

**TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES**

**POLICY MANUAL**

**AUGUST 2023**

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

**BOARD OF TRUSTEES**

Michele Erschen, President

Katherine Scheller, Treasurer

Mary Ellen Akridge, Vice President

Twyla Juehne, Secretary

Dennis Ashcraft

Elizabeth Compton

Dawn Henry

## 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 fundraising 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 16, 1995.

Adopted: 6/88  
Revised: 5/96, 2/13  
Reviewed: 4/89, 1/90, 3/91, 3/93, 5/95, 3/97, 6/98, 6/23

## 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 smoking (including electronic cigarettes, as well as marijuana) or boisterous talk by patrons is permitted within the Library facility, except in designated areas.

Light snacks are permitted within the library as are drinks with lids.

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 animals or animals used for library events.

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, 6/23

## Tri-Township Public Library District COVID-19 Mask Mandate Policy

The Tri-Township Public Library District is committed to the safety and security of its patrons, personnel, and its surrounding community. Therefore, in an effort to ensure the safety of visitors to the library all patrons over 2 years of age are required to wear a mask when inside the library.

In accordance with state mandates regarding COVID-19 and mask wearing policies the library will comply with any and all recommendations issued by the governor of Illinois or the Illinois Health Department.

This policy will be in effect as long as there is a state sponsored mask mandate in place and will only be lifted when its state counterpart is likewise lifted.

Patrons should be aware that even if this policy is lifted it can return if (or when) a state mask mandate returns.

Approved: 1/22

Reviewed: 6/23

## Public Participation Policy

The Tri-Township Public Library District Board of Trustees has researched state records and legal statutes for best practice in regards to public participation in board meetings and this document represents our findings and hereafter will be a policy of the Tri-Township Public Library.

Meetings are open to the public. Closed meetings / sessions are not open to the public and will be posted as such.

\*Residents may participate during library board meetings under the "Public Participation" portion of the Regular Library Board meetings, limited to three (3) minutes per library resident, unless granted additional time by the Board President

\*Residents may participate during the approval of "Ordinances & Resolutions, limited to three (3) minutes per library resident, with comments directed to the Council as a whole (not directed at any individual Board member) and directed strictly to the item under discussion.

Adopted: 8/23



## Tri-Township Public Library District Remote Attendance Policy

- A. **Policy Statement.** It is the policy of the Tri-Township Public Library District that a member of the Board of Trustees; which is subject to the provisions of the Open Meetings Act may attend and participate in any open or closed meeting of Tri-Township Public Library District Board of Trustees from a remote location via telephone, video or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws.
- B. **Prerequisites.** A member of the Tri-Township Public Library District's Board of Trustees shall be provided the opportunity to attend an open and closed meeting or only one such meetings from a remote location if the member meets that following conditions and a majority of a quorum of the Board of Trustees votes to approve the remote attendance;
1. The member must notify the recording secretary or clerk of the Board of Trustees at least **twenty-four (24) hours** before the meeting unless advance notice is impractical;
  2. The member must meet one of three reasons described herein why he or she is unable to physically attend the meeting, including either: (1) that the member cannot attend because of personal illness or disability; (2) the member cannot attend because of employment purposes or the business of the Tri-Township Public Library District, or (3) the member cannot attend because of a family or other emergency; and
  3. A quorum of the Board of Trustees must be physically present.
- C. **Voting Procedure.** After roll call, a vote of the Board of Trustees shall be taken, considering the prerequisites set forth in paragraph (B), on whether to allow an off-site board member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the same reason applies in each case. Otherwise a vote must be taken to allow each remote participation.
- D. **Quorum and Vote Required.** A quorum must be established by members physically present at any meeting before it can be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of a quorum shall be necessary to decide the issue. For the meeting to continue there shall always need to be a quorum physically present.
- E. **Minutes.** The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference, for that meeting of the members is allowed to participate. The meeting minutes of the Tri-Township Public Library District shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

Adopted: 3/19

Reviewed: 6/23

## **POLICY PROHIBITING SEXUAL HARASSMENT<sup>1</sup>**

### *I. PROHIBITION ON SEXUAL HARASSMENT*

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

### *II. DEFINITION OF SEXUAL HARASSMENT*

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes:

- Verbal: 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, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

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<sup>1</sup> This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

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

### III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

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

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

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

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

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

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

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

#### *IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS*

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

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

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

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

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

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

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

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

#### *V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT*

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

#### *VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT*

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

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

## HOLIDAYS/HOURS OF SERVICE

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

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

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

Holiday Pay:

1. All full-time employees will receive nine (9) regular holidays per year. Part-time staff will be paid their hourly rate if they were scheduled to work on the holidays.
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 one (1) Staff Development Day 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, 6/23

## **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 maintenance 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 measurable contribution from employees, with financial rewards compatible with other local salary scales 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, 6/23

## 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, 6/23

## 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

Plus a drivers license or photo id with a 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, (such as living within the Triad School 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. Likewise, children of divorced or separated parents are entitled to a library card per their parent's discretion. Which may result in the child have more than one (1) valid library card.

