-date collections, access to emerging technologies, friendly service, and a well-trained staff committed to the library vision.

Adopted: 6/88

Revised: 5/95, 2/13, 1/28

Reviewed: 4/89, 1/90, 3/91, 6/93, 6/96, 3/97, 6/98

POLICY ON ISSUING BORROWERS CARD

REGISTRATION FOR:

Residents within the Tri-Township Public Library District:

A person who has established residency within the Tri-Township Public Library District will be issued a borrower's card, upon application, without fee for 2 years. Proof of residency is required and is defined as one of the following:

1. Tax bill
2. Water bill
3. Voter registration card
4. Utility bill
5. Driver's license (with local address)

Renewal of Library Cards:

In order for a patron (District or Non-District) to renew an expired library card(s) the patron must verify the existing information the library has and/or provide a photo ID. In addition to these requirements the patron must pay all of their outstanding fines before their library card can be reactivated.

Non-District Residents:

A person/property owner who maintains his/her residency outside the district's limits, but (as an individual) pays taxes on real estate property within the corporate limits of the library district, will be issued a borrower's card under the same regulations as a District resident, but for 1 year. The privilege is extended to all members of the family residing in the same household (mother, father, children, grandparent, etc.)

A person who maintains his/her residence outside of the library district but is the direct beneficiary of a trust on which real or property tax is paid to the library district will be issued a borrower's card under the same regulations as a city resident.

For persons living outside the library district and who do not qualify for free library privileges, as stated above, a charge will be assessed. The charge for a non-resident card is reviewed annually and may be changed annually. The District wide card flat fee as recommended by Illinois Heartland Library system is determined by the tax bill assessed valuation or per capita population.

Children under age 18:

A child 5 through 17 years of age will, upon application, be issued a borrower's card if the child is listed on the back of the parent or guardian's application card for the initial card and is signed by his parent or guardian. The above residency requirements apply.

NOTE: If the applicant has a member of the family who already has a library card and the address of the family has not been changed since issuance of the card(s), the proof of residency supplied at the time of the application of the family member remains valid.

Replacement cards:

A replacement card will be issued whenever the card's loss is reported to the library. The patron may be asked for some identification. There will be a charge for duplicate cards. (Reference the policy Fees and Deposits in this manual for current charges.)

Adopted: 6/88

Revised: 4/89, 1/90, 3/91, 6/93, 5/95, 6/96, 3/97, 6/98, 2/13

POLICY FOR OVERDUE, LOST OR DAMAGED LIBRARY MATERIAL

Any patron who has overdue materials and owes fines in excess of \$3.00, shall be restricted from checking out additional materials. They will be allowed to come to the library to use the materials in the building until the overdue materials are returned and all fines paid to less than \$3.00.

Overdue fines shall be assessed at ten (10) cents per business day per item beginning with the day after the stamped due date, which appears on all material checked out, and includes the day the book is returned. Materials found in the book return shall be considered as having been returned the previous day.

Overdue reports are run daily, when the library is open. They are cross-checked in the computer to determine if the patron is still delinquent. Notification of patrons concerning overdue materials shall be done primarily by telephone or email (if requested by patron) daily as time allows. If the patron does not respond or cannot be reached, after three attempts, a post card will be mailed.

Materials not returned within 28 days of the due date are considered lost and a bill for the items will be processed. The Illinois Heartland Library System operating system generates an overdue notice to which the following is added:

Payment is due upon receipt. If the item(s) have not been returned or payment received within 30 days, borrowing privileges for all household members will be blocked, this bill will be referred to a collection agency, and an additional \$20.00 collection agency fee will be charged. Any questions regarding this bill should be addressed to the Library Director, David Cassens, at 667-2133.

If the items have already been returned or payment made, please contact the library to ensure your account has been properly credited.

Black listing a patron occurs once a bill is generated in Millennium. The patron's record in the computer is clearly marked in the note section as "NO BORROWING". If the patron tries to use the library again, this message will show up in bold print on the patron's record. Other member libraries honor these messages in the note field as we honor theirs. Any delinquent fees can be taken care of at any member library.

All materials lost or returned in a damaged condition, which cannot be readily repaired, shall be paid for at the replacement cost plus a \$5.00 processing fee, in accordance with a policy set forth by the Illinois Heartland Library System. All lost materials that belong to other libraries shall be assessed as per their policy. Replacement cost shall be the cost listed in "Books in Print" or the original cost, if the book is no longer in print. The processing fee shall be charged for each item lost or damaged. Fines for damaged materials shall be determined at the Library Director's discretion.

If lost or damaged material is valued over \$50.00 and is not returned within the time limit specified in the certified letter, this matter will be turned over to a collection agency.

After the overdue, lost or damaged fine is paid, the privilege of checking out books will be restored.

Adopted: 6/88

Revised: 3/91, 5/95, 6/96, 3/97, 6/98, 2/13

Reviewed: 4/89, 1/90, 6/93

FEES AND DEPOSITS

LIBRARY CARDS:

Residents Free

Non-Residents: \$96.00 for individual or family district wide non-resident card for one year
(from date of issuance of card)

DUPLICATE LIBRARY CARD:

\$1.00 per replacement card.

OVERDUE FINE:

\$0.10 per item per day

\$1.00 per item per day for Out of System Interlibrary Loans.

DAMAGE AND REPLACEMENT CHARGES:

Replacement cost plus \$5.00 processing fee

Reference the Policy for Overdue, Lost or Damaged Library Materials.

Photocopy Fees:

\$0.15 per page – black and white

\$1.00 per page – color

Adopted: FY 2007/2008

Revised: FY 2012/2013

Reviewed:

FAX TRANSMISSION FEES:

Send:

Local:

\$0.50 first page

\$0.50 each additional page

Long Distance:

\$0.50 first page

\$0.50 each additional page

Receive:

\$0.50 per page

Toll free telephone numbers

(800, 866, 877, 888)

\$0.50 per page service fee

Overseas Call:

The price of the call plus the normal long-distance charge per page transmitted. Refer to table on next page. To send international faxes: dial 011, enter country code, enter telephone number and press start.

** Telephone numbers which require a "1" and an area code to be dialed before the number – long distance.

International Fax Fees

| Pages | Cost |
|-------|---------|
| 1 | \$6.50 |
| 2 | \$7.25 |
| 3 | \$8.00 |
| 4 | \$8.75 |
| 5 | \$9.50 |
| 6 | \$10.25 |
| 7 | \$11.00 |
| 8 | \$11.75 |
| 9 | \$12.50 |
| 10 | \$13.25 |
| 11 | \$14.00 |
| 12 | \$14.75 |
| 13 | \$15.50 |
| 14 | \$16.25 |
| 15 | \$17.00 |
| 16 | \$17.75 |
| 17 | \$18.50 |
| 18 | \$19.25 |
| 19 | \$20.00 |
| 20 | \$20.75 |

Adopted: 6/88
Revised: 4/89, 6/93, 6/96, 2/13, 6/13
Reviewed: 6/91, 5/95, 3/97, 6/98

MATERIALS SELECTION POLICY

OBJECTIVES IN MATERIAL SELECTION

The purpose of the Tri-Township Public Library District is to obtain and make conveniently available to all people of the community recreational, educational and informational materials. The Library Director is charged with the responsibility of identifying, ordering and organizing materials that will maintain an up-to-date collection of standard works in all fields of knowledge, which are of permanent value, and timely materials on current issues and items in current demand.

The Board of Trustees believes that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts these two basic documents of official library policy.

LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

FREEDOM TO READ STATEMENT:

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of

life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

ACCESS

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view or bias. All materials will be shelved in the proper order on open shelves, freely and easily accessible to the public, except for documents.

The library assures free access to its holding for all patrons who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

STATEMENT OF SPECIFIC POLICIES IN SELECTED AREAS

Adult Materials:

1. Fiction: The fiction collection provides books in the English language for the wide range of interest of the general reading public, including classics in the field, titles representing periods of writing and those meeting the popular demand for light reading. Books which are obviously pornographic, which comes with Illinois' definition of obscenity as stated: ("Any material or performance is obscene if: (1) the average person, applying contemporary adult community standards would find that , taken as a whole, it appeals to the prurient interest; and (2) the average person, applying contemporary adult community standards, would find that it depicts or describes, in a patently offensive way, ultimate sexual acts or sadomasochistic sexual acts, whether normal or perverted, actual or simulated, or masturbation, excretory function or lewd exhibition of the genitals; and (3) taken as a whole, it lacks serious literary, artistic, political or scientific value.) – Illinois Compiled Statutes, 1994, Chapter 38, paragraph 11-20b – should be excluded. However, no book should be eliminated because of coarse language, or violence, or frank discussion of sexual episode, any one of which may be objectionable to some people, if the author is justified in what he portrays, or when such episodes are pertinent to the plot or character delineation in a book. It is the library's responsibility to protect the rights of mature readers.