**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, 6/23

## **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 reports are run weekly, 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 mail, telephone, email or text message (if requested by patron). If the patron does not respond or cannot be reached, after three attempts, a postcard 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 Polaris. The patron's record in the computer is clearly marked in the notes section as "NO BORROWING UNTIL FINES ARE RESOLVED". If the patron tries to use the library again, this message will block any attempt to check out library materials. 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 the "PRICE " field of the POLARIS record of the material in question. 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.

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, 6/23

**FEES AND DEPOSITS**

## LIBRARY CARDS:

Residents                      Paid for in property taxes

Non-Residents:              Fee for individual or family district wide non-resident card for one year  
(from date of issuance of card) is based on current taxes

## DUPLICATE LIBRARY CARD:

\$1.00 per replacement card.

## OVERDUE FINE:

\$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

\$0.50 per page – color

## FAX TRANSMISSION FEES:

Send:

\$0.50 first page

\$0.50 each additional page

Receive:

\$0.50 per page

## Overseas Call:

The price of the call plus the normal long-distance charge per page transmitted. 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 Fee is \$6.50 for the first page and \$.75 for each additional page

Adopted:            6/88

Revised:           4/89, 6/93, 6/96, 2/13, 6/13

Reviewed:         6/91, 5/95, 3/97, 6/98, 6/23

## 3D Printing Policy

The Tri-Township Public Library District has a 3D Printer that is available for non-commercial public use. Printing costs .15 cents per gram of filament used. Please note that this includes any additional supports needed during printing and may not reflect the printed product's final weight. 3D prints must be picked up within 7 days of completion by the individual who requested the print or they will become property of the Tri-Township Public Library District. Designs for printing must be submitted as a .stl (Stereo Lithography) file either via a USB flash drive or by email to [info@troylibrary.org](mailto:info@troylibrary.org) if file size allows. The maximum print dimensions are 11.6 X 7.6 X 6.5 IN. When requesting a print, a patron may request any of the available filament colors.

### All print requests must abide by the following restrictions.

1. Only Tri-Township Public Library staff members may operate the 3D printer.
2. The 3D printer may be used for lawful purposes only. The public will not be permitted to use the Library's 3D printer to create objects that are:
  - a. Prohibited by state or federal law.
  - b. In violation of another's intellectual property rights. The printer will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
  - c. Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others; such as, guns, knives, or any other weapon or weapon components.
  - d. Obscene or otherwise inappropriate for the library environment.
3. The Tri-Township Public Library District reserves the right to refuse any 3D print request.
  - a. Non-commercial use of the 3D printer is at the discretion of designated library staff, and quantities will be limited.
  - b. Supervision of the use of the 3D printer by Library staff does not constitute knowledge or acknowledgement of any unapparent final use of the 3D product and the Library specifically disclaims any knowledge thereof.
4. Acknowledgement of the following by patrons utilizing the 3D printer:
  - a. By submitting content or objects, the patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
  - b. The Tri-Township Public Library District is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.



## 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 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.

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Adopted from the May 1953 Westchester Conference statement

#### **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.

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.

Reviewed 6/23

## 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.

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 as well as the United States as a whole, 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.

#### YOUNG ADULT MATERIAL:

Titles of interest to persons of middle school age through high school are purchased and shelved in the young adult 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, 6/23

### BOOK WITHDRAWAL POLICY

The Tri-Township Public Library District weeds its materials in order to maintain a relevant collection and control shelf space. Each of the library's collections falls into one of two weeding categories based on its size and the frequency that materials are added. The collections in the Constant Weed Cycle need to be monitored continuously and weeded every one to two years, while the collections in the Occasional Weed Cycle need to be checked periodically and weeded every three to five years if at all. Collections may be moved from one category to the other based on changes in ordering, shelf space, and patron use. The categories are as follows.