2. Religion: The library attempts to maintain a well-balanced collection representing all the major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concept and practices of the various religions and beliefs is also included. The library does not add materials of a strictly proselytizing nature. The collecting encompasses popular studies on new ideas and movements which are taking place in religion today. Books on astrology, witchcraft and other occult sciences should be limited to the best, more reasonably presented materials.

3. Health and Medicine: The library generally purchases standard and popular materials in health, nutrition, hygiene, diseases and medicine that are primarily of interest to persons outside the medical profession. Authoritative, scientific and popular materials about sex are provided for the general reader at various age and reading levels. Books catering to morbid, esoteric or sensational interests do not come within the scope of the collection.

4. Law: The library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as real estate, taxation, marriage and divorce for the lay reader.

Laws and regulations for Illinois are included in the collection. Similar material for other countries and states is not included.

5. Politics: In addition to a balanced collection on modern American and international politics and government, the basic documents of all political systems that have influences, and do

influence people, should be available to the public. Outright propaganda should be avoided except for a few representative items.

6. Genealogy: The library will cooperate with the Troy Genealogical Society in the development of the collection. The library buys only materials which have general reference value, or which are of value to general readers. Individual family histories are rarely purchased unless they are of outstanding national or local importance. The library will attempt to secure genealogical materials through inter-library loan.

JUVENILE MATERIALS:

The Children's Division selects materials on subjects of interest to and within the comprehension of children from preschool through the eighth grade. A few adult books of interest to students of children's literature, parents, and people working with children are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and bibliographies of materials for children.

Graded readers may be bought sparingly for the primary grades. Abridged editions of the classics are purchased only when they retain the quality or flavor of the original. In addition, a few easy reading ephemeral books are purchased.

Adopted: 6/88

Revised: 2/13

Reviewed: 4/89/, 1/90, 3/91, 3/93, 5/95, 6/96, 3/97, 6/98

YOUNG PEOPLE'S MATERIALS:

Titles of interest to persons of middle school age are purchased and shelved in the young People's Section. Specialized review sources are consulted as-well-as the standard journals.

General Policy: The library purchases materials in various areas as patron demand warrants and as funds permit.

GIFTS:

The library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standard required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use; may be given to other organizations, sold, exchanged or recycled.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes will be given to the donor upon request at the time the donation is made, acknowledging receipt of the gift with its value as determined by the donor. Library staff and trustees shall not set value for a donor. All applicable IRS rules and regulations, as amended, shall be followed in providing receipts.

Whenever a gift is no longer needed, it will be disposed of in the same manner as materials purchased. When memorial materials are no longer needed, they will be returned to the donor, whenever possible.

Adopted: 6/88
Revised: 5/95, 6/98, 2/13
Reviewed: 4/89, 1/90, 3/91, 3/93, 6/96, 3/97

BOOK WITHDRAWAL POLICY

Book withdrawal is an important aspect for collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

1. To remove physically worn out or damaged volumes from the library.
2. To eliminate books containing obsolete information.
3. To remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn.
4. To consider for withdrawal books which have not been checked out for several years.

Disposition of Withdrawn Books:

The Library Director will make the final decision regarding the disposition of books withdrawn from the collection. All withdrawn items will be stamped "Withdrawn" over the property stamp in each items.

Adopted: 6/88

Reviewed: 4/89/, 1/90, 3/91, 3/93, 5/95, 6/96, 3/97, 6/98, 2/13

CHALLENGED MATERIALS

An interpretation of the LIBRARY BILL OF RIGHTS

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the LIBRARY BILL OF RIGHTS, and which is approved by the appropriate governing authority.

Challenged materials which meet the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The LIBRARY BILL OF RIGHTS states in Article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expressions protected by the constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal. To regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Materials will not be withdrawn from the collection because of pressure, verbal, written or otherwise, without the approval of the Library Board of Trustees. The party making the complaint must be a resident of the Tri-Township Library District or be a valid card holder.

When any patron objects to the presence or absence of any library material, the complaint will be given a hearing. All complaints to staff members will be referred to the Library Director who will discuss the matter with the complainant.

Procedure for Library staff if patron objects to materials in our collection:

1. Staff members should not engage in discussion about the appropriateness of any materials. Refer them to the Library Director, if available.
2. Determine if the person is a resident within the Library's District or has a valid card.
3. Offer the form: "Request For Reconsideration Of Library Materials" (appended hereto).
4. No form will be processed without it being filled out completely and signed by the complainant.

If there is a request for withdrawal of materials, it will be reviewed by the Library Director and the Board of Trustees at their next regularly scheduled monthly meeting. A response in writing will be sent to the complainant within five (5) days after the board meeting stating the Board's decision on the "Request for Reconsideration of Library Materials." Under NO circumstances will material be removed from the shelves until the Board so directs.

Adopted: 6/88

Reviewed: 4/89,1/90, 3/91, 3/93, 5/95, 6/96, 3/97, 6/98, 2/13

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: _____

Title: _____

Publisher: _____

Request Initiated by: _____

Address: _____

Phone: _____

Complainant represents: Him/Herself _____ Others _____

Use back of sheet if necessary.

1. What do you object to in this material? (please be specific, i.e. chapter, page)
2. What do you feel might be the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. Is there anything good about the material?
5. Did you read or view the material in its entirety? If not, what parts did you read/view?
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. What would you like the Library Director to do about this material?
9. What do you see as the purpose of this material?
10. What other material, serving substantially the same purpose, would you recommend in place of this?

Date: _____

Signature of Complainant

Tri-Township Public Library District Lower Level Rental Policy

The Lower Level of the Tri-Township Public Library District building has two rooms available for rent by the general public: a conference room (seating capacity = 10) and a community room (seating capacity – 125). Library cards are not required for room reservations.

All groups and individuals are subject to a \$50 deposit and must sign a rental agreement stating the terms of use in order to hold the reservation. Rooms may be used free of charge once per calendar year by public, non-profit organizations for official functions of the organization. All other users must pay in advance before signing out a key: \$25 for the conference room, \$100 for the community room (includes use of kitchen).

The deposit will be refunded subject to inspection of the facility after use and return of the library rental key. Call the library for more information, 667-2133.

POLICY STATEMENT

In 1995, a large room downstairs, referred to as the Pat Huck Community Room, a smaller room, referred to as the Leo Lindsay Board Room, and a full service kitchen was included in the construction of the library building with the intention that these rooms will be used by the local community of Troy and its environs for open or private meetings. All non-profit groups/organizations that can demonstrate a commonality of interest in Troy may hold meetings at the library. Meetings held at the Library shall be open to the public. This in no way obligates the group/organization to notify the public of the meeting or specify in any publicity that it is open to the public. Private or social meetings open only to members will be considered closed and subject to the rental fee.

As a major financial contributor to the library the Friends of the Library are allowed use of the Pat Huck Community Room every first Friday and third Saturday of the month.

As the group originally responsible for the formation of the Tri-Township Public Library the Woman's Club of Troy are allowed to use Pat Huck Community Room once a month; with the understanding that library programming takes precedence.

The Library adheres to the American Library Association Bill of Rights, Article VI which states: *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.*

The Library Board of Trustees has established a priority of use to eliminate conflicts in scheduling the rooms according to the Library Mission Statement which states that the Library will *provide resources that enable citizens to continue learning at any age, encourage the discovery and exploration of a wide range of recreational reading, and provide access to new information technologies.* These priorities are listed in order of significance.

1. Library Programs
2. Formal or Informal Instruction
3. Public Meeting Space
4. Fund Raising, with priority given to the Friends of the Library
5. Social or Private Parties or Events that are not open to the general public

REGULATIONS:

Library Responsibilities:

1. Library will insure that the Pat Huck Community Room and Leo Lindsay Board Room will be clean.
2. The Library has the following furniture and equipment available for use in the meeting rooms upon adequate notice. Chairs, folding tables, Television, DVD/VCR Player and coffee pot in the kitchen. The 12 tables are 8 feet long and seat 10 people comfortably. There are at least 125 folding chairs. Library will insure that all equipment and kitchen appliances available for use will be in good working order prior to meeting. If the equipment or appliances are not available, the user will be notified in advance.
3. Library will maintain safety equipment and the building. Library will be responsible for the safe use of the Pat Huck Community Room, Leo Lindsay Board Room and Kitchen during the time that the library is open. Individuals, Groups or Organizations that use the rooms when the Library is not open will be responsible for the safe use of the Community room, Board room and Kitchen. These include but are not limited to adhering to the fire regulations for occupancy and use of appliances in kitchen. Occupancy for the Pat Huck Community Room should not exceed 125 persons and occupancy for the Board Room should not exceed 10 persons.
4. No smoking or alcohol is allowed at any time in the entire Library Building.