Constant Weed Cycle	Occasional Weed Cycle
<ul style="list-style-type: none"> <li>● Adult Fiction + Paperbacks</li> <li>● Adult Non-Fiction + Biographies</li> <li>● Young Adult Fiction</li> <li>● Juvenile Fiction</li> <li>● Juvenile Picture Books</li> </ul>	<ul style="list-style-type: none"> <li>● Adult Fiction DVD's</li> <li>● Juvenile Fiction DVD's</li> <li>● Multipart DVD's + Multipart Blu-Rays</li> <li>● Adult Non-Fiction DVD's</li> <li>● Blu-Rays + Video Games</li> <li>● Music CD's</li> <li>● Young Adult Non-Fiction</li> <li>● Juvenile Non-Fiction</li> <li>● Readers + Board Books + Spanish Books</li> <li>● Adult Fiction Audio Books</li> <li>● Adult Non-Fiction Audio Books</li> <li>● Young Adult Audio Books</li> <li>● Juvenile Audio Books</li> <li>● Picture Book and Reader Audio Kits</li> </ul>

Within each category, the respective collections have customized weeding criteria based on general standards of number of check-outs and the age of the material. To perform the weed, the employee responsible for weeding will pull a cart full of material from the current



collection, check the circulation data in the library system, and submit the cart to the library director for their second opinion. The library director will return the cart with their recommendations. Any materials that were determined to not need to be weed will be reshelfed, and the rest will be withdrawn according to the library's protocols.

The employee responsible for weeding should be steadily working through the Constant Weed Cycle. Once they have finished a collection in the Constant Weed Cycle, they evaluate each collection in the Occasional Weed Cycle based upon shelf crowding and the last time it was weeded. If any section appears to need weeding, they should seek the opinion of the library director. If the director agrees that the collection needs weeding, they should start the weed. When the weed is complete, they will proceed to the next Constant Weed Cycle collection in the order.

### **Weeding Criteria**

Each collection has its own customized criteria for selecting materials to weed. These criteria should be reviewed at the end of each weed to determine if they are still performing adequately, and strengthened or weakened to maintain a healthy collection.

### **Constant Weed Cycle**

#### **Adult Fiction and Paperbacks**

Items 3 years old or older with fewer than 2 checkouts to patrons within the last 2 years are to be weeded. Additionally weed materials by popular authors with more than 10 items in the Tri-Township Public Library District's collection. Materials by popular authors older than 10 years old with more than 50 copies in the library system are to be weeded.

#### **Adult Non-Fiction and Biographies**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 2 years are to be weeded. Any items that are determined to contain out of date information may also be weeded.

#### **Young Adult Fiction**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 2 years are to be weeded.

#### **Juvenile Fiction**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 3 years are to be weeded.

#### **Juvenile Picture Books**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 3 years are to be weeded.

### **Occasional Weed Cycle**

**Adult Fiction DVD's**

Run list through Simply Reports. Items 2 years old or older with fewer than 8 checkouts to patrons within the last 2 years are to be weeded.

**Juvenile DVD's**

Run list through Simply Reports. Items 5 years old or older with fewer than 3 checkouts to patrons within the last 2 years are to be weeded.

**Multipart DVD's and Multipart Blu-Rays**

Run lists through Simply Reports. Items 2 years old or older with fewer than 5 checkouts to patrons within the last 2 years are to be weeded.

**Adult Non-Fiction DVD's**

Run list through Simply Reports. Items 2 years old or older with less than 1 checkout to patrons within the last 2 years and 0 current year checkouts to patrons are to be weeded.

**Blu-Rays and Video Games**

Run lists through Simply Reports. Items 2 years old or older with fewer than 5 checkouts to patrons within the last 2 years are to be weeded.

**Music Cd's**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 2 years are to be weeded.

**Young Adult Non-Fiction**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 2 years are to be weeded.

**Juvenile Non-Fiction**

Items 5 years old or older with fewer than 2 checkouts to patrons within the last 3 years are to be weeded.

**Readers and Board Books and Spanish Books**

Readers: Items 2 years old or older with fewer than 2 checkouts to patrons within the past 2 years are to be weeded.

Board Books: Items are weeded solely on physical wear and damage.

Spanish Books: The collection is either kept or weeded in its entirety.

**Adult Fiction Audio Books**

Items 5 years old or older with fewer than 2 checkouts to patrons within the past 3 years are to be weeded.

**Adult Non-Fiction Audio Books**

Items 5 years old or older with no checkouts to patrons within the past 2 years are to be weeded.

**Young Adult Audio Books**

Items 5 years old or older with no checkouts to patrons within the past 2 years are to be weeded.

**Juvenile Audio Books**

Items 5 years old or older with no checkouts to patrons within the past 3 years are to be weeded.

**Picture Book Audio Kits and Reader Audio Kits**

Items 5 years old or older with no checkouts to patrons within the past 3 years are to be weeded.