User Responsibilities:

1. Only persons 18 years of older may obtain permission to use the meeting rooms. All events for children or young adults must be supervised by an adult over 18 years of age. The adult reserving the room will be responsible for actions of the children or young adults using the room
2. Permission to use the meeting room does not constitute endorsement of the subject matter of the meeting, or the group's/organization's beliefs and policies. As a result, publicity of non-library sponsored meetings must in no way imply Library sponsorship.
3. Groups/organizations using the meeting rooms may not use the Library as their mailing address or telephone number.
4. Nothing may be attached to the walls or ceilings of the meeting rooms. Poster Tack is an acceptable alternative. A bulletin board is also provided for displaying posters.
5. No group/organization may store equipment or materials in the Library, except on a temporary basis with the Library's approval.
6. The Library is not responsible for the loss or damage to any materials owned or rented by a group/organization meeting in the Library. The library will not be responsible for personal materials or equipment left in the building.

7. The meeting rooms and/or kitchen must be left in a clean and orderly condition. Users must pay the cost for repair of any damage to the facilities.
8. At the conclusion of the meeting or program, the group/organization is responsible for placing the room(s) in the condition existing before the meeting commenced. This includes but is not limited to rearranging or restacking chairs, cleaning tables, washing up dishes, sweeping and removing trash.
9. Food and beverages may be consumed in the Pat Huck Community Room, however, food and beverages are not to be consumed in the Board Room.
10. A Library staff member will check the Pat Huck Community Room, Leo Lindsay Board Room and/or Kitchen before and after each scheduled use, and the Library Director will notify in writing or by phone the person who applied to use the room of any violations of the meeting room regulations within five (5) days of the event. The Library Director will also notify the Board of Trustees, which may consider suspending the privilege of using the meeting rooms by that group, organization or individual. The Board of Trustees, after giving proper notification and due process to that group, organization or individual, may suspend their meeting room privileges.
11. The library is equipped with an automated external defibrillator (AED) in the lobby. When the cabinet is opened, emergency services are automatically notified. If there are any **false alarms** during the scheduled private function, the renter will be required to pay a \$100 service charge plus any additional fees incurred by the library as a result of said false alarm.

Renter Responsibilities:

1. Individuals or Groups using the Pat Huck Community Room, Board Room or Kitchen are expected to follow all the regulations listed above for all users.
2. Individuals, groups, and organizations that will be using the Pat Huck Community Room or Leo Lindsay Board Room for a private or social event will be subject to the rental fee and will be required to complete an application for rental. Reservations for rental can only be made three (3) months prior to the date of the event.
3. The meeting room applicant or a designee must be present during the entire event since he/she is the responsible party.
4. Notice to cancel must be given to the Library Director 24 hours in advance of the event. If a 24-hour notice is given the deposit and any other fees paid will be refunded within ten (10) working days, otherwise all funds are forfeit.
5. Event will not be placed on calendar until application is completed and deposit of \$50.00 is paid by check. Deposit check will be returned upon receipt of the key.
6. All rental fees must be paid prior to the rental. The fees will be assessed accordingly:
 - a. Pat Huck Community Room and Kitchen Rental - \$100.00
 - b. Leo Lindsay Board Room Rental - \$25.00
 - c. Utility Fee for use of the Kitchen appliances – \$25.00 (Utility fee will not be charged for persons wishing to store items in the refrigerator during the event.)
7. Renter will be given a key to enter building if event is scheduled outside of library open hours. Renter may obtain the key up to 48 hours prior to the last business day before the event. Key will not be issued unless all rental fees are paid. If renter or designee fails to obtain the key prior to the event, renter will cancel event. Failure to return the key will result in forfeiture of deposit plus consideration by the Library Board for

suspension of privileges. Appeals to forfeiture of deposit for failure to return key must be submitted in writing to the Library Board for consideration.

8. Events cancelled due to inclement weather will be entitled to reschedule. If no date can be provided or agreed upon by the renter and the library Director, the deposit will be refunded.

Created on 11/17/2004

Approved: 01/04/2005

Revised: 07/5/2012, 06/3/2014

PROCEDURES FOR RENTAL OF MEETING ROOMS

1. Application for use of a meeting room is made through the library regular open hours. If Library Director or Reservation Calendar is not accessible to confirm the availability of the Pat Huck Community Room, Leo Lindsay Board Room or Kitchen at the time of submitting an application, renter may complete an application and pay deposit but confirmation must be received from the Library Director via telephone, email or U.S. Post within 5 days of submission of application.
2. Application will include name or names of parties responsible, contact address, contact phone number, contact email (if available) and description of event. Renter will designate at time of application equipment that will be used during the event. A copy of regulations will be attached to the application and renter will sign a statement of compliance.
3. Upon receipt of application and deposit fee, Library Director or designee will schedule the event on the Reservation Calendar. Applicants may inquire about availability of dates, but reservation is not final until submission of application and deposit. Completed applications will be accessible to all staff members so that payment of rental and issuing of key maybe accomplished any time library is open.
4. Key for Renters booking events when library is not open will be kept in the key box on a clearly marked key chain. Staff will ask for identification of person picking up the key and will verify the date and time of the event and that rental fee has been paid. Staff will be instructed on the limitations to obtaining the key as stated in the Regulations.
5. Checklist will be used to inspect the room before and after use at the time of issuing the key. Renter will be provided copy of the checklist. Any discrepancies in the condition of the meeting rooms after an event will be noted on the checklist. Checklist will also provide a listing of equipment so that all equipment will be accounted for before and after event. Renter will record any difficulties with equipment or problems regarding the cleaning or condition of the meeting rooms on the checklist. Checklist will include an inspection of restrooms, stairwells and hallways.

Created on 11/17/2004 8:28:00 AM

Approved: 01/04/2005

Revised: 12/2012

Director

1/21/2005

HISTORICAL/GENEALOGY ROOM

The Historical/Genealogy room will be manned on a volunteer basis. The Troy Genealogical Society will supply a calling list of volunteers to the Library, and the Library Director shall be supplied with specific hours of operation which shall be noticeably posted. Only listed volunteers may have access to the Historical/Genealogy Room during hours not encompassed by the specific hours of operation. All use of the Historical/Genealogy Room shall be subject to approval of the Library Director.

Copying of historical information will be done on a voluntary basis by the Troy Genealogical Society. The Society will be allowed to use the Library's copy machine (without interfering with Library use) and will purchase their own copier paper. A fee of 10 cents per page will be charged.

The purchasing of all historical/genealogical materials will be the responsibility of the Troy Historical/Genealogical Society. Anyone wishing to request historical materials through the library must have a valid Illinois library card. Microfilm will not be circulated.

If the Troy Genealogical/Historical Societies should disband or relocate, all materials and /or equipment will become the property of the Tri-Township Public Library.

Adopted: 9/95
Revised: 4/97, 5/00
Reviewed: 6/96, 6/98, 2/13

DONOR BOARD POLICY

One plaque shall be created to list all individuals who donate objects of value to enhance the building and/or grounds. The minimum value of any item shall be \$100. The donor's name and type of item donated shall appear on one line. Two lines may be used if multiple items of minimum value are donated.

Organizations donating large amounts of labor for the installation of building material to complete the building shall also be recognized on this plaque. The labor shall have a minimum savings to the library and/or Friends organization of \$500 as determined by the Prevailing Wage Rate Ordinance. The group's name, followed by the word "labor," or any word suitable to recognize such work, shall appear on one line.

Individuals donating labor shall not be recognized unless that labor can be identified as saving the library and/or Friends organization the minimum of \$500 as determined by the Prevailing Wage Rate Ordinance.

The size of print shall not be larger than the print used to recognize the building of the circulation desk. Donations received from the beginning of the fund drive through December 31, 1995 shall be listed. Donations received after December 31, 1995 shall be listed on a second plaque and shall have a yearly cut-off date, the year being displayed on each subsequent plaque.

Any title deemed appropriate may be used, if desired; however, once determined, all subsequent plaques shall have the same title.

Adopted: 9/95
Reviewed: 6/96, 3/97, 6/98, 2/13

POLICY ON RECEIVING GIFTS

The Tri-Township Public Library District will graciously accept all donations and consider each offer as it affects the Library.

The Board of Trustees reserves the right to decline a donation if it feels that it cannot abide by the terms of the deed, gift, devise or bequest of such donation.

Adopted: 6/88

Revised: 1/90

Reviewed: 4/98, 3/91, 6/93, 5/95, 6/96, 3/97, 6/98, 2/13

PRIVACY OF RECORDS POLICY

All records, formal and informal, in the Tri-Township Public Library District relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration circulation records shall not be made available to anyone except under the written order of the Library Director, who, after study and consulting the Board of Trustees and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Any problems or conditions relating to the privacy of a patron through the records of Tri-Township Public Library District which are not provided in the policy statement shall be referred to the Library Director, who, after study and consulting the Board of Trustees and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Adopted: 6/88

Reviewed: 4/98, 1/90, 3/91, 6/93, 5/95, 6/96, 3/97, 6/98, 2/13

EXHIBIT AND DISPLAY POLICY AND PROCEDURES

Policy Statement:

Space is provided at Tri-Township Public Library District for exhibits or to display posters and notices of community, cultural and educational events and social service programs with the Library Director's approval. All items must meet library guidelines before being posted.

Guidelines for displays:

1. Personal advertisements may not be posted. This includes rentals, rides, merchandise for sale and any courses not sponsored by a recognized educational institution.
2. Posters related to elections and other political events must be informational and non-partisan.
3. Posters advertising specific dates will be displayed until just after the time designated.
4. Posters advertising ongoing services, events in the distant future, or a series of scheduled events, are posted for as long as space is available and as long as the poster remains in a presentable condition.
5. Only one poster for each event may be displayed.
6. The size of the poster may not exceed 10"x14" and as space allows.

Adopted: 6/88

Revised: 6/96, 3/13

Reviewed 1/90, 3/91, 3/93, 5/95, 3/97, 6/98

KEYS TO LIBRARY BUILDING POLICY

The following staff, personnel, Board Members are entitled to have a key to the main Library building.

Library Board of Trustees
Library Director
Library Staff
Janitor
Chairperson of Friends of Library Group

If the key is lost, this information should be reported to the President of the Library Board. The party responsible for losing the key shall absorb the cost of a replacement key at his/her own expense.

Requests for keys to the Library should be made to the Library Board.

Adopted: 6/88
Revised: 4/89, 5/95, 6/98, 3/13
Reviewed: 1/90, 3/91, 3/93, 6/96, 3/97

FUND RAISING ADVERTISEMENT POLICY

Board members responsible for the various fund raising activities are allowed to place newspaper advertisements in local newspapers for promotion of respective sales/events as needed.

The Board will accept responsibility for payment up to \$75.00 for said advertisements. All advertisements should be billed to the Library.

The use of news releases is encouraged as they are free.

Adopted: 6/88

Revised: 4/98, 6/96

Reviewed: 1/90, 3/91, 3/93, 5/95, 3/97, 6/98, 3/13

CODE OF ETHICS FOR LIBRARY EMPLOYEES

Ethics has been defined as that branch of philosophy dealing with values of human life, concerned with conduct or character approved or disapproved in terms of right and wrong, and based on standards or principles which guide a person in making morally right choices in daily activities.

Every citizen has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by specific and well-publicized laws and regulations which are generally applicable. However, since personal views and activities may be interpreted as representative of the institution in which a staff member is employed, proper precaution should be taken to distinguish between private actions and those one is authorized to take in the name of an institution.

The statement which follows sets forth the ethical obligations of individuals as Tri-Township Public Library District staff members.

Staff members have a special responsibility:

To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.

To learn and execute the policies of the institution of which one is a part and to express in a positive manner any concern or objection with the policies, philosophy or programs of that institution.

To maintain an objective and open attitude of understanding, courtesy, and concern for the patron's and co-worker's needs.

To protect the essential confidential relationship which exists between a library user and the library.

To serve all patrons equally according to their needs.

To make the resources and services of the Library known and easily accessible to all current and potential users.

To carry out those activities assigned under the policies of the Library in a spirit of cooperation.

To avoid any possibility of personal financial gain at the expense of the employing institution.

To be cognizant of the obligations of employment and of what constitutes abuse of working conditions and benefits.

To acknowledge the importance of work done by all staff in all divisions and maintain a sense of loyalty to, and cooperation with, fellow staff members.

To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.

To share one's knowledge and expertise with others.

To maintain a professional attitude at all times and remain objective. Avoid personality and subjective attitude differences that interfere with the day to day functions of the Library.

Adopted: 6/88

Reviewed: 1/90, 3/91, 3/93, 5/95, 6/96, 3/97, 6/98, 3/13

SEXUAL HARASSMENT POLICY AND PROCEDURE POLICY

All employees have the right to work in an environment that is free of all forms of harassment. The Tri-Township Public Library District does not condone and will not tolerate any form of employee harassment within the work place and it is the responsibility of each individual employee to refrain from sexual harassment.

All reported incidents of employee harassment shall be dealt with directly and immediate action shall be taken to remedy and prevent any behavior that may be construed as being employee harassment.

OBJECTIVE

To establish guidelines that will ensure a healthy work environment and provide procedures for reporting, investigating and resolving complaints of employee harassment.

DEFINITIONS

A. Employee – The term “employee” shall mean any employee, either Full Time or Part Time, and any volunteer when engaged in authorized Library activities.

B. Sexual Harassment – The term “sexual harassment” shall mean any 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 or condition of an individual’s employment,

(2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

(3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

PROHIBITED ACTIVITY

A. No employee shall either explicitly or implicitly ridicule, mock or belittle another person.

B. No employee shall make offensive or derogatory comments or gestures based on race, color, sex, religion, age or national origin either directly or indirectly to another person. Offensive behavior of this nature is considered to be harassment and is a prohibited form of discrimination under State and Federal employment laws. This type of behavior can be verbal

or physical in nature, and is considered to be misconduct by any employee of the Tri-Township Public Library District and subject to disciplinary action.

Examples of harassment include but are not limited to the following:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault/battery.

EMPLOYEE RESPONSIBILITIES

Each employee is responsible for assisting in the prevention of harassment by:

- Refraining from participating in or encouraging acts of conduct that could be perceived as being harassment.
- Reporting acts of harassment to the offender's supervisor, Library Director, or any Library Trustee.
- Assisting any employee who confides in them that he or she is being harassed by encouraging that person to report the act to a supervisor, Library Director or Library Trustee.

The failure of any employee to take action to stop known harassment shall be grounds for disciplinary actions.

SUPERVISORY/MANAGEMENT RESPONSIBILITIES

Each supervisory/manager is responsible for maintaining the workplace free of sexual harassment and to prevent acts of sexual harassment. This responsibility includes:

- Monitoring the working environment on a daily basis for signs of harassment that may be occurring.
- Counseling all employees on the types of behavior that is prohibited and the Library's procedures for reporting and resolving complaints of harassment.
- Immediately stopping any observed acts of harassment by taking the appropriate steps to intervene, whether or not the involved employees are within their line of supervision or not.
- Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment pending an investigation.

Each supervisor/manager has the responsibility to assist any employee of the library who comes to that supervisor with a complaint of harassment in documenting and filing a complaint with the Board of Trustees.

REPORTING PROCEDURES

Any Employee who either observes or believes himself/herself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending employee, to a supervisor/manager and the President of the board of Trustees.

The employee shall document the act(s) of harassment in order to provide the fullest basis for an investigation.

The process for making a complaint about sexual harassment falls into several stages:

- Direct Communication. If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- Contact with Supervisory/Managerial Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or Manager, the problem should be reported to the next level of supervision or the President of the Board of Trustees.
- Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the Library Director or the President of the Board of Trustees. The Director or President will counsel the reporting employee and will be available to assist with filing a formal complaint. The Board of Trustees disciplinary committee will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.
- EEOC Resolution Outside Department. It is the goal of the Library to resolve sexual harassment complaints and incidents within the Library. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days after the alleged incident(s) unless it is a continuing offense. A complaint with EEOC must be filed within 180 days.

FALSE AND FRIVOLOUS COMPLAINTS.

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action, or termination.