**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 item.

Adopted: 6/88

Reviewed: 4/89/, 1/90, 3/91, 3/93, 5/95, 6/96, 3/97, 6/98, 2/13, 6/23

## 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 extralegal 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 expression is protected by the constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a 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 extralegal. 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, 6/23

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author:

\_\_\_\_\_

Title:

\_\_\_\_\_

Publisher:

\_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone: \_\_\_\_\_

Complainant represents:                      Him/Herself \_\_\_\_\_                      Others \_\_\_\_\_

Use the back of the 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 ?

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

\_\_\_\_\_  
Signature of Complainant

Adopted 3/23  
Reviewed 6/23

## 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) a community room (seating capacity – 120) and an outdoor green space with pavilion. 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: \$50 for the conference room, \$150 for the community room (includes use of the kitchen) and \$50 for the Green Space.

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

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

### PROCEDURES FOR RENTAL OF MEETING ROOMS AND GREEN SPACE:

1. Application for use of a meeting room or Green Space is made through the library regular open hours . If the Library Director or Reservation Calendar is not accessible to confirm the availability, renter may complete the application and pay deposit but

confirmation must be received from the Library Director via telephone, email or U.S. mail within 5 days of submission of application.

2. Application will include name or names of parties responsible, contact address, phone number and email (if available) and description of event. A copy of regulations will be attached to the application and renter will sign a statement of compliance.
3. Upon receipt of the application and deposit fee, the Library Director or design 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 keys may be accomplished any time the library is open.
4. Key for renters booking events when the library is not open will be kept in the key box on a clearly marked key chain. Staff will ask for identification of the person picking up the key and will verify the date and time of the event and that the rental has been paid. Staff will be instructed on the procedure.
5. A checklist will be used to inspect the area before and after use. The renter will be provided a checklist at the time of issuing the key. Any discrepancies in the condition of the meeting rooms or green space after the event will be noted on the checklist. The checklist will include a list of equipment so that all equipment can be accounted for before and after the event. The renter will record any difficulties with equipment or problems regarding the cleaning or condition of the meeting rooms or green space on the checklist. Checklist will include an inspection of restrooms, stairwells and hallways.

Adopted 1/2005

Revised 7/12, 6/23

#### Library Responsibilities:

1. Library will insure that the Community Room and 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, microphone, podium and a projector. There are 9 rectangular tables, 3 short children's tables and 6 round tables. The rectangular tables are 8 feet long and seat 8 people comfortably. The 6 round tables seat 8. **The Renter/User is requested to not change the height of any tables within the Community Room Area.** 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 Community Room, 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 the kitchen. Occupancy for the Community Room should not exceed 125 persons and occupancy for the Board Room should not exceed 10 persons.



4. No smoking of any kind 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 groups/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. A list of all of the library provided equipment will be made available to the client.
9. Food and beverages may be consumed in the Community Room, however, food and beverages are not to be consumed in the Board Room.
10. A Library staff member will check the Community Room, 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 seven (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 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.
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 the calendar until the application is completed and a 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. Community Room and Kitchen Rental - \$150.00
  - b. Board Room Rental - \$50.00
  - c. Green Space Rental - \$50.00
7. Renter will be given a key to enter the building if an 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 the 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 canceled 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 8:28:00 AM

Approved: 01/04/2005

Revised: 12/2012, 7/23

## **Tri-Township Public Library District Photography and Filming Policy**

The Tri-Township Public Library District may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or patrons' rights to privacy. Photography or videography is generally permitted if it is for general Library promotion by the Library or media, student projects and/or strictly for personal use. Photography or filming for commercial use is strictly restricted, which includes self-promotion for social media. (See next paragraph.) Visitors may take casual photographs or video recordings in the Library as long as no other patron images are captured. The use of additional equipment, such as tripods or lighting, is not permitted because of safety, liability and other issues, unless previously approved by the Library Director.

In order to provide all the Library users with the safest and most pleasant Library experience, no commercial photography or filming may occur in the Library without the prior permission and approval of the Library Director or their designee; this includes self-promotion for social media. Commercial photography requests and filming requests must be submitted in writing for approval to the Library Director at least 7 days prior to visiting the Library.

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

### **PATRON PHOTOGRAPHY AND FILMING**

Under no circumstances may the public or members of the media take photographs, video recordings, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records is not permitted without their consent in writing. If any person to be photographed or filmed is under 18 years of age, permission must be obtained in writing by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Individuals who photograph or film inside the Library must honor requests from patrons and staff who do not want to be included in photos or recordings. If the photography or filming requires a significant amount of time and/or equipment setup, the Library Director should be contacted in writing at least 7 days prior to photographing or filming so that proper accommodations can be made. All photography and recording must be carried out so as not to disturb Library users or staff and not block aisles, walkways, stairwells, doors or exits.

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

## **PHOTOGRAPHY AND FILMING**

The staff of the Tri-Township Public Library District regularly takes photographs or videos of patrons and staff at Library programs, workshops, classes and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's different social media accounts. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the parent or guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by Library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

### **FAILURE TO COMPLY**

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

### **DAMAGES AND LIABILITY**

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

### **APPEAL AND REVIEW**

The Board of Trustees of the Tri-Township Public Library District will review the *Photography and Filming Policy* and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding photography and filming within the Library. Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing. Please note that any appeal with also be presented to the Tri-Township Public Library District's Board of Trustees at the next Library Board Meeting in order to notify an appeal took place.

### **OPEN MEETINGS ACT EXCEPTION**

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

- (a) taping shall not interfere with the overall decorum and proceedings of the meeting i.e., the machine and/or operator must be quiet and unobtrusive;
- (b) the machine and/or operator shall not interfere with the auditory rights of the other citizens; and
- (c) no recording or filming will be allowed as set forth under statute 735 ILCS 5/8, which provides that "No witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying." In this regard, Section 2.05 of the Open Meetings Act provides that, "If a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal, refuses

to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, the authority holding the meeting shall prohibit such recording during the testimony of the witness..” (5 ILCS 120/2.05) The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.

Revised: 7/23

Adopted: 08/02/2022

## MEETING ROOM

The Historical/Genealogy room hereafter referred to as the Meeting Room. The Troy Genealogical Society and the Historical Society may use this room for their monthly meetings. 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) 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 id.

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, 2/14, 6/23

## **Tri-Township Public Library District Homebound Services Policy**

The Tri-Township Public Library District offers Homebound services to those patrons residing in the Tri-Township Public Library District. "Homebound" is defined as being generally confined to one's residence either temporarily, due to illness or accident, or permanently, due to disability, age, or other mobility issues. Homebound services are available to any adult patron. In order to qualify for Homebound services, a patron must provide evidence that they cannot reasonably travel to the library in order to benefit from the library and the services it provides.

Homebound services are provided at no cost to the patron. Delivery will be scheduled at the mutual convenience of staff and patron, every two weeks. Homebound patrons will be exempt from overdue fines, but will be responsible for charges from lost or damaged library materials. For the protection of patrons and library materials, items will only be delivered to individuals designated by the patron.

Patrons registered for Homebound services may call or email the library to request specific titles, or request that library staff select materials for them based on reading preferences. The library staff will maintain a reading history of titles previously checked out by the Homebound patron for the purpose of selecting materials.

Patrons requesting Homebound services must provide a safe and appropriate environment for library staff or volunteers, and are responsible for all library materials that are checked out to them. Library staff or volunteers may choose not to enter a home, leave a home immediately, and/or recommend suspension of Homebound services if any of the following conditions exist.

1. Any Person in the home presents threatening, obscene or abusive language, gestures, or images.
2. Any person in the home harasses the library representative.
3. Any person in the home is engaging in illegal activity at the time of service.
4. Any person in the home exhibits signs of illness that may endanger the health of the library representative.
5. The conditions of the home and/or property are unsafe or unsanitary.

Adopted: 6/19

Reviewed: 6/23

## COMMUNITY PARTNERSHIPS

The Tri-Township Public Library District strives to provide ways to give back to the community that it serves. Every year the library will accept food goods and other items from the community in order to donate to local organizations. The library staff will work with the community partner to determine the scheduled dates.

Any questions about appropriate donation items should be referred to the library staff.

**Adopted: 7/23**

## 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, 6/23

## **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, 6/23

## **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.

In the Event that Law Enforcement requests confidential records they will need to obtain a warrant ordering the library to share the requested information.

Adopted: 6/88  
 Reviewed: 4/98, 1/90, 3/91, 6/93, 5/95, 6/96, 3/97, 6/98, 2/3, 6/23



## EXHIBIT AND DISPLAY POLICY AND PROCEDURE

### 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, 6/23

## **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  
 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.

Adopted: 6/88  
 Revised: 4/89, 5/95, 6/98, 3/13, 6/23  
 Reviewed: 1/90, 3/91, 3/93

## **FUNDRAISING 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 for said advertisements not to exceed the amount pre approved by the board. 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, 6/23  
 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, 6/23

## 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/Policemen.

### 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 the front annex on the north wall by elevator.

### LOCATION OF FIRE EXTINGUISHERS

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

**PANIC BUTTONS**

Two panic buttons, on lanyards are provided for staff security and kept at the checkout desk. Alarm goes to Barcom and then Troy police.