Adopted: 9/95

Reviewed: 6/96, 3/97, 6/98, 3/13

EMERGENCY NUMBERS AND INFORMATION

Below are listed names, addresses and phone numbers of repair persons. In the event of an emergency when a critical condition presents itself, the library staff member currently on duty is charged with the following directives:

1. Contact the Library Director. If he/she cannot be reached, contact a board member. (Trustee names are listed in the manual.)
2. If unable to reach the Director or a Board member, or the situation is regarded as an extreme emergency, the library staff member that is on duty should take whatever action he/she deems necessary to correct the situation, i.e., calling a repair person, notifying the City of Troy, et. Emergency numbers are posted in the first workroom by the copier.

WATER SHUT OFF

The main water valve is located in the Mechanical Closet in the Historical/Genealogy room.

GAS SHUT OFF

The main gas valve is located outside the building on the south side. Gas turnoff should be handled by Ameren/Firefighters/Police.

ELECTRIC SHUT OFF

The main electrical panel is located in the large Mechanical Room on the north wall. It will be the first panel to your left labeled "LP2". The small fuse boxes in the small Mechanical room in the hallway will be in the second panel to your right; also labeled "LP2" (will indicate shut off for the "LP1" panels).

ELEVATOR SHUT OFF

The elevator shut off is in the Mechanical room located in the Pat Huck Community Room on the east wall. The switch box is on the inside west wall. Staff should reset this.

AIR CONDITIONER SHUT OFF

The air conditioners can be shut off at the thermostats in both the upper and lower levels of the library or from the circuit breaker located in the electrical panel.

LOCATION OF SMOKE DETECTORS

There are smoke detectors installed throughout the building on both upper and lower levels. Main alarm panel located in front annex on the north wall by elevator.

LOCATION OF FIRE EXTINGUISHERS

NOTE: Water type of extinguisher must be used on wood, papers, etc. ONLY: DO NOT USE ON ELECTRICAL FIRE!!!

Basement:

| | |
|---|----------------|
| One (1) located at the base of stairs in hall (inside door) | (ABC Dry Chem) |
| One (1) at the rear of community room | (ABC Dry Chem) |
| One (1) in the basement kitchen | (ABC Dry Chem) |

Main Level:

| | |
|---|--|
| One (1) by the inside front doors | (ABC Dry Chem) |
| One (1) at the entrance of the back stairwell by Juvenile non-fiction area | (ABC Dry Chem) |
| Two (2) under the circulation desk – one on each Side of desk | (1) (ABC Dry Chem) (1) (Carbon Dioxide) |
| One (1) in workroom on floor by IBM computer | (ABC Dry Chem) |

PHOTOCOPIER:

Two photocopiers are leased from DA-Com Commercial. Service and supplies are under contract with DA-Com Commercial. Phone 314-442-2800. Equip. I.D.'s: 21326 Staff Room, 21415 Public Use.

TYPEWRITERS:

Olympic Personal Typewriter (located in computer room) is not under maintenance contract. Decision as to whom to contact for service will be made by the Library Director, whenever necessary.

COMPUTERS:

There are 14 public access computers: 10 in the computer lab, 2 catalog computers and 2 netbooks. There are 10 staff computers: 3 at the Circulation desk, 1 in the Director's Office, 1 in the Mid work room and 4 in the back office. There is also a laptop computer for the use of the Children's Librarian. New computers are purchased with a 3 year Service Contract and are replaced on a rotation schedule. Computers older than 3 years do not have a service contract. New computers are purchased through Dell. Phone 866-302-7452 ext. 725 0420.

REFRIGERATORS:

There are 2 refrigerators: 1 in the staff area and 1 in the kitchen in the lower level for room rental or library event use. Service and repair handled by Jon's Appliance Repair (Jon Schmaltz), 667-6084.

INSURANCE CARRIER:

Building, Workmen's Compensation
State Farm Insurance
David Margherio
Troy, IL 62294
667-2555

Directors/Officers Insurance
Augustine Insurance
Andy Augustine
Belleville, IL 62221
377-0767

Surety

Western States
Jim Lyons
Troy, IL 62294
667-9119

Adopted: 6/88
Revised: 1/90, 3/91, 5/95, 6/96, 3/97, 6/98, 5/00, 3/13
Reviewed: 3/93

POLICY ON EMPLOYEE/TRUSTEE ILLNESSES AND DEATH IN FAMILY

In the event that an employee or Board member enters the hospital (outpatient procedures will not be recognized), the Library Director shall be allowed to order flowers for said person to be delivered to the hospital. The Board will be responsible for this disbursement. The dollar amount shall not exceed \$30.00.

IN the unfortunate event that an employee or board member or a past Board member experiences the loss of a family member, the Library board will dedicate a book to the collection in memory of that relative. The Library Director shall be responsible for the selection of the book. Family members shall include: Spouse, Parents, Siblings, Children and Step-Children. The Memorial Committee will determine the eligibility for this memorial. The dollar amount for said book shall not exceed \$50.00. The board will be responsible for this disbursement.

Adopted: 4/89
Revised: 11/90, 5/00, 3/13
Reviewed: 1/90/, 3/91, 3/93, 4/95, 6/96, 3/97, 6/98

Tri-Township Public Library District Technology Plan

POLICY STATEMENT

Purpose:

To insure the library has an informed, qualified, and trained staff; to insure that the library has an adequate budget to maintain and improve all aspects of the library's technological services; to insure the library has a long-range plan that embraces integration of new technologies into services, programs, and operations.

Goals:

To update hardware and software on a regular basis; to provide staff with the appropriate training to use and understand new technologies.

Professional Development:

When new hardware and/or software is purchased, training will also be included. Training may be in the form of company provided trainer(s), webinars, and/or training by staff expert.

Current Status:

- The library provides 10 public access computers which include internet access, printing, antivirus software, and productivity software.
- The library has 7 computers for staff use only which include internet access, printing, antivirus software, integrated library system access, and productivity software.
- The library provides 2 netbook computers for in-house use only and include internet access and productivity software. The netbook computers are available to staff and library card holders.
- The library has 2 stand-alone terminals for public access to the online catalog.
- The library provides 24/7 access to its website which includes links to the online catalog and all online databases.
- The library provides broadband (two bundled T-1 lines) and 24/7 WiFi internet access.
- The library has a public printer for self-service copying and staff released print jobs.
- The library provides scanning, faxing, and color printing with staff intervention.
- The library has telephone service and is listed in the white and yellow pages.
- The library has a public communication email, reviewed daily: info@troylibrary.org
- The library director is accessible directly via: director@troylibrary.org
- The library has an ADA compliant website which is updated weekly: <http://www.troylibrary.org>
- The library maintains a technology inventory via the state's WebJunction-Illinois: <http://il.webjunction.org>
- The library has a Computer Use Policy.

Technology Assessment:

- Computers will be cycled out on a rotational basis. Two computers will be replaced annually.
- Software will be updated as new releases are made available, upon the recommendation of IT staff and/or the Library Director.
- A separate budget line has been established to cover the specific expenditures of this plan. This line item will be examined and updated annually during the regular budget process.

Adopted: 10/10

Reviewed: 3/13

Tri-Township Public Library District Computer Use Policy

POLICY STATEMENT

Purpose: To provide computers for use at the library on a primarily first come, first serve basis. Computers may be reserved only for the purposes of taking scholastic and professional exams and for library approved computer classes. The library makes no promise of extra quiet or privacy during examinations or classes.

Cardholders must show library card to use computers. Visitors must show a photo I.D. Logging in on the computer sign-in sheets constitutes agreement to comply with this policy.

Cardholders must be members in good standing with no overdue items and fines < \$3.00.

Cardholders are allowed a minimum of 1 hour usage, visitors are allowed a minimum of 15 minutes usage. When asked to leave due to time, a user will not be allowed back on until an hour has passed or an open terminal becomes available, whichever occurs first.

Users will be courteous to other users. Only one person is allowed per workstation, the only exception being a responsible person with a child under 10. Users will speak quietly to avoid bothering other users. Cell phones should be set to vibrate mode.

Users under the age of 10 must be accompanied by a responsible person age 18 or older.

Users will not attempt:

- To install new software
- To defeat the computer configuration control software.
- To defeat the federally directed content filtering by Illinois Century Network. If you receive a screen that says "Web Access Disabled" try another site.
- To defeat copyright protections for web content and local software content.
- To download or upload illegal or obscene content.

A first time violation of the above listed items will result in a 30 day suspension of computer use privileges.

Print costs are 15 cents per page printed.