**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 staff computer	(ABC Dry Chem)

**PHOTOCOPIER:**

Two photocopiers are leased from GFI Digital. Service and supplies are under contract with GFI Digital. Phone 877-434-0012. Equip. I.D.'s: DL 045 Staff Room, DL 791 Public Use.

**COMPUTERS:**

There are 8 public access computers: 8 in the computer lab, and 2 catalog computers. There are 9 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. . 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 Lazerware. Phone 800-235-4448

**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  
618-667-2555

**SURETY:**

JIM LYONS INSURANCE  
420 WEST U.S. 40  
TROY IL, 62294  
618-667-9119

Adopted: 6/88  
Revised: 1/90, 3/91, 5/95, 6/96, 3/97, 6/98, 5/00, 3/13, 6/23  
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 be determined by the board.

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 Board will determine the eligibility for this memorial and the dollar amount for said book. The board will be responsible for this disbursement.

Adopted: 4/89  
Revised: 11/90, 5/00, 3/13, 6/23  
Reviewed: 1/90/, 3/91, 3/93, 4/95, 6/96, 3/97, 6/9

## TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT TECHNOLOGY PLAN

### Purpose:

To ensure the library has an informed, qualified, and trained staff; to ensure that the library has an adequate budget to maintain and improve all aspects of the library's technological services; to ensure 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 experts.

### Current Status:

- The library provides 8 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 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 Fiber Internet and WiFi internet access that is functioning during business hours.
- 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](mailto:info@troylibrary.org)
- The library director is accessible directly via: [director@troylibrary.org](mailto:director@troylibrary.org)
- The library has an ADA compliant website which is updated weekly: <http://www.troylibrary.org>
- The library board is accessible directly via: [board@troylibrary.org](mailto:board@troylibrary.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

Revised 6/23



## TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT COMPUTER USE POLICY

Purpose: To provide computers for use at the library on a primarily first come, first serve basis. Computers should 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.

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.

Patrons are not allowed to install software on the public computers.

Ask at the circulation desk if you need assistance.

Created on 7/2002

Revised on 04/2007

Reviewed: 3/13, 7/23

### FAX MACHINE USE POLICY

A. A 0.50 cent 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, 7/23

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

## **MATERIALS CHECK OUT POLICY**

### **BOOKS, MAGAZINES, AUDIO BOOKS**

1. All materials 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.
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, or by placing a phone call.
2. When the hold is filled, the requesting patron is to be notified as soon as possible through a phone call, email or text message.

### **NOTIFICATION OF RESERVE MATERIAL AVAILABLE**

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 checkout 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. 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 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 or through the phone.
2. Upon return of the item that has been reserved, the next 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 checkout period is for one week only.

ALL MATERIALS MUST BE RETURNED TO THE CIRCULATION DESK.

#### RENEWALS:

There will be two renewals, either in person or over the telephone.

#### SPECIAL FEES

A 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.

Computer Equipment  
(Mobile Hotspots, Mobile Tablets, CD Players, Microphone)

In regards to computer equipment Mobile Hotspots, Mobile Tablets, CD players, and Microphone can be checked out for three (3) weeks.

DVD and Blu-Ray movies in addition to Video Games

The checkout period is for one week only for DVDs, Blu-Ray Movies and Video Games. Television Shows on DVDs and Blu-Rays are checked out for three weeks.

RETURN: A Special fee will be issued 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, 7/23  
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 provide the patrons of the library district with a 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 needs that cannot be satisfied with in the Illinois Heartland Library System.

The library is a 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 parents. Items will not be released to patrons that are delinquent. Patrons must settle all overdue fines or fees over \$3.00 or outstanding lost/damaged charges prior to checkout.
4. Patrons are informed at the time of inquiry that items not available at our library or the IHLS may be acquired by ILL. Patron information provided by the Integrated Library System (ILS) will be used to process the item upon arrival and notify patrons. 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.
5. 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, troubleshooting lost/damaged items.
6. 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.
7. 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 patrons of bills generated either by the local ILS or from the 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.

8. 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.)
9. 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. Any Library Staff member may 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 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 the 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.

## Tri-Township Public Library District Technology Item Policy & Loan Agreement

The Tri-Township Public Library District is committed to offering material in a wide variety of formats and is pleased to offer Technology Items. In order to check out the Technology Items the patron must sign and date the Policy and Loan Agreement. By signing the agreement the patron is agreeing to **all** terms and conditions of the Technology Item Policy and Loan agreement.

- Only an individual 18 years or older may sign the Policy and Loan Agreement. Although a patron under the age of 18 may use the Technology Items, a responsible party must sign the agreement therefore agreeing to take full responsibility of the maintenance of the Technology Items.
- Minors (ages 10 – 17) may check out Technology Items using their cards if their parent or guardian lists them on this form.
- The Technology Items will be checked out for three weeks and are subject to two renewals.
- The Technology Items may be placed on hold by Tri-Township Public Library patrons for pickup at the Tri-Township Public Library District only.
- The Technology Item Policy and Loan Agreement must be read and signed by the borrower before any Technology Items can be checked out for the first time.
- **Technology Items must be returned in person to the Tri-Township Public Library Circulation Desk with all parts in the same condition as when checked out. DO NOT PLACE TECHNOLOGY ITEMS IN THE BOOKDROP OR RETURN TO ANOTHER LIBRARY. FAILURE TO DO SO WILL RESULT IN A \$25.00 FINE.**
- **Failure to abide by the policies in this agreement may result in the loss of Technology Item borrowing privileges.**

### Tablet Use Policies

- Since the Samsung tablet is not strictly an e-reader patrons may logon to the internet and purchase apps. However the patron is responsible for all material downloaded and purchased on the tablet.
- Once the tablet is returned all data, apps, and information that was installed on the tablet when the patron had checked it out will be erased from the tablet, and the library staff will be unable to restore any deleted data. Patrons purchase material at their own risk.
- Patrons will not attempt:
  - To defeat or add any security measures on the tablet.
  - To defeat copyright protections for web content or software content.
  - To download or upload illegal or obscene content.
- The tablet and its accompanying accessories remain the property of the Tri-Township Public Library District, however it is the patron's responsibility to safeguard and protect against damage and loss during the loan period.

### **Individual Cost of Each Item**

- **Samsung Tablet - \$165.00**
- **Power Cord - \$10.00**



- **Wall Charger Adapter - \$10.00**
- **Tablet Cover - \$10.00**
- **Carrying Bag - \$5.00**
- **Total - \$200.0**

### **Mobile Hotspot Use Policies**

- Patrons may only check out One Mobile Hotspot at a time.
- Patrons will not attempt:
  - To defeat or add any security measures on the Mobile Hotspot.
  - To defeat copyright protections for web content or software content.
  - To download or upload illegal or obscene content.
- Service to the Mobile Hotspot will be canceled if it is more than One week overdue, and the patron's library account will be blocked until the Mobile Hotspot is returned.
- The Mobile Hotspot and its accompanying accessories remain the property of the Tri-Township Public Library District, however it is the patron's responsibility to safeguard and protect against damage and loss during the loan period.

#### **Individual Cost of Each Item**

- **Mobile Hotspot - \$100.00**
- **Wall Charger- \$15.00**
- **Carrying Case - \$10.00**
- **Total - \$125.00**

**I have read and understand the conditions and regulations described above and agree with them. I agree that in the event of loss, theft or damage I am financially responsible as indicated above while the device and accessories are checked out in my name.**

Name (print) \_\_\_\_\_

Name (sign) \_\_\_\_\_

Date \_\_\_\_\_

### Minors that may check out the Technology Items

Name (Print)	Age (10+)	Library Card Number	Tablets	Mobile Hotspot
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

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### For Library Staff Use Only

Name	Library Card Number	Initials	Verify I.D.
_____	_____	_____	<input type="checkbox"/>

Adopted: 3/2005, 7/2013  
 Reviewed: 3/2013, 7/23

## **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 to 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 interests 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

Reviewed 7/23

**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 the 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.

Adopted: 6/94

Reviewed: 5/95, 6/96, 3/97, 6/98, 3/13, 7/23

## INVESTMENT POLICY FOR THE TRI-TOWNSHIP PUBLIC DISTRICT

### **Pursuant To The Public Funds Investment Act (30 ILCS 235/2.5)**

It is the policy of the Tri-Township Public Library District to invest public funds in a manner which will provide the highest investment return with the maximum level of security, while simultaneously meeting the daily cash flow demands of the library, and conforming to all state and local statutes governing the investment of public funds.

The purpose of this policy is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Tri-Township Public Library District (hereafter referred to as the "Library District").

This policy includes all funds of the Library District governed by the Board of Trustees, including without limitation, any bond accounts, debt service funds and debt service reserve funds.

Investments shall be made with judgment and care, under the circumstances then prevailing, and take into account diversification, which persons of prudence, discretion and intelligence exercise in the management of their own funds - not for speculation, but for investment. In considering the probable safety of capital, as well as the profitable income to be derived, investments shall be made in accordance with this policy of the Library District.

All investment policies and procedures of the Library District will be in accordance with Illinois law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described in detail therein.