User may request installation of new software or internet plug-ins using a Library suggestions card. Ask at the circulation desk if you need assistance.

Created on 7/31/2002

Revised on 04/03/2007

Revision Approved on 04/03/2007

Reviewed: 3/13

FAX POLICY

The primary purpose of the FAX machine in the Tri-Township Public Library is to request and receive inter-library loans of special material on a more timely basis. An example is the request of specific pages of a magazine or book dealing with a particular topic and needed by the requestor in a very short period of time.

The secondary purpose is to provide an additional service to the community of a quick means to send or receive information.

I. INTERLIBRARY LOAN POLICY

A. Use of the FAX machine for interlibrary loan service will be on the following conditions:

1. The request is to be routed to a library in the Illinois Heartland Library System.
2. The request is a bona fide "Emergency," defined as a request for materials which are needed immediately: (Materials are defined as either books, copies of magazine articles or a copy of page (s) from some source on a particular topic).
3. The request is for material in support of a school assignment and is not available to the patron at Collinsville, Edwardsville, or Highland libraries, which are considered to be within a reasonable driving range for the patron.
4. A header page will be transmitted each time there is a transmission. The page will give pertinent information as to who is to receive the transmission, the urgency of the request (reference "D" below), and the number of pages to be transmitted.
5. There will be no charge to the patron for transmission of requests or receipt of responses.

B. If the request can be handled through normal interlibrary loan procedures, then those procedures should be followed.

C. Only staff members are allowed to operate the FAX Machine.

D. Turnaround time for responding to requests that the library receives from other libraries shall be as follows:

1. Request designated as "URGENT" – 4 hours:
2. Request designated as "RUSH" – 24

II. NON-INTERLIBRARY LOAN USE POLICY:

A. A fee will be charged for transmission or receipt of material by the general public. The fee structure is listed in this Manual in the section concerning fees and deposits.

B. Definition of terms:

1. Local Transmission: defined as any location within the direct dialing area of the library that does not need to have a "1" dialed prior to the rest of the number.

2. Long-Distance Transmission: defined as any location outside of the direct dialing area of the library that needs to have a "1" dialed prior to the rest of the number.

3. Overseas: any call that is to a telephone number in a foreign country which may be dialed directly or requires the assistance of an operator to place the call. The charges for this type of call will be determined immediately after the call has been placed by calling the overseas operator to find out the charges for the call. There will be a service fee charged per overseas transmission, as listed in the fee and deposits section of this manual.

Adopted: 6/88

Revised: 3/91, 5/95, 6/96, 3/13

Reviewed: 1/90, 3/93, 3/97, 6/98

MATERIALS CHECK OUT POLICY

BOOKS, MAGAZINES, AUDIO BOOKS

1. All non-reference materials in this category may be checked out on a valid Tri-Township Public Library District card or a valid resident or non-resident card from another library in the Illinois Heartland Library System.
2. The initial loan period shall be for three weeks for books and one week for magazines, movies and music. The date of when the item is due to be brought back to the library is to be stamped on the date due slip in the item or the patron may check online.

RENEWALS:

1. If an item does not have an outstanding request against it, it may be renewed twice.
2. Over the phone renewals will be accepted. Clerk must advise the patron of the new due date and if any items failed to renew.
3. If the item is overdue and the patron wishes to renew it, the fine must be paid first before the renewal can take place. In the case of telephone renewals, the computer notes that a fine is outstanding.
4. An exception as to the number of renewals may be made. This exception is to be worked out with the library staff at the time of the initial checkout of the materials.

RESERVES:

1. A patron may request a hold on any item. This may be done at the circulation desk or by use of the online catalog.
2. When the hold is filled, the requesting patron is to be notified as soon as possible.

NOTIFICATION OF RESERVE MATERIAL AVAILABILITY:

When an item comes in for a patron, that patron is to be called as soon as possible the same day as the material comes in.

The patron will be notified by phone or email. If unable to contact the patron, an attempt will be made daily at varying times. An item not picked up within 7 business days will be routed to either the owning library or the next person in the hold queue.

FILMSTRIPS, POSTERS, MODELS

Items in this category which belong to Tri-Township Public Library District may be checked out as follow:

The check out period is for two weeks only to:

1. Teachers
2. Church groups
3. Special interest groups

ALL MATERIALS MUST BE RETURNED TO THE CIRCULATION DESK

RENEWALS

1. Unless an item has a reserve against it, it may be renewed twice.
2. Over the telephone renewals will be accepted.
3. If the item is overdue and the patron wishes to renew it, the fine must be paid first before the renewal can take place. In the case of telephone renewals, the computer notes that a fine is outstanding.
4. An exception as to the number of renewals may be made. This exception is to be worked out with the library staff at the time of the initial checking out of the materials.

SPECIAL FEES:

A. \$1.00 fee will be assessed if any item in this category is returned in the book return.

RESERVES:

1. A patron may place a reserve on any item in this category through the computer.
2. Upon return of the item that has been reserved, the requesting patron is to be notified as soon as possible.

KITS

Kits which belong to the Tri-Township Public Library District may be checked out as follows;

The check out period is for one week only.

ALL MATERIALS MUST BE RETURNED TO THE CIRCULATION DESK.

RENEWALS:

There will be one renewal, either in person or over the telephone.

SPECIAL FEES:

A \$1.00 fee will be assessed if the kit is returned in the book return.

RESERVES:

1. A patron may place a reserve on any kit through the computer.
2. Upon return of the item that has been reserved, the requesting patron is to be notified as soon as possible.

VIDEOCASSETTES

Videocassettes which belong to the Tri-Township Public Library District may be checked out as follows:

The check out period is for one week only.

RETURN: Special fee if not returned to Circulation Desk

RESERVES:

1. A patron may place a reserve on any videocassette through the computer.
2. Upon return of the item that has been reserved, the requesting patron is to be notified as soon as possible.

OVERDUES FOR ALL LIBRARY MATERIALS:

Refer to the Policy for Overdue, Lost or Damaged Library Materials elsewhere in this manual.

LOST/DAMAGED FOR ALL LIBRARY MATERIALS:

Refer to the Policy for Overdue, Lost or Damaged Library Materials elsewhere in this manual.

Adopted: 10/90

Revised: 6/96, 3/13

Reviewed: 3/91, 3/93, 5/95, 3/97, 6/98

Tri-Township Public Library District
ILL Policy

POLICY STATEMENT

To fully meet its mission, the Tri-Township Public Library district participates in Interlibrary Loan (ILL). The library is committed to this service as it will provided the patrons of the library district with the wide variety of materials, in many formats, to meet educational and recreation objectives.

Definition:

Interlibrary Loan: a service provided by the Tri-Township Public Library District to obtain materials to meet patron's need that cannot be satisfied with in the Illinois Heartland Library System.

The library is full member of the Illinois Heartland Library System and therefore participates in the maintenance of the bibliographic catalog and reciprocal borrowing among the IHLS Members. Items borrowed via IShare will be delivered via the Illinois Library Delivery Service (ILDS) from the IHLS courier. Items may be delivered from lending libraries via USPS. Items borrowed via WorldCat/OCLC by Tri-Township PLD are returned via United States Postal Service (USPS).

REGULATION: Borrowing

1. Priority of borrowing will be: Place online request to borrow in WorldCat/OCLC.
2. The Library attempts to borrow all types of formats except online resources and e-books.
3. All library card holders are eligible for the service. Children under 18 years of age cannot place requests without the permission of their parent. Items will not be released to patrons that are delinquent. Patron must settle all overdue fines or fees over \$3.00 or outstanding lost/damaged charges prior to checkout.
4. Service is free, however a fee of \$5.00 may be charged for all items obtained and then refused or not picked up by the patron in 7 days. This fee will cover the cost of postage and item processing incurred by the library.
5. Patrons will have no more than 10 requests. Patrons will have no more than 10 items obtained via ILL checked out at one time.
6. Patrons are informed at the time of inquiry that items not available at our library or the IHLS can be acquired by ILL. Patron information provided by the Integrated Library System (ILS) will be used to process the item upon arrival and notify patron. Patron information can be verified at time of request. Requests may be made in person, telephone, or email. Patrons will be contacted via telephone or email upon arrival of the item depending on the method of placing the request.
7. All requests in WorldCat/OCLC must be initiated and mediated by the ILL Clerk. New ILS may change the amount of mediation required by the ILL Clerk. Regardless of delivery, the ILL Clerk will process and track all ILL items including notice of overdue from the lending library, renewal requests, troubleshoot lost/damaged items.

8. The date the item is to be returned is included on the band or routing form attached/placed inside the item. ILL clerk will provide contact information so that patrons can request renewals or report lost/damaged items.
9. Overdue notices are generated by the ILS for ILL items and will be processed along with all other overdue notices. ILL Clerk will be responsible for notifying patron of bills generated either by the local ILS or from lending library. Any fees assessed by the lending library will be passed to the patron. Patrons will be assessed a \$50.00 fee, that will be waived once item is returned and all fees charged by the lending library have been paid.
10. ILL items returned late will be subject to overdue fines of \$1.00 per day. The maximum cost charged will be the cost of the item as determined by a) the lender or b) the bibliographic record or c) cost printed on the item (in that order.)
11. Patron records and personal information are retained in a paper file for the duration of the request, lending period and until return of the item. The records will be kept for three months after the return of the item to insure safe return. The records will then be disposed of by shredding.

REGULATION: Lending

1. One Library Staff member will be designated as the ILL Clerk and will be responsible for monitoring requests received via WorldCat/OCLC. The staff member will prepare the items for delivery either by ILDS or mail for WorldCat/OCLC requests.
2. All items are loaned via ILL request except Reference Materials, Microfilm, Popular items, Items less than six months old, Genealogy Material, Non-Circulating Items, and magazines (only 2 years worth are retained). All items are loaned for a period of 5 weeks.
3. No fees are charged when lending. Photocopies will be sent via fax or email if available.
4. The borrowing library is not charged a late fee if item is returned beyond the due date. If the borrowing library loses or damages an item, the borrowing, library will be charged the cost of the item plus \$5.00 processing fee.
5. If restitution has not been made for a lost or damaged item, Tri-Township PLD will not lend to a borrowing library for one year.

Created on 2/8/2005 12:07:00 PM

Approved: 3/1/2005, 7/3/2013

Reviewed: 3/5/2013

Illinois Heartland Library System's Electronic communication Acceptable Usage Policy

Electronic communication tools (EC) provided by the Illinois Heartland Library System (IHLS) include, but are not limited to, E-Mail, Voice Mail, telephone, Internet, Intranets, other groupware tools, and Fax, EC is provided to IHLS staff and member libraries to improve communications between IHLS staff and with member libraries and other key organizations such as the Illinois State Library, and to assist in gathering information from internal and external resources to further the mission of IHLS.

This Electronic Communication Acceptable Usage Policy provides guidelines to assist in the effective and appropriate use of EC. This policy shall apply to every staff member who uses EC and associated services through the use of any technologies or services owned or provided by IHLS. This includes, but is not limited to: telephone, fax machines, phone lines, modems, PC's, IHLS's Local Area Networks and Wide Area Network, electronic bulletin board providers, or other commercial service providers (e.g. America Online).

IHLS computers, computer networks, and EC are IHLS resources and are subject monitoring by appropriate IHLS staff. IHLS reserves the right to access any EC message and use the content for any purpose. Inappropriate use of EC may result in disciplinary action or discontinuation of EC services to the member.

General Principles and Guidelines for Appropriate EC Use

EC is to be used in a manner which is consistent with the IHLS Mission, Philosophy, and Principles. In using EC, the employee must use integrity and professionalism in all communications and comply with all laws and IHLS policies.

Acceptable use of EC include the following:

- Internal communications with other IHLS staff
- External communications with member librarians, suppliers, and vendors.
- Accessing information resources for appropriate library, technical and/or research and development purposes.
- Participation in EC forums or discussion groups when the purpose of such participation is for LCLS purposes.
- Personal use of EC by IHLS staff before or after normal business hours or during weekends and holidays as long as such use is not inappropriate as described in the following section. Minimal use of telephone, e-mail, and voice mail for personal communication is acceptable during normal business hours.

Examples of appropriate personal use include:

- Performing non-profit or community service.
- Participating in civic associations.
- Conducting educational or research projects.
- Retrieving new stories and other information of general interest.

- Pursuing hobby or recreational interest that are not inappropriate, as described in the following sectional.

Examples of inappropriate use of EC includes, but is not limited to, the following:

- Misrepresenting yourself as another individual or organization.
- Revealing confidential information or employee information.
- Access, distributing, or storing materials which could be considered unethical, inappropriate, offensive, disrespectful, or abusive to others, including, but not limited to, pornographic or obscene materials, harassing others with hate mail, discriminatory remarks, abusive, indecent, or objectionable language, or other antisocial behaviors.
- Conducting illegal activities.
- Representing your personal opinions as those of IHLS.
- Personal use of EC when additional service fees would be incurred by IHLS.
- Interfering with the performance of your job or the jobs of other employees.
- To send (upload) or receive (download) information in violation of its copyright.

EC communications exchanged with entities and individuals outside of IHLS are not secured from outside access and monitoring. External communications should be viewed as open to the public domain.

Approved by IHLS Board action 4/18/00

Tri-Township Public Library District

Prohibited Gifts Policy

GENERAL POLICY: It is the policy of the Tri-Township Public Library District 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 all 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 a 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 the organization;

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

10) Information 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 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 such as an employees' association or credit union, offered to a group

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 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 instruction 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 Library Trustees.

ETHICS OFFICER: The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers and employee 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.

Adopted: 6/94

Reviewed: 5/95, 6/96, 3/97, 6/98, 3/13

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT

Investment of Public Funds Policy

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 library District (hereinafter referred to as “District”). Its scope is all public funds of the district.

RESPONSIBILITIES: All investment policies and procedures of the District will be in accordance with Illinois law. The authority of the District 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 District acting under the authority of the District Trustees.

“PRUDENT PERSON” STANDARD: All District 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 person 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 District, 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)
- Yield (attaining a market rate of return on investments)
- Simplicity of management

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 recommendation of the Chief Investment 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 decision, or that could give the appearance of impropriety.

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: Certificate of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the District.

B) **Liquidity:**

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

C) **Yield –Return on investment:**

Within the constraints of Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed 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 District Trustees and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the chief Investment Officer shall review this Policy for any needed modifications and report to the Trustees on the investment portfolio, its effectiveness in meeting the District'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.

Adopted: 6/94

Reviewed: 5/95, 6/96, 3/97, 6/98, 3/13

HONORARIUMS

The Tri-Township Public Library District Board of Trustees recognizes that, while many programs for youth and adults may be arranged so that there are no fees or salaries paid to the presenter of the program, there are times when an honorarium may be appreciated.

Honorariums may be offered to presenters of programs if the library contacts the individuals to present a specific program. Should the presenter volunteer his/her services, they will also be considered for an honorarium.

The guidelines are as follows for non-staff members:

| Length of Program | Honorarium |
|--------------------------|-------------------|
| 1-3 Hours | \$25.00 |
| 4-7 Hours | \$30.00 |
| 8-10 Hours | \$35.00 |
| 11-15 Hours | \$40.00 |
| 16-20 Hours | \$50.00 |

The guidelines are as follows for elected and seated members of the board of Trustees:

1. No Board member shall receive an honorarium for presentations of programs at the Library.

Adopted: 8/89
 Revised: 11/89, 3/91, 3/95, 7/99
 Reviewed: 3/93, 6/96, 5/97, 3/13

POLICY ON THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows¹:

- 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.
- C. The total amount of our operating budget for FY 2012 is: \$519,754.
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations². Tax levies are³:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Audit (for annual audit and related expenses)
 - 5. Maintenance (for maintaining the building)
- G. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
 - 7. Debt Service (for bond and interest payments)
- D. The office is located at this address: 209 South Main Street, Troy, Illinois.
- E. We have approximately the following number of persons employed:

| | | |
|----|-----------|---|
| 1. | Full-time | 7 |
| 2. | Part-time | 3 |
- F. The following organization exercises control over our policies and procedures: *The Tri-Township Public Library District Board of Library Trustees*, which meets monthly on the 1st Tuesday of each month, 7 p.m., at the library.

Its members are: Dennis Ashcraft, President; Leo Lindsay, Vice President; Melanie Elson, Secretary; Katherine Scheller, Treasurer; Pat Huck, Katy Little and Mike Perrine.
- 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, Anne Craig; and various other staff.

II. You may request the information and the records available to the public in the following manner:

- A. Use request form (see attached).
- B. Your request should be directed to the following individual: Director of the Tri-Township Public Library District, FOIA officer⁴.

¹ If the public body maintains a website, the information in Section I must be posted there as well.

² Delete any source that does not apply, e.g. personal property replacement taxes.

³ Delete any of the listed types that are NOT used by the Library.