Management and administrative responsibility for the investment policy is hereby delegated to the Treasurer or his/her designee. The Treasurer, and by designation, the Library Director, are both responsible for establishing internal controls and written procedures for the operation of the investment policy, which shall be designed to prevent loss, theft, or misuse of funds.

### **OBJECTIVES**

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

1. Legality- conformance with federal, state and other legal requirements.
2. Safety- preservation of capital, including diversification appropriate to the nature and amount of the funds and protection of investment principal.
3. Liquidity - maintenance of sufficient liquidity to meet current obligations and operating requirements and those reasonably anticipated.
4. Return on Investment - the investment portfolio shall be designated with the objective of obtaining a positive market rate of return on investments throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.



5. Simplicity of Management- the Treasurer, Library Director, and other designated administrative staff must be able to manage Library District investments effectively and efficiently within the time constraints imposed by other responsibilities and limitations imposed by their respective levels of financial expertise. The Treasurer and by delegation, the Library Director, shall both review the portfolio periodically as to its effectiveness in meeting the Library District's need for safety, liquidity, rate of return, diversification and performance.

#### **ETHICS AND CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions.

#### **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The Board Treasurer shall maintain a list of financial institutions authorized as depositories for funds and to provide investment services. The Board of Trustees may approve contracting the services of an investment advisor or money manager.

#### **AUTHORIZED AND SUITABLE INVESTMENTS**

Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills, Bonds, Notes, and other securities guaranteed by the U.S. Government, or any other investments allowed under Illinois state law that satisfy the investment objectives of the Library District, provided any such investment is specifically approved and authorized in advance by the Board of Trustees at a duly constituted public meeting.

#### **SAFE KEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by the Library District, shall be conducted in a manner that ensures security. The Library District is required to keep receipts and a written record of all transactions.

#### **REPORTING**

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board of 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 Treasurer, or his/her designee, shall review this policy for any needed modifications and report to the Board of Trustees on the investment portfolio, its effectiveness in meeting the Library District's need for safety, rate of return, and general performance.

Any policy, rule or law of the Library District or parts thereof in conflict with this Policy is hereby repealed to the extent of such conflict.

Adopted: 9/17

Reviewed: 7/2

**POLICY ON FREEDOM OF INFORMATION ACT AND REQUEST FORM**

I. A brief description of our public body is as follows<sup>2</sup>:

- 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 varies each fiscal year.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations<sup>3</sup>. Tax levies are<sup>4</sup>:
  - 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)
  - 6. Per Capita Grant
- 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	6
2.	Part-time	5
- 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 1<sup>st</sup> Tuesday of each month, 7 p.m., at the library.

Its members are listed on the library website.

- G. We are required to report and be answerable for our operations to:  
*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Secretary of State, Director of State Library 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).

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<sup>2</sup> If the public body maintains a website, the information in Section I must be posted there as well.

<sup>3</sup> Delete any source that does not apply, e.g. personal property replacement taxes.

<sup>4</sup> Delete any of the listed types that are NOT used by the Library.

- B. Your request should be directed to the following individual: Director of the Tri-Township Public Library District, FOIA officer<sup>5</sup>.
- C. You must indicate whether you have a “commercial purpose”<sup>6</sup> in your request.<sup>7</sup>
- 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:

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<sup>5</sup> 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.

<sup>6</sup> “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 disseminating news, articles or opinions of public interest, or research or education.

<sup>7</sup> 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.

Operating Budgets in initial stages are exempt. However, the final draft of the Operating Budget is not exempt.

Personnel Information on staff, board members or patrons are exempt from inspection and copying.

Adopted: 01/10

Revised: 3/13, 7/23

### **GREEN SPACE FACILITY USAGE POLICIES**

The usage policy of the Green Space located at 106 West Oak Street is as follows:

1. Hours of Operation: The Green Space will be available for use between the hours of 9 a.m. to 8 p.m., Monday through Thursday, 9 a.m. to 5 p.m. Friday, and 9 a.m. to 4 p.m. on 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.
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.
5. Patrons and members of the public may rent out the 106 West Oak Street Facility by filling out the Community Room Rental form included within this Policy Manual by specifying they want to rent out the Green Space.

Adopted 9/12

Revised 7/23

## **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 canceled 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

Reviewed 7/23

## **PROGRAM FEES**

The Tri-Township Public 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 necessary. Program Fees are negotiated on an individual basis with the library staff and approved by the Library Director.

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, 6/23

Reviewed: 3/93, 6/96, 5/97, 3/13

## **Policy on Disruptive Patrons and Unattended or Disruptive Children**

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 the 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 the 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 Manager 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 parents 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 to 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: 7/23