⁴ P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be "trained" with the on-line training program to be developed by the Illinois Attorney General's office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

- C. You must indicate whether you have a “commercial purpose”⁵ in your request.⁶
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:
 - Monday-Friday, 10 a.m. to 3 p.m.
 - Tri-Township Public Library District, Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Library Trustees

⁵ “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

⁶ In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

Adopted: 01/10

Revised: 3/13

106 WEST OAK STREET FACILITY USAGE POLICIES

The usage policy of the 106 West Oak Street facility is as follows:

1. Hours of Operation: The outdoor facility will be available for use between the hours of 9 a.m. to 9 p.m., Monday through Saturday. It will not be used on Sunday. The gates will be locked when the facility is not in use.
2. Usage: The outdoor facility will be used by the library for library programs. It will not be available for use by the public.
3. Noise: The library will comply with the city noise ordinance.
4. Parking: The library maintains a parking lot at 209 South Main Street for use by our patrons when attending our programs.

Adopted 9/12

*** Note pp. 65 and 66 are separate forms ...an organizational chart and a request form.

Program Policy

This policy pertains to the various programs that the Tri-Township Public Library District conducts throughout the year.

If only one (1) patron shows up to an event then that event will either be cancelled or rescheduled for another time to encourage larger attendance. There must be at least two (2) patrons not including the staff member conducting the event present for the program to proceed as planned.

This is done to ensure the safety of the staff at the Tri-Township Public Library District as well as the public that attends the various programs that the library offers.

Adopted 4/14

Policy on Disruptive Patrons and Unattended or Disruptive Children

DISRUPTIVE PATRON POLICY

Disruptive behavior is any behavior on library premises which infringes on the rights and enjoyments of others using the library. This includes, but is not limited to:

- Disruptive or unsafe behavior which may disturb other patrons' privacy and solitude, cause injury, or damage library property. Examples include running, climbing, pushing and shoving, and throwing things.
- Loud or unnecessary noise. This includes noise created by cell phones and other devices. (Library-sponsored activities are sometimes noisy by necessity.)
- Inappropriate, foul or vulgar language.
- Harassment or threats to library patrons, volunteers or staff, including but not limited to stalking, intimidating, prolonged staring, and harassing behavior related to use of the Internet.
- Leaving young children unattended or unsupervised in violation of the Unattended Child Policy.
- Soliciting or begging in the library or on library property.
- Using the restrooms for laundry or bathing.
- Entering into the Library barefoot or removing one's footwear while in the Library, or being otherwise attired so as to be disruptive to the Library environment.
- Using tobacco products or e-cigarettes inside the library or within 15 feet of the entrance, windows that open, or ventilation.
- Eating in the library except during library-approved activities.
- Carrying a weapon in the library or on library property (unless authorized by law.)
- Violating any policy or procedure regarding the use of the library's computers or the Internet.
- Inappropriate displays of affection.
- Failing to comply with a reasonable staff request.

Staff Procedures

1. Give a verbal warning to the patron indicating that such behavior is disruptive to other library users and is unacceptable.
2. If the disruptive behavior continues, give a second warning, and if the patron is a minor, approach the parent/ guardian with the same warning.
3. If the disruptive behavior still continues, approach the patron or parent/guardian of a minor, if in the building.
 - A. If the patron is 10 years or older, ask the patron to leave the library premises.
 - B. Request the parent/guardian to escort the child from the library premises.
4. If the child is younger than ten years of age and unattended, follow the procedures outlined under UNATTENDED CHILDREN OR DISRUPTIVE CHILDREN POLICY.
5. If the patron's disruptive behavior continues and he/she refuses to leave library premises, or if the parent/ guardian will not escort child from library premises, library staff will call the Police (911 for emergency situations, or 618-667-6731 for non-emergency situations).
6. If the Police are notified the staff must fill out an incident report to submit to the director of the library.
7. If there is damage, when possible use a camera or cell phone to document it.
8. If there is a pattern of behavior over time, other actions may be taken as necessary to ensure the enjoyment of the library by all members of the community.

Friends and relatives of library staff members are governed by the same policy.

UNATTENDED OR DISRUPTIVE CHILDREN POLICY

The Tri-Township Public Library District welcomes children to use its facilities and services. However, responsibility for children using the library rests with the parent/guardian or assigned chaperone, not with library personnel.

UNATTENDED CHILDREN

The Tri-Township Public Library District will not be responsible for children left unattended in the library.

Children should only be left unattended at a library sponsored event if they are ten (10) years old or older.

Children under the age of ten (10) should always be accompanied by a parent/guardian or sibling/relative aged twelve (12) years or older.

All children using the library are subject to the policies and procedures adopted by the Tri-Township Public Library District concerning behavior and conduct.

Staff Procedures

If it is thirty minutes or less until closing time, or the unattended child becomes distraught (visibly upset while left unattended), library staff may if necessary, use the following procedures in order to resolve the situation.

1. Try to identify the child and locate the parent or responsible person. Walk through the building with the child and/or page the child's parent using the parent's name or the child's name. If no name is available, describe the child's physical appearance.

2. If the parent is not located within thirty minutes (ten minutes if the library is closing), library staff and/or child will attempt to locate the parent/guardian by telephone, utilizing library records, telephone directories, or other sources available, if necessary.

3. If, after exhausting all sources, no contact has been made with the parent/guardian the staff member will call the Troy Police Department (618-667-6731) when the incident occurs within the library or on library property, a staff member should stay with the child until the proper authorities arrive. Under no circumstances is staff to transport a child to another location.

Children playing or loitering outside the library do so without library supervision.

DISRUPTIVE CHILDREN

Disruptive behavior is any behavior on library premises which infringes on the rights of others using the library. Such behavior will not be allowed to interfere with library service to others. Disruptive children will be approached in the following manner by library staff on duty.

Staff Procedures

1. Give a verbal warning to the child indicating that such behavior is disruptive to other library users and is unacceptable.

Staff and/or security may skip to the procedure listed under number three (3) below if circumstances warrant.

2. If the disruptive behavior continues, give a second warning and approach the parent/guardian with the same warning.

3. When the disruptive behavior continues approach parent/guardian if in the building.

A. Request the parent/guardian to escort the child from library premises.

B. If the child is unattended and twelve years of age or older, ask the child to leave library premises.

C. If the child is younger than twelve years of age and unattended; follow the procedures outlined under UNATTENDED CHILDREN above.

4. If the child's disruptive behavior continues and he/she refuses to leave the premises, or if the parent/guardian will not escort the child from library premises, library staff will call the Police (911 emergency, 618-667-6731 non-emergency).

5. If the police are called staff must fill out an Incident Report and submit it to the library director.

Ejecting a patron from the library-1 day, 1 week, 1 month or permanently

- Staff has the authority to eject a patron if the patron has violated tenants of the policy manual and after staff has followed the “staff procedures” described above.
- Suspension of library use privileges may be a day for a first offense and/or behavior that does not endanger other people (e.g. noise, loitering, and intoxication); and longer (from one week up to one month) for subsequent offenses and for threatening, harassing, unsafe or illegal behavior. The Director has the authority to determine the length of the suspension.
- The Director or Circulation Supervisor will alert library staff by email and insert a block in the patron’s library record disallowing library use until the date noted.
- The Director will mail a letter to adult patrons or to minor’s parent if the suspension of library use privilege is for more than one week.
- A patron could be permanently banned from the library if they assault a fellow patron or a staff member. Action of this sort will resort in contacting the police immediately (911). Upon being ejected from the premises the status of the offending patron’s eligibility will be discussed with the board of trustees during the next board meeting.

Repeat Offender

If a patron is a “repeat offender” which means they continually break library policy and have been evicted from the library before then the director may revoke library privileges permanently regarding the patron in question. The director will then notify the staff of the decision and place the appropriate blocks on the patron’s account. If the repeat offender is a minor the director will notify the parent or guardian of the minor and explain the reason(s) why they are banned from the library.

The Director will also notify the board of trustees of this decision at the next monthly board meeting.

Appealing

If a patron wishes to appeal a decision made by the director in removing a ban on their access to the library they can submit a letter of appeals to the board of trustees describing why they think the decision was made in error and why the ban should be lifted. The board of trustees will then discuss the appeal at the next monthly board meeting. The Board of Trustees will have the final say if the ban stands or is repealed.

To submit a letter of appeals please address the letter to "The Board of Trustees" 209 S. Main St., Troy IL 62294.

Adopted: 6/3/2014

Reviewed:

Revised: