

Policy Manual

Mahomet Public Library District

Approved June 18, 2012
Mahomet Public Library Board of Trustees

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I. Library Use

The Mahomet Public Library is a center of community life offering opportunities for people of all ages to learn, gather and grow by providing resources, programs, technology, and information. The library provides gracious and friendly service to all users.

Who May Use the Library

The library serves all individuals and groups from, and visitors to, Mahomet Township and the Illinois Heartland Library System. Service will not be denied or abridged because of religious, racial, social, economic or political status; or because of mental, emotional or physical condition; age; gender; or sexual orientation.

Services for Patrons with Disabilities

- The Mahomet Public Library complies with the requirements of the Americans with Disabilities Act of 1990.
- Individuals who require an accommodation for a disability (including interpretive services) for any library presentation should contact the library at 217-586-2611 at least seven (7) working days prior to the event.
- The library acts as a facilitator between patrons and the National Library Service for the Blind and Physically Handicapped, which makes talking book service available to those who qualify.
- The library offers homebound delivery service to patrons with disabilities that prevent them from coming to the library.
- Service animals are welcome in the library. (See policy VII-C, *Animals in the Library*, for more details.)

Library staff is always available and happy to assist patrons with disabilities in using the library. They cannot, however, be responsible for persons who require supervision or special needs care. These persons should always be accompanied by a companion.

II. Hours and Holidays

The Mahomet Public Library's regular hours are as follows:

- Monday through Thursday, 9:00am-8:00pm
- Friday, 9:00am-6:00pm
- Saturday, 9:00am-5:00pm
- Sunday, 1:00-5:00pm.

These hours may be adjusted temporarily (e.g., during the summer months) by the Board of Trustees.

The library is closed for the following holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

The library will close at 5:00pm on the Wednesday before Thanksgiving and on New Year's Eve.

When any of the following holidays falls on a Sunday, the library will be closed for that holiday and the following Monday:

- Independence Day
- Christmas Day
- New Year's Day

III. Library Cards

The library's service area is Mahomet Township, which is the boundary of the Mahomet Public Library District. Persons entitled to library service are those living in Mahomet Township (the Library District); those holding valid non-resident cards; and those holding cards in good standing from other Illinois Heartland Library System member libraries.

III-A: Library Cards for Residents of Mahomet Township

To apply for a library card, the applicant must present a photo ID (adults) and proof of residence in the Mahomet Public Library's service area. Library cards for residents are valid for three (3) years. Library cards may only be issued to individuals, not to businesses or organizations.

All conditions agreed upon by the Illinois Heartland Library System member libraries in applying for and maintaining library privileges will be met. Persons owing fines, fees, or overdue materials to this or other libraries must take care of these obligations before a Mahomet Library card will be issued. The library will not issue cards to adults whose children under 18 years of age have outstanding fines or fees until those obligations have been satisfied.

III-B: Library Cards for Non-Residents

Persons who do not live in Mahomet Township do not pay taxes to support the library and therefore do not have public library service. Non-residents may purchase "non-resident" library cards, which entitle the holder to all library rights and privileges of a resident library cardholder.

Non-resident library cards are issued to immediate family members living at the same address and are valid for one year from the date of issue.

The Library Board of Trustees reviews the policy for issuance of non-resident library cards annually in May.

Non-Resident Owners of Property in Mahomet Township

Persons living outside Mahomet Township but owning or leasing property inside the township may obtain **one** non-resident local-use library card for each owner, partner, principal stockholder, or leaseholder of the property without paying a fee. Pursuant to Illinois library law [75 ILCS 16/30-55.60], cards may be issued only to the above individuals. Cards may not be issued to family members. These cards entitle the cardholder to all the rights and privileges of a resident cardholder. Applicants must present the most recent property tax bill or commercial lease annually to obtain or renew a library card.

IGA Cards

IGA cards are non-resident cards provided free to teachers and students through an intergovernmental agreement with the Mahomet-Seymour School District. Individuals who can apply for these cards include:

- Teachers who are employed by the Mahomet-Seymour School District and do not live in any public library district, and
- Children who live outside Mahomet Township, do not live in any public library district, and are eligible to be enrolled in the Mahomet-Seymour School District, whether or not they attend school in the district.

Applicants must present proof of address and a photo ID (parent IDs are accepted for children younger than 16). Teachers must provide their current school photo ID.

Applying for a Non-Resident Card

To apply for a non-resident card, property owners must annually bring in a photo ID and proof of residence. Renters must bring in a photo ID and a copy of the rent receipt or canceled rent check (dated within the last 60 days), or a copy of the lease agreement. The library staff will then calculate the charge.

All property tax information is public record under Illinois law. The library staff may verify property tax information with the County Assessor's office.

The policy for issuance of non-resident library cards, adopted by the Mahomet Public Library District Board of Trustees on June 12, 1995, is reviewed annually in May.

Fee Schedules

- **Fee Schedule for Property Owners.** Non-resident cards for property owners, including persons owning mobile homes on permanent foundations, are issued annually based on the tax-bill method of calculation [IL Administrative Code, Title 23 Section 6050.60(b)]. The annual fee is calculated by multiplying the library's current tax rate by the property's Equalized Assessed Valuation (one-third of the property's market value).
- **Fee Schedule for Renters.** The nonresident fee for renters will be the minimum fee as established annually by the board of trustees.
- **Minimum Fee for Non-Resident Card.** The Library Board of Trustees establishes the minimum annual fee for all categories of non-resident cards each year in May.

III-C: Library Cards for Minors

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

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

Children Under 16 Years of Age

For children under the age of 16, a parent or guardian must sign the application. The library will not issue cards to children under 16 years of age whose parents or guardians have cards that are blocked due to outstanding fines or fees.

Parents or guardians are responsible for fines or fees charged to the card of children under the age of 16, including fees for replacing lost or damaged materials.

III-D: Replacement Cards

The patron must present a valid ID to receive a replacement card.

IV. Library Privileges

IV-A: Patron Privileges

The Mahomet Public Library District library card may be used to check out any materials in the library, except reference and local history items.

Use of Other Libraries by Mahomet Card Holders

- **Reciprocal Borrowing Privileges.** Mahomet patrons may borrow materials in person from other public libraries in the library system, depending on the policies of those libraries.
- **Interlibrary Loans.** Mahomet patrons may borrow items from throughout the state and have the items delivered to and returned by the Mahomet Library.

Use of the Mahomet Library by Cardholders from Other Public Libraries

Patrons from other libraries may borrow physical materials from the Mahomet Public Library. These patrons will not have access to the library's electronic resources, including digital materials and databases. Certain items, including, but not limited to, Roku sticks and Wi-Fi hotspots, are limited to Mahomet Public Library cardholders.

- **SHARE Library Patrons.** Patrons with valid library cards from libraries that are members of SHARE, the same catalog system used by the Mahomet Public Library, may borrow materials from the Mahomet Public Library using their home library cards.
- **Other Illinois Library Patrons.** A patron with a valid library card from another public library in Illinois, including those from the Champaign or Urbana libraries, may register with the Mahomet Public Library as a reciprocal borrower. The registration will expire the day the patron's home library card expires.

IV-B: Loss of Privileges

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

- Exceed the library's limits for fines, fees, or overdue items. (Current limits are posted on the library's website and are available at the circulation desk.) When a patron's own card has exceeded these limits, the patron may not use someone else's card.
- Repeatedly fail to abide by library policies, including policies on user conduct and use of electronic equipment.
- Intentionally damage or deface library property. In cases of vandalism, the library may take legal action.
- Owe fines, bills or materials to other libraries. The library respects the circulation policies of other libraries. A patron who owes fines, fees, or materials to another library in excess of that library's limits will not be allowed to check out materials from the Mahomet Library until the issue is resolved.

The Director may suspend privileges for the amount of time they deem reasonable.

IV-C: Reinstatement of Privileges

Any Mahomet Library patron who has had library privileges denied and wishes to have them reinstated may confer with the Director and/or submit a statement of remediation to the Director's attention. If the patron is dissatisfied with the Director's final decision, they may appeal to the Board of Trustees in writing. All fines, fees and bills must be paid before borrowing privileges will be reinstated

V. Patron Confidentiality

V-A: Confidentiality of Records

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

Notices and bills are sent to patrons by postal mail, email, and/or text message. The library will make a good faith effort to maintain confidentiality. If the patron has requested notification by email, the library cannot be responsible for the security of email messages.

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

- The Director receives a court order directing the release of the information; or
- A sworn officer of the law represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The officer must complete the *Officer's Request for Confidential Information* (Appendix 9) and submit it to the Director.

V-B: Security Camera Footage

The Library has security cameras to enhance the safety and security of Library users, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. Cameras will not be used for the purposes of routinely monitoring staff performance or for staff evaluation.

Signs will be posted at all entrances informing the public and staff that security cameras are in use. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. There is no audio recording associated with the cameras.

Recorded footage is secured in a controlled area for thirty days. Images that show evidence of suspected misbehavior will be saved longer. Access to the archived footage is restricted to the library director and the business manager. Recordings will be shared with law enforcement in support of active investigations.

A log will be maintained, including name, date, time, and reason for viewing, for remote access and viewing of archived footage.

All staff members have access to real-time images as needed to observe patrons in areas not visible from the circulation desk. Because cameras are not monitored continually, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Mahomet Public Library is not responsible for loss of property or personal injury.

VI. Circulation Policy

VI-A: Loan Periods

The library has established loan periods for different types of materials. The Director may alter the circulation rules as needed for items in high demand.

Renewals and Extensions

Materials not on a hold list for other patrons may be renewed up to three times. Wi-Fi hotspots, laptops, and Roku sticks are not renewable. Items may be renewed online, in person, or by phone. The library staff may use their discretion in extending the loan period for items that are not high-demand or best sellers. Extensions are provided, for example, for the convenience of patrons who are vacationing and unable to return materials within the usual checkout period.

VI-B: Limits

Patron cards have limits for the following:

- Number of titles checked out,
- Number of DVDs checked out,
- Number of music CDs checked out,
- Number of Audiobooks on CD checked out,
- Number of items on hold, and
- Number of digital items checked out.

Current limits are posted on the library's website and are available at the circulation desk

VI-C: Lost or Damaged Items

Lost Items

Items more than 30 days overdue are marked as lost in the database and the item's cost is charged to the patron's account. A patron may also voluntarily report the loss of an item.

When a patron claims to have returned an item that library records show to be outstanding, library staff will make a thorough search for the item. If the item cannot be located, library staff will change the item's status to "Claim Returned." If the patron later finds and returns the item, the status will be changed to "checked in" and any accrued overdue fines will be charged to the patron's account. To remove an item from this status, the patron must either return the item or pay for it. A patron may have only a limited number of items marked "Claim Returned" at a time.

Damaged Items

Damaged items are items that can no longer be circulated due to their broken or damaged condition (as determined by a librarian). Examples include (but are not limited to):

- Print materials with broken, bent, or chewed bindings,
- Print materials with torn, defaced, or missing pages,

- Materials with mold or water damage,
- DVDs, CDs, or other audiovisual materials that are scratched, cracked or broken,
- DVDs, CDs, or other audiovisual materials with missing disks or packaging,
- Electronic equipment with missing parts or damaged so that it no longer functions, and
- Board games with missing or damaged parts.

In cases where the item is quite old or has deteriorated due to frequent use, the librarian in charge of the collection will consider these factors when assessing damages.

VI-D Fines and Fees

Overdue Fines

Materials held by a patron beyond their due date are considered overdue. The library does not charge overdue fines except for certain items, including, but not limited to:

- Hotspots
- Roku Sticks with streaming services

Current fines are posted on the library's website and are available at the circulation desk.

The Mahomet Library will make a good faith effort to notify cardholders when their items become overdue. Overdue notification is a courtesy. The library is not responsible if the notification is not received by the cardholder.

Fees for Lost or Damaged Items

The patron will be charged the purchase price of a lost or damaged item. Any overdue fines that have accrued for a lost or damaged item will be waived. Patrons who pay for a damaged item are entitled to keep the item; however, they must pick up the item from the library within thirty days of payment.

In most cases, the library will not accept replacement copies of books or audiovisual materials. Exceptions to this rule may be made by the librarian in charge of the collection.

If a patron has paid for a lost item that was owned by the Mahomet Public Library and later finds the item, they may have the fees refunded if all of the following conditions are met:

- The item is returned in good condition.
- The item is returned within 90 days after the billing notice was sent.

The amount refunded will be the amount paid less the accrued overdue fines. This refund policy applies only to items owned by the Mahomet Public Library.

Loss of Privileges

Patron accounts that carry a balance that exceeds the library's threshold will have their borrowing privileges suspended. The current threshold is posted on the library's website and available at the circulation desk. The patron's card cannot be used to borrow physical or digital materials until the balance is reduced below that threshold.

VI-E: Copyright Law

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

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

VII. Reference & Reader's Advisory Services

Definitions

- **Reference Services** include providing answers to informational questions and materials that support patron research.
- **Readers' Advisory Services** involve matching patrons with fiction and nonfiction materials to meet their recreational needs.

The library's goal is to provide the best possible services by trained staff in a timely manner. These services are provided during all hours that the library is open and self-guided resources are available on the library's website.

Reference Guidelines and Standards

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

The library adopts and adheres to the ALA Statement of Professional Ethics.

Types of Information Not Provided

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

Readers' Advisory Services

The reading tastes of library patrons are taken seriously and without judgment. Library staff will suggest materials without personal bias. When the items are not on our shelves, staff will assist patrons with other options for materials, including digital formats and requesting items through interlibrary loan.

VIII. Rules of Conduct

The purpose of this policy is to ensure that the library provides a pleasant and safe environment for its users for study, research, and recreational reading.

VIII-A: Patron Behavior

Unacceptable Behavior

Unacceptable behavior in the library includes, but is not limited to, the following:

- Running, excessive noise, rowdiness, vandalism or similar disruptive behavior not in accordance with normal use of the library.
- Consuming beverages from containers without lids. (Coffee cups with lids and water or soft drink containers with lids or screw on caps are permitted.)
- Consuming food in the library except in the foyer or during events in the library's meeting room.
- Distributing leaflets, taking surveys, collecting signatures on petitions, soliciting, fundraising, or conducting similar activities throughout the library facility or on library grounds. These activities are, however, permitted within the meeting room as part of a scheduled event.
- Harassing patrons or staff verbally or through actions such as staring, touching, following, or initiating unwanted conversations.
- Removing library materials without authorization.
- Engaging in illegal activity while in the library or on library property.
- Tampering with or intentionally damaging library technology or equipment.
- Possession, use, or sale of alcohol, cigarettes, e-cigarettes, vapes, marijuana, chewing tobacco, or other tobacco in the library or on library property.
- Being under the influence of alcohol or drugs.
- Mutilating or defacing library materials or property.

Additional Rules of Conduct

- Patrons must be fully clothed, including shoes and shirts.
- Polite cell phone use and text messaging are permitted throughout the library. Please remember to speak quietly and set the notification volume to "vibrate" to avoid disturbing others as much as possible.
- Weapons or objects that can reasonably be considered as weapons and firearms of any type are not permitted on library property. Persons (except law enforcement) who conceal or openly carry weapons will be asked to leave library property.
- Patrons should not leave personal items unattended. The library is not responsible for loss of or damage to patrons' belongings.
- Patrons whose bodily hygiene is offensive enough to constitute a nuisance to others may be asked to leave the building. This includes odors caused by perfumes or colognes that interfere with the comfort and safety of others.

- Roller skates, roller blades, skateboards, cleats, and other similar equipment may not be used on library property.

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

VIII-B: Supervision of Children

Mahomet Public Library is a public building, and any public place may be potentially dangerous for a child who is left unattended. Therefore, children under the age of eight MUST be accompanied in the library at all times by a parent or other responsible caregiver 14 years of age or older. Parents or guardians of children under age eight MUST remain in the library building during the entire time their children are attending library-sponsored programs.

Parents or guardians are responsible for the behavior of their children in the library whether or not they are present with their children. Children whose behavior causes a problem for staff or other patrons will receive a warning, and, if their behavior persists, they will be asked to leave the library.

The library assumes no responsibility for children left unattended at closing. If the child has not been picked up by fifteen minutes past closing, the appropriate authorities will be called.

VIII-C: Animals in the Library

Animals are prohibited from the library with the following exceptions:

- Service animals and service animal trainees
- Therapy and support animals
- Animals featured in a program sponsored by the Mahomet Public Library

Service and support animals are welcome at the Mahomet Public Library, but with the following guidelines:

- Service and support animals must be supervised by the owner at all times while inside the library. If the animal is walking, it must be on a leash. The library does not take responsibility for monitoring the safety or behavior of unattended animals.
- Service and support animals are expected to behave in a quiet, orderly manner. If an animal exhibits noisy or disruptive behavior, damages library property, or poses a threat to the health or safety of others, the patron will be asked to remove the animal from the library.
- Service and support animals must be housebroken. If the animal cannot control its bodily functions, the patron will be asked to remove the animal from the library.
- Library staff may ask the patron:
 - Is the animal a service animal required because of a disability?
 - What work or task has the animal been trained to perform?
- Library staff may NOT ask the patron:
 - What is your disability?
 - What documentation or visible designation do you have to prove the animal is a service animal?

IX. Computer and Internet Use

The Mahomet Public Library provides public access to the internet as a way of enhancing its collections with electronic resources from information networks around the world. Internet access is important to Library users for conducting research, retrieving information, exploring ideas, and facilitating communication.

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

The library's wireless network and its public access computers are available free of charge. Library staff may set limits on the maximum time a patron may use a computer in a given day, depending on current demand for computer access. Any restrictions on borrowing status due to fines or fees do not apply to public use computers. Library visitors do not need a library card to use public computers or Wi-Fi.

User Responsibilities

- **Legal Use.** Use of computers in the library must be for legal purposes only.
- **Consideration for Others.** The library is a public building and objectionable or pornographic images that can be seen by others (either intentionally or accidentally, and either on screen or in print) are not permissible.
- **Privacy.** All users are expected to respect the privacy of those using the workstations.
- **Security of Personal Accounts.** Library computers will not log off of patrons' personal accounts automatically. Patrons are responsible for ensuring that they have logged off of all personal accounts before ending their sessions on library computers.

Inappropriate Use

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

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

Copyright

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

Liability

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

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

Library computers will not log off of patrons' personal accounts automatically. Patrons are responsible for ensuring that they have logged off of all personal accounts before ending their sessions on library computers. The library is not responsible for damages resulting from access to patrons' personal accounts by other users.

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

IX-A: Computer Use by Children

The library offers assistance to help children experience the Internet in a safe and rewarding manner, including web safety tips and links to recommended web sites for children. Because information on the Internet constantly changes, it is not possible to totally protect or control what children may encounter. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. It is the responsibility of all parents or guardians to guide their own children's use of the library, its resources and services. Parents are encouraged to discuss with their children the use of the internet in relation to their values and boundaries and to monitor their children's use of the computers.

IX-B: Responsibility and Authority of Library Employees

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

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

IX-C: Loss of Computer Privileges

All library users must comply with this Internet Access Policy. Computer workstations will be managed in a manner consistent with the library's Rules of Conduct. Failure to comply may result in revocation of computer use privileges for a time to be determined by the Library Director.

Violations may also lead to revocation of library privileges, including the right to visit the library building and grounds. Offenders ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

X. Use of Public Rooms

X-A: Meeting Room Policy

In keeping with the library's mission to offer a welcoming place for community interactions, the Mahomet Library meeting room is available for non-profit purposes by government agencies and community groups for informational, educational, or cultural meetings and programs.

Reflecting its commitment to the freedom of speech, the library does not limit the use of the meeting room by community groups on the basis of their legal expression of ideas. ***Use of the meeting room does not constitute library endorsement, support, or co-sponsorship of the event or of the viewpoints expressed.***

Eligible Events

- The meeting room may be used for events sponsored by groups based in Mahomet Township or by groups with a majority of participants from Mahomet.
- The meeting room may not be used for private parties.
- The meeting room may not be used for profitable reasons, including promoting, advertising, or selling commercial products or services. Exceptions to this include:
 - Non-profit organizations selling products if (1) all of the profits are for non-profit or charitable purposes and (2) the group does not attempt to sell to library patrons outside the meeting room.
 - Library-sponsored author visits and musical programs, at which artists are welcome to sell their books or CDs.
- Requests for meeting room use may be denied if the noise from the planned activity would disturb the normal operation of the library.
- If there are questions about the appropriate use of the meeting room, the library director will review the request. Exceptions may be made at the discretion of the director.

Reservations

A **valid Mahomet Library card** is required for all reservations, with the understanding that any damage caused by the user's meeting will result in charges being placed on the user's account. If the meeting ends after regular library hours, this user is also responsible for ensuring that the main entrance doors are locked.

If the room is not reserved or in use, the library will make the room available for quiet work and study. These hours will be posted on the meeting room door.

- **Reservation Form.** The meeting room must be reserved by using the Meeting Room Use Agreement form located on the library's web site and at the circulation desk. The reservation will not be guaranteed until the Meeting Room Use Agreement form has been completed and returned to the library.
- **Scheduling Limitations.** Reservations may be made up to 3 months in advance and are honored on a first-come, first-served basis. No single group may have more than 9 meetings in a 9-month period.

- **Priority for Library Programs.** Library programs receive priority in the scheduling of meeting rooms. The library reserves the right to revise established reservations upon two-week notification to the organization.
- **Cancellations.** If a scheduled event has been cancelled, the group must notify library staff as soon as possible. If a group cancels scheduled meetings more than twice without notifying library staff, the group may be denied future use of the meeting room.

General Room Use Policies

The contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by these policies.

- **Meetings must begin at least ½ hour before the library closes.** If the meeting room is still in use after library hours, the group must make arrangements with library staff for proper exit procedures. Note: The emergency exit door is alarmed and may not be used except in an emergency.
- **Admission Fees and Donations.** Groups may not charge admission or take up collections or donations. Fees for meals or program materials are permissible as long as attendance is not dependent upon the payment of such fees.
- **Furniture and Room Setup.** The room seats up to 65 persons on chairs and up to 50 if seated at tables. Tables and chairs are available in the furniture closet. Groups are responsible for their own room setup. The meeting room must be left in good order and in the condition in which it was found. Meeting room furniture and equipment may not be removed from the building.
- **Decorations.** Attaching materials of any kind to the walls, floors, ceilings, or doors is not allowed.
- **Damages.** The group will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture, or equipment and may be denied future use of the meeting room if damages occur.
- **Children and Teens.** Meetings of individuals under the age of 14 must be supervised by an adult who will remain with them at all times. If minors are still present at the library's closing time, an adult sponsor must remain with them until parents or caregivers pick them up.
- **Storage of Equipment and Supplies.** The library cannot provide storage space for equipment or supplies for groups using the meeting room. The library is not responsible for equipment or articles brought into the building or left in its rooms.
- **Contact Information.** Groups or organizations may not use the library's address or telephone number as their contact information. Library staff members are unable to deliver messages, except in an emergency.
- **Publicity.** All publicity must carry the name of the organization sponsoring the meeting. The library may not be identified as a sponsor.
- **Banned Substances.** Smoking, vaping, alcoholic beverages, and the use of candles or hazardous materials are not allowed on library property.
- **Open Access.** The library staff reserves the right to enter the meeting room at any time.
- **Rules of Conduct.** All groups using the meeting room must also abide by the library's general Rules of Conduct policy. If group members fail to abide by the Rules of Conduct policy, the group may be denied future use of the meeting room.

Using A/V Equipment

The room has open Wi-Fi access and equipment for presentations and movies. The library cannot provide operators for the equipment. The first time an individual or a group intends to use the A/V equipment, a representative must contact library staff to arrange for a brief training session *before* the scheduled event.

Users are responsible for the replacement or reprogramming cost of remote controls, microphones, and computer and audio cables should they become lost or damaged.

Using the Kitchenette

- **Equipment Provided.** Microwave, refrigerator, and sink. The library does not provide other supplies, such as cups or tableware.
- **Intended Use.** The kitchenette may be used for the serving of light refreshments and snacks; it is not to be used for food preparation. Food and beverages may not be taken elsewhere into the library.
- **Clean Up.** Users agree to clean the kitchenette immediately following the meeting and to dispose of garbage in the proper receptacle in the kitchen area. No food may be discarded in the sink. If the kitchenette is not cleaned, the library may assess the group a cleaning fee.

X-B: Study Room Policy

The study room is provided for individual quiet study and for small groups of up to six persons to work together without disturbing other library users.

Reservations and Use

- Reservations may be made up to 2 weeks in advance on a first-come, first-served basis, but walk-ins are welcome when the room is not in use or reserved.
- Use by an individual or group is limited to 2 days per week.
- In order to accommodate multiple users, an individual or group may use the study room for up to 2 hours per day. The time may be extended in half-hour increments if nobody is waiting.
- A vacated room is considered abandoned after 15 minutes and may be assigned to another individual or group.
- The room is not available for persons operating a business or selling merchandise or services, with the exception of:
 - Tutors who are compensated for academic tutoring.
 - Local authors who may have a pre-approved, once-per-title sale of their books or media.
- If there are questions about the appropriate use of the study room, the library director will review the request. Exceptions may be made at the discretion of the director.

General Room Use Policies

- **Sign-In and Out.** Users must sign in and out at the circulation desk.
- **Food and Drink.** Only beverages with lids are allowed in the study room.
- **Decorations.** Attaching materials of any kind to the walls, floors, ceilings, or doors is not allowed.
- **Damages.** Users will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture, or equipment and may be denied future use of the study room if damages occur.
- **Banned Substances.** Smoking, vaping, alcoholic beverages, and the use of candles or hazardous materials are not allowed on library property.
- **Clean Up.** Users are responsible for leaving the room as they found it.
- **Personal Property.** The library is not responsible for loss or damage to the personal property of individuals or groups using any library facilities.

Failure to abide by study room and library conduct policies may result in denial of future use of the study room.

XI. Public Materials for Display

XI-A: Library Bulletin Boards and Displays

The library welcomes public use of its bulletin board, according to the following guidelines:

- Items will be posted or made available on an equitable basis, subject to available space.
- All postings and literature will be approved and placed in the appropriate location by library staff.
- Advertised events must be open to the public.
- Religious and political materials are permissible for informational purposes or to announce special events. Materials which have the primary effect to persuade toward a single point of view will not be displayed.
- The posting of materials on the bulletin board does not imply endorsement by library staff or the Board of Trustees.
- Library use of display spaces to promote library events or announcements has priority over all other uses.
- Bulletin Board items must be no larger than 11 by 17 inches. Postings may remain on the board for up to two weeks or until the event date has passed, whichever comes first.

Outside Displays

- The installation of vending machines or newspaper/literature boxes is not permitted on library property.
- The posting of political or campaign signs is not permitted on library property except when the library is serving as a polling place, when signs are permitted according to regular election rules.

XI-B: Social Media

Library Use of Social Media

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

Comments, posts and messages are welcome. Posted comments are the opinion of the author only and publication of a comment does not imply endorsement or agreement by the Library Director or the Mahomet Public Library. Comments containing the following will be removed:

- Obscene, profane, or racist content,
- Personal attacks, insults or threatening language,
- Potentially libelous statements,
- Plagiarized material,
- Private, personal information published without permission,
- Comments totally unrelated to the content of the forum,
- Hyperlinks to material not related directly to the discussion,
- Organized political or religious activity or proselytizing, and
- Commercial promotions or spam.

Library Employee Use of Social Media

Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the library. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

- Employees identifying themselves as employees of the library must make it clear that the views expressed are theirs alone and do not represent the views of the library.
- Employees must respect the library's confidential and proprietary information and may not post information that is still in draft form or is confidential.
- Employees may not make negative comments about patrons in general, about specific questions from patrons, or about patron behavior on the library's social media sites.

The library does not endorse, monitor or review the content of personal, non-library related social media activity of its employees.

Library Trustee Use of Social Media

Library trustees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. Trustees should keep in mind the following best practices when posting content about library-related subjects on social media:

- Trustees identifying themselves as library trustees must make it clear that the views expressed are theirs alone and do not represent the views of the Library or of other trustees.
- Trustees must respect the library's confidential and proprietary information and may not post information that is still in draft form or is confidential.
- Trustees may not make negative comments about patrons in general, about specific questions from patrons, about patron behavior on the library's social media sites, or about interactions with staff at the library.

XI-C: Donation Boxes

Local organizations may collect items for charity at the library according to the following guidelines:

- The director, or, in the director's absence, a designee, must approve the solicitation in advance.
- The organization may place one clean, unused box, with appropriate signage, in the library entryway for up to 4 weeks.
- Only one organization at a time may have a box in the foyer.
- The organization must provide the library with a representative's name and contact information in case there are any problems or issues with the donation box.

XI-D: Electronic Message Sign

The library's outdoor electronic message sign is used for three purposes:

- Promotions for library programs and services,
- Library communications to the community, and
- Official messages during community-wide emergencies.

The library cannot accept requests to post messages from outside individuals or organizations. Exceptions may be granted at the discretion of the director.

XII. Health, Safety, and Security of Patrons and Employees

XII-A: Sexual Harassment

The Mahomet Public Library District strongly opposes sexual harassment in any form. Sexual harassment is against library policy and is a violation of Title VII of the Civil Rights Act of 1964, as amended in 1991, as well as the Illinois Human Rights Act, as amended on January 7, 1993. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

Work Environment

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Library Employee/Patron Relationship

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by library employees as an abuse of authority and, therefore such harassment will not be tolerated. Likewise, sexual harassment of library employees by patrons is a violation of the Rules of Conduct and will not be tolerated (see *VIII. Rules of Conduct*).

Sexual harassment of a patron by a library employee or of an employee by a patron means:

- Any sexual advance
- Any request for sexual favors
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron
- Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities of creating an intimidating, hostile, or offensive library environment for the patron

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Library Director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a library employee against a patron shall immediately report it to the Library Director. Any employee who is being sexually harassed by a patron shall immediately report this to the Director.

Examples

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

Examples of verbal sexual harassment include: explicit sexual propositions; sexual innuendos; suggestive comments; foul or obscene language; insults of a sexual nature; repeated requests for dates; humor or jokes about sex, anatomy, or gender-specific traits; and statements of a sexual nature about other employees, even outside their presence.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, such as whistling, catcalls, or "kissing" noises; obscene gestures; leering; and the display of foul or obscene printed or visual material, such as posters, signs, slogans of a sexual nature, or pornographic material or websites.

Examples of physical sexual harassment include: unwelcome touching, hugging, kissing, pinching, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

Examples of electronic sexual harassment include: sexting (sending messages with sexual content, including pictures, video, or sexually explicit language), cyber stalking, and threats via any form of electronic communication, including, but not limited to, email, text messages, online postings, blogs, instant messages and social network platforms.

Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, according to whistleblower protections available under Illinois Public Act 100-0554, the Whistleblower Act and the Illinois Human Rights Act.

Consequences of Policy Violation

The consequences of a violation of the prohibition on sexual harassment or the *Prohibition on Sexual Harassment* contained in 5 ILCS 430/5-65 may be subject to a fine of up to \$5,000 per offense; applicable discipline or discharge by the library; and any fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense.

The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

Consequences of Knowingly Making a False Report

Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary or legal action. A false report is **not** a report made in good faith that cannot be proven.

Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. All incidents must be documented with any report (what was said or done, the date, the time and the place) and reported to the Library Director.

Sexual Harassment Reporting Procedure

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. The employee is further urged to report such conduct immediately to the Director in accordance with the Sexual Harassment Reporting Procedure.

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

Step 1

Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a library employee or a fellow patron should report it to the Library Director as soon as possible. If the Director is the subject of the complaint, then the complaint should be presented to the President of the Board of Trustees.

Reporting by Employees

A complaint by a library employee that sexual harassment has occurred shall first be presented to the Library Director. If the Director is the subject of the complaint, then the complaint should be presented to the President of the Board of Trustees.

Step 2

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

Step 3

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

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

Step 4

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

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

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

Legal Recourse, Investigative, and Complaint Process Available through the Illinois Department of Human Rights and Human Rights Commission

Any library patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission. The address and telephone number are:

Illinois Department of Human Rights
222 S. College, Rm. 101A, Springfield, IL 62700
(217) 785-5100

XII-B: Drug Free and Alcohol Free Library

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

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

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

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

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

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

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

XII-C: Smoke Free Environment

The Smoke-free Illinois Act [410 ILCS 82; Public Act 095-0017] prohibits smoking in virtually all public places and workplaces, including libraries. Smoking is prohibited in the library and within 15 feet of the entrance.

XII-D: Bloodborne Pathogen Control

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

Exposure Determination

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

Universal Precautions

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

Exposure Control Plan

At any time within the library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

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

XIII. Library Materials

XIII-A: Selection of Library Materials

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. Freedom is meaningless if it is accorded only to the accepted and inoffensive. The freedom to read, hear and view is essential to our democracy. The library will therefore build and maintain a well-balanced collection of materials in a variety of formats.

The responsibility for the policy governing the inclusion of materials in the library collection rests with the Board of Trustees. The Board of Trustees of the Mahomet Public library endorses the American Library Association's "Library Bill of Rights," the "Freedom to Read" statement, and the "Freedom to View" statement (Appendices A2, A3, A4). The Board delegates the actual task of selecting materials to the Library Director.

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

General Principles

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

Selection Criteria

All criteria are measured by the professional judgment, knowledge, and experience of Mahomet Public Library staff. Materials and electronic resources will be selected with consideration for, but not limited to, the following criteria:

- Appropriate physical format
- Artistic excellence
- Authority of the author or publisher
- Award-winning or "classic" titles
- Contemporary or historical significance
- Content that is accurate and objective
- Cultural diversity
- Currency of the material or electronic resource

- Current interest
- Favorable reviews in reviewing sources
- Inclusion of indexes and/or bibliographies
- Local author, local interest
- Patron requests
- Popular demand
- Price
- Relation to other materials in order to maintain an impartial but comprehensive collection
- Space to house the material
- Subject area and collection development value
- Technical value

Withdrawal of Materials

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

The following factors are considered before materials are removed from the collection:

- **Circulation Frequency.** Materials may be removed if they seldom or no longer circulate.
- **Currency.** Materials may be removed if they are outdated, no longer relevant, or contain inaccurate information
- **Condition.** Materials may be removed if they are in deteriorating physical or operating condition
- **Duplication.** Materials may be removed if they are unneeded duplicate copies
- **Edition.** Materials may be removed if they have been superseded by newer editions

XIII-B: Challenged Materials

The Board of Trustees of the Mahomet Public Library affirms its adoption of the American Library Association’s “Library Bill of Rights,” the “Freedom to Read” statement, and the “Freedom to View” statement. Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Mahomet resident or group of residents.

Process for Challenging Materials

Mahomet Public Library District residents who request the withdrawal of or restricting access to any material from the library are encouraged to first bring this to the attention of the Director in an informal discussion.

If the patron and Director cannot reach an informal resolution, the patron may make a formal request according to the following process:

1. The requestor must complete, sign, and submit a *Request for Reconsideration of Materials* (Appendix A9). Forms that are not completely filled out will be discarded and no action will be taken.
2. The Director, along with professional staff, will review the form and the material in question and respond with a decision to the requestor within two weeks from the date the Request was received.
3. The Board of Trustees will be notified of the receipt of the completed form and the Director’s decision.

4. If the requestor is unsatisfied with the Director's decision, the requestor has the right to present their complaint to the Board of Trustees. This is done by written request to the Board President, asking that the matter be placed on the agenda of a regular Board meeting. The Board President shall provide written notice to the requestor of the date and time of the meeting at which the Board will consider the matter.
5. The Board shall base its final decision on the criteria for selection and maintenance of the collection as defined in its Materials Selection Policy. The requestor shall receive written notification of the action taken by the Board.
6. The Board's decision is final and the material in question may not be reconsidered for at least one year from the date of the Board's decision.

XIII-C: Disposition of Library Materials and Property

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

- **Books and non-print materials** that are from the library's collection, donations, or gifts may be given to Friends of the Mahomet Library or any other tax supported library or library system, sold, or discarded.
- Any **personal property** having a unit value of \$1,000 or less may be disposed of as determined by the Board (or, by designation, the Library Director), who may turn it in on new equipment, make it available for sale or discard it.
- Individual surplus items having a current value of more than \$1,000 but less than \$2,500 may be displayed for public sale at the library. A public notice will be posted stating the date of their availability and the terms of the proposed sale.

No favoritism shall be shown to library staff, members of the Board of Trustees, or members of their immediate families who make bids on or purchase any library item declared surplus.

In the case of newer books in good condition, and large print books in particular, special effort will be made to make these books available to smaller libraries with limited collection budgets as a way to extend their useful life as library materials.

XIV. Volunteers

The mission of the Mahomet Public Library volunteer program is to give community members fulfilling opportunities to use their skills to provide public service to the community; to supplement the efforts of paid library staff in meeting demands for quality public service; and to further the relationship between the public library and the community it serves. Our goal is to secure the most appropriate persons who can help us meet the needs of the library. The Mahomet Public Library will make use of the services of volunteers to supplement, not replace, the work done by library staff.

Definitions and General Provisions

A **volunteer** is an individual who assists with work done at the Mahomet Public Library without wages, benefits, or expectation of monetary compensation of any kind.

- A **high school volunteer** is an individual in grades 9-12 or equivalent
- An **adult volunteer** is an individual 18 years of age or older
- A **Friends Volunteer** is a member of the Friends of the Mahomet Public Library group

Nothing in this policy shall be deemed to create a contract between the volunteer and the Mahomet Public Library. Both the volunteer and the library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause. If a paid library position opens, volunteer applicants will be evaluated on the same criteria as other applicants.

Placement

Potential volunteers will complete a written application and may visit with the Volunteer Coordinator to determine the best assignment for them based on their skills and the library's needs. A background check may be made on adult volunteers. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one (1) year. Applicants will be called if a project is identified which matches their interests or qualifications.

Training and Supervision

Volunteers will be trained by the Volunteer Coordinator and/or another library staff member. Additional training and support will be given when needed and as new tasks are assigned. Hours of volunteer service will be determined by the Volunteer Coordinator in discussion with the volunteer.

Volunteers are under the direct supervision of the Library Director. They are bound by the policies and procedures of the Mahomet Public Library, including the Confidentiality Policy. Volunteers deserve to be and shall be given the respect and courtesy given to library employees.

XV. Gifts to the Library

The Mahomet Public Library is grateful for gifts. Our collection has been enriched by donations of materials as well as by financial contributions.

Restricted Gifts

Unusual gifts, gifts that have conditions attached, or gifts that require the Mahomet Public Library District to assume an additional or a specific liability will be reviewed and are subject to approval by the Board of Trustees. Examples of such gifts include:

- Land gifts which require the agency to assume a property tax liability
- Gifts of improved property which would require maintenance or management
- A very large gift for a service the library district does not offer currently, which would require approval from somebody other than the library district
- Gifts designated for purposes not obviously related to the library district's current mission and services
- Gifts that are so restricted that the library district would be required to expend the funds to a particular individual

There may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the donation. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library. A Gift Agreement Form (Appendix A9) must be signed by the donor and approved by the Library Board of Trustees before a restricted gift can be accepted.

Use of Gifts

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

Tax Deductions

The Internal Revenue Code classifies the Mahomet Public Library District as a political subdivision under Internal Revenue Code 170 (c) (1). The library is exempt from income taxes. Donors to the library may be able to deduct a portion of or their entire donations from their income taxes. Donors should consult with their accountant or tax advisor when considering making a donation to the library.

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a receipt or letter acknowledging the donation.

XV-A: Donations of Books and Audiovisual Materials

The library welcomes the donation of new or gently used books and audio-visual materials, but must add them to the collection on a selective basis. The same criteria used for purchasing decisions will be applied by library staff in deciding whether or not to add proposed donations to the library's collection. Materials not meeting these guidelines cannot be accepted.

If donated books and audiovisual items cannot be used in the library's collection and cannot be returned, they may be posted online for sale or given to the Friends of the Library for book sales. When donated material is no longer needed or useful, it will be disposed of in the same manner as materials that have been purchased. A receipt for donated books and audiovisual materials will be provided upon request.

XV-B: Gift Book Program

The library welcomes monetary contributions specifically for book purchases in memory of or in honor of named individuals. The donor may suggest the general nature or subject area of the materials to be dedicated, and the librarian will propose specific titles based on the library's collection needs. Books may have a book plate bearing the name of the donor and honoree placed inside the book, if desired.

XV-C: Donations of Art, Furnishings, or Equipment

Although donations of art, furnishings, or equipment usually are welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

XV-D: Donations of Money or Assets

The Library Board of Trustees acknowledges the great importance of private gifts and donations to the library's development and growth. The Library welcomes cash contributions, gifts of real property, life insurance policies, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director. Restricted gifts require approval of the Board of Trustees.

Solicitation of Donations

Solicitations of businesses and individuals will be made in accordance with the highest ethical and business fund raising practices. Appeals to vendors and businesses will be made in the spirit of philanthropy with no overt or implied promise of future business or threat of withdrawal of business.

Guidelines for Solicitation

No agreement shall be made between the Mahomet Public Library District and any other library district, agency, person, or organization on any matter that would knowingly jeopardize or compromise the donor's interest.

The role of the Library Board of Trustees and volunteers shall be to inform, serve, guide or otherwise assist the donor in achieving fulfillment of his/her philanthropic purposes and never exercise undue pressure or methods of persuasion. In keeping with this policy, personnel employed or retained by the library district to administer or promote its development program shall be paid a fixed salary and shall never receive a commission related to gifts received.

Confidential Information

All information concerning a donor or prospective donor shall be kept and held strictly confidential unless permission is obtained from the donor to disclose information. An employee found to have violated this policy will be subject to dismissal.

Acceptance of Donations

Donations to the Mahomet Public Library District will be accepted for unrestricted use or for any designated exclusively public purpose in the program service areas adopted by the Board of Trustees in its bylaws.

Undesignated Gifts

Gifts to the Mahomet Public Library District will be pooled with the operating or savings funds of the public library district unless otherwise determined by the Board. If a donor requests that the gift be placed in a separate fund or bank, it must be reviewed and approved by the Board of Trustees.

Donations to the Mahomet Public Library Endowment Fund

The library welcomes donations of any amount to the Mahomet Public Library Endowment Fund. The Fund was established in December 2010 as a means to assure the long-term financial health of the library by providing interest income to support the library's programs and services. The Fund is permanent; the principal will not be spent. The Fund resides at the Community Foundation of East Central Illinois, located in Champaign, IL. Persons who wish to donate to the Fund may contact the Library Director or may send donations to that address in care of the Mahomet Public Library Endowment. Donations to the library's Endowment Fund in the amount of \$2,500 or greater will be acknowledged on the Donor Wall in the library's entry hall.

Legacy Gifts (Bequests)

The library can accept bequests from wills or trusts. Charitable bequests in the amount of \$2,500 or greater will be acknowledged on the Donor Wall in the library's entry hall.

Named Endowed Funds

The Board of Library Trustees of the Mahomet Public Library District has the authority to accept, on behalf of the public library district, contributions to establish or add to an identified endowment fund named for the donor (or for such other person or designation as the donor may have requested). The Library Board of Trustees will meet prior to accepting new funds; legal counsel will be consulted, as needed.

Identified or named endowment funds may be permanently created with a gift to the Mahomet Public Library District of \$5,000 or more. The library district may accept an identified endowment fund initiated by a gift of less than \$5,000. Under these circumstances, the Mahomet Public Library District reserves the right to review the progress of the fund. At the end of two years from the date the fund was created and if the carrying value of the fund is less than \$5,000, the Board of Trustees may elect to transfer the fund to the unrestricted general fund of the library district or to the library's own Endowment Fund.

Donated Securities

Upon receipt of gifts of donated securities, the Board of Trustees will notify the Treasurer (or, by designation, the Library Director), who will consult with legal counsel and an accountant as to whether the donated securities should be sold at market or retained for investment purposes. If the Board of Trustees directs the immediate sale of the securities, they will be placed with a responsible securities broker with instructions to sell at market and the proceeds there from will be used in compliance with the donor's wishes or, if none, then as the Board will direct. If the decision of the Board of Trustees is to retain the securities, they should be deposited for safe keeping with a financial institution and thereafter, at least annually, the Board of Trustees will review its decision regarding their retention.

Use of Legal Counsel

The Mahomet Public Library District will seek the advice of legal counsel in all matters pertaining to its planned and deferred gifts program, and will execute no agreement, contract, trust or other legal document with any donor without the advice of legal counsel.

The prospective donor will be advised to seek the counsel of his/her attorney in any and all aspects of the proposed gift, whether by will, bequest, trust agreement or other. He/she will be advised to consult his/her attorney or other advisors on matters related to the tax liability of a gift and matters related to the planning of his personal estate.

Authorization to Negotiate Agreements

The Library Board of Trustees will be authorized to negotiate any of these selected agreements with any donor. Other agreements, arrangements, or planned and deferred giving vehicles not previously authorized by the Board of Library Trustees will be brought to the attention of the full Board.

Examples of planned and deferred giving vehicles that can be accepted without further approval include:

- Bequests
- Cash
- Securities
- Life insurance policies
- Charitable remainder unitrusts
- Charitable remainder annuity trusts
- Charitable lead trusts
- Charitable gift annuities
- Life estate contracts
- Conveyance in Trusts
- Warranty Deed, Quit Claim Deeds
- Endowment funds

XV-E: State Officials and Employees Ethics Act

It is the policy of the Mahomet Public Library District to comply with the State Officials and Employees Ethics Act [5 ILCS 430/1]. The library has adopted an Ethics Statement for Public Library Trustees (Appendix A-6).

XVI. Financial Policies

XVI-A: Budget and Purchasing Policies

The Mahomet Public library has a board-approved written budget. This budget is developed annually as a cooperative process between the board's finance committee, the library director, and additional staff members with responsibility for budgetary elements. Each year, the board of trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees will take action to increase the library's revenue.

Purchasing Policy

The State of Illinois statutes govern purchases of the library district. In addition to any statutory requirements, it is the policy of the library board of trustees to use the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds over \$25,000 shall be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. However, bidding is not required in the following cases:

- Where the services required are for professional skills,
- In emergencies involving public health, public safety, or where immediate expenditure is necessary,
- Where the contracts for the maintenance or servicing of equipment are made with the manufacturers or authorized service agents of that equipment,
- Where the goods or services are procured from another governmental agency,
- Where purchases or contracts are for the use, purchase, or installation of data processing software, or
- For contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing, tax anticipation warrants, and other evidences of indebtedness, or contracts for utility services such as water, light, heat, or telecommunications.
- For emergency expenses, with approval from at least $\frac{3}{4}$ of the board of trustees.

Library staff, as required by board directive, shall seek bids (or quotations if bids are not specifically required) from the widest possible array of providers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.

Under normal circumstances, for purchases or services costing \$10,000-\$25,000 the director will obtain three quotations except as indicated by the board. When the library has an existing relationship with a vendor that is exemplary, the library may continue the relationship with that vendor without seeking further quotes.

Authority to Spend

- The library director is authorized to spend up to \$5,000 on any single item without prior board approval.
- The library director is authorized to spend \$5,001- \$10,000 on any single item with the approval of the board's finance committee.
- The library director is authorized to spend \$10,001- \$25,000^[1] on any single item only with the approval of the full board.

- The library may spend in excess of \$25,000 only after completing the formal bid process as described in Illinois law.
- In an extreme emergency, the library director may spend \$5,001-\$25,000 with approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bidding process.

^[1]This is the statutory maximum amount that cannot be exceeded without completing the formal bid process as described in Illinois law.

XVI-B Reimbursement for Travel Expenses

Employees and trustees are eligible for reimbursement for travel expenses related to attending training classes, library-related meetings, and professional conferences. The travel event must be approved in advance:

- By the library director, for all employees;
- By the library board of trustees, for travel by the library director that exceeds the maximum allowed travel cost;
- By the library board of trustees, for all travel by members of the board of trustees.

The library uses the per diem rates established by the following governmental agencies to determine the maximum reimbursement rates for food, lodging and incidentals:

- The GSA (General Services Administration) for travel in the continental United States.
- The Department of Defense for travel to Alaska, Hawaii, and US Territories and Possessions.
- The State Department for foreign travel.

Expenses that are expected to exceed these levels must be approved ahead of time.

Transportation Expenses

Travelers are expected to use the most cost-effective means of transportation available.

- **Personal Car.** The use of a personal car will be reimbursed at the current IRS mileage reimbursement rate.
- **Air, Train, or Bus Travel.** Tickets for air, train, or bus travel must be approved before purchase.
- **Car Rental.** Car rental reservations must be approved before travel. If the traveler intends to extend the trip beyond the business purpose and use the rental car for personal travel, the portion of the expenses that will be reimbursed must be approved before travel.
- **Tolls, Parking, Taxis, and Taxi Alternatives.** Tolls and parking related to the trip will be reimbursed at actual cost. Taxi and taxi alternatives will be reimbursed with receipts or other proof of payment and explanations of the business-related purposes for the rides.
- **Parking Tickets, Moving Violations, and Accidents.** The driver will be responsible for all parking tickets, moving violations, and accidents.

Lodging Expenses

Employees other than the director must approve lodging reservations with the director prior to travel. All travelers (employees or trustees) must have approval by the board of trustees for lodging that exceeds the maximum per night cost established by the board.

When employees travel together, room sharing is preferred, but this requirement may be waived at the discretion of the director.

Meals

Travelers who stay overnight will qualify for meal reimbursements at the per diem rate established by the board of trustees.

Travel Advances

Employees may request travel advances to cover trip expenses, to be approved by the director. Travelers are responsible for keeping accurate records and receipts and returning any unused portion of the advance.

Requesting Reimbursement

To receive reimbursement for travel expenses, travelers must complete the Travel Reimbursement Form and attach receipts for all expenses. (Mileage claims may be documented by an online map application such as Google Maps.)

XVI-D: Cash Management Policy

Roles and Responsibilities

Board of Trustees

The Board of Trustees is responsible for the financial oversight of the library, including approving the annual budget, tax-related ordinances and tax levy; hiring auditors to conduct the annual financial audit; and creating financial policies.

Finance Committee

The library board president shall appoint at least two trustees, including the board treasurer, to serve as members of the finance committee. The finance committee's responsibilities include, but are not limited to, the following:

- Establishing library checking and savings accounts as necessary.
- Maintaining oversight of investment accounts in accordance with Illinois Law and the library's policy on Investment of Public Funds. The library board may delegate administrative responsibility for the investment program to the library director. One or more members of the finance committee may be consulted by the library director regarding specific investment choices.
- Reviewing monthly financial reports and check registers and verifying that transfers have been made as authorized.
- Reviewing monthly investment reports.
- Participating in the budgeting process by reviewing the library's draft budget with the library director and business manager and making budget recommendations to the full board.
- Reviewing tax-related ordinances and the annual tax levy and making recommendations to the full board.
- Reviewing budgets related to capital projects.
- Accessing the library's safe deposit box as needed.

Library Director

The library director is responsible for drafting the annual budget for board approval, ensuring that library revenues and expenses follow the board-approved budget, drafting the annual tax-related ordinances and tax levy, keeping the board informed of the library's financial position, and performing other financial duties as delegated by the board of trustees.

Business Manager

The business manager assists the library director by maintaining financial records and reports, creating financial projections, preparing the annual tax-related ordinances and tax levy, providing information and support for the library's auditors, and performing other financial duties as delegated by the library director.

Financial Planner

The library board employs a certified financial planner to maximize investment of the library's reserves.

Signing Authority

The board of trustees authorizes the issuance of checks for payment of goods or services upon the signature of the board treasurer, or in the treasurer's absence, one of the other authorized trustee signers. Checks for more than \$3,000 require two signatures. Authorized signers include the board president, vice president, and treasurer. The same persons are authorized signers for bank transfers and investment accounts.

The library director and the business manager may access regular bank accounts online, but they are not authorized to modify, add, or delete data or to initiate transactions.

The library board authorizes the library director to submit quarterly state and federal income tax returns and the employer's contribution and wage reports to the Illinois Department of Employment Security (IDES). The library director is designated as the library's Illinois Municipal Retirement Fund (IMRF) authorized agent.

Routine Banking Procedures

The library director of the Mahomet Public library is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The library director is authorized to transfer funds from one library account to another library account for payment of monthly bills that have been approved by the board of trustees.

The library director is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.

Cash Management Controls

Accounting duties are performed in a private office in the library. Blank checks are stored in a locked cabinet in the business office and access is limited to the business manager and the library director.

Segregation of Duties

Checks and Automatic Payments

- The director reviews every bill and invoice and indicates the budget line item to which it applies.
- The business manager enters the bills into the accounting software, prints the checks or pays bills online, and prepares the biweekly treasurer's packet.
- The treasurer or other board member with signing authority reviews the treasurer's packet, signs the checks, places them in envelopes, and puts them in the outgoing mail.
- The business manager prepares a list of checks and payments made during each month.
- At the regular monthly meeting, the full board reviews the payment register for the preceding month.

Credit Card Payments

- The library director and the youth librarian hold library credit cards in their names. The library director may allow other staff members to use the card, but the director is responsible for ensuring that the transactions follow the library's purchasing guidelines.
- The business manager reconciles the credit card statements and the library director reviews the reconciliations and all transactions before approving the payment of the credit card bills.
- The business manager pays the credit card bills online, enters the transactions into the accounting software, and includes the reconciled statements and the payment receipts in the biweekly treasurer's packet.

Receipts

- The business manager and another employee count the weekly cash receipts.
- The business manager prepares all cash deposits and enters the information into the accounting software.
- The library director takes cash deposits to the bank.
- The business manager prints credit card receipt reports and enters the information into the accounting software.
- The business manager enters property tax receipts (deposited into the library's accounts by the county treasurer) into the accounting software.
- The business manager includes all deposit records and a summary report from the accounting software in the biweekly treasurer's packet.
- The treasurer or other board member with signing authority reviews all deposits.

Bank Accounts

- The library director reviews the bank statements each month.
- The business manager reconciles the bank statements in the accounting software.

Online Accounts

The library maintains an online PayPal account for the purpose of receiving credit card payments from patrons. The library director and business manager have access to this account.

At least monthly, money must be moved from the PayPal account into the library's regular checking account so that the PayPal account balance does not exceed \$1000 at the end of the month.

Investments

Policy XVI-E, Investment of Public Funds, specifies that all investment policies and procedures will be in accordance with Illinois Law. The policy delegates responsibility for the investment program to the board treasurer or by designation the library director.

- The board of trustees authorizes an investment consultant to manage the investment of the library's reserves.
- The advisor recommends the opening or closing of investment instruments within the guidelines of the library's investment policy.
- The library director approves recommendations from the advisor.
- The advisor initiates changes to investments and records investment activity in monthly investment reports.
- The business manager enters changes to investments into the accounting software. On a quarterly basis, the business manager updates the value of each investment in the accounting software to match the most recent investment report.
- The library board reviews the monthly reports at their regular board meetings.

Record Keeping and Reporting

On a monthly basis, the library director presents written reports on library operations to the board of trustees. These reports cover finances, library usage, matters of personnel, collection development, programming, and any other relevant and pertinent information.

The library maintains adequate records of library operations in a manner easily understood by the public, the board of trustees, and the library director. This record of library operations is presented at each board of trustees monthly meeting and clearly indicates the general financial position of the library and the current position of each budgetary line item, including total budgeted amount, monthly and year-to-date receipts and expenditures, and remaining budget.

XVI-E: Investment of Public Funds

Responsibilities

All investment policies and procedures of the Mahomet Public Library District will be in accordance with Illinois Law. The authority of the library board of trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the treasurer, who is hereby designated as the chief investment officer of the library, acting under the authority of the board of trustees.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the chief investment officer. The chief investment officer, and by designation, the library director, are responsible for establishing internal controls and written procedures for the operation of the investment program.

“Prudent Person” Standard

All library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio. It specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. The portfolio is not for speculation, but for investment, considering the probable safety of the capital, as well as the probable income to be derived. Investment officers, acting in accordance with their policy and the written procedures of the library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives

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

- **Legality.** Conforming with all legal requirements
- **Safety.** Preserving capital and including diversification appropriate to the nature and amount of the funds
- **Liquidity.** Maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated
- **Yield.** Attaining a market rate of return on investments
- **Simplicity of management.**

Legality and Safety

- Investments will be made only in securities guaranteed by the U.S. government or in FDIC insured institutions, including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral).
- Authorized investments include and will primarily consist of Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under State law that satisfy the investment objectives of the library district.

Liquidity

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

Yield

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

Simplicity of Management

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

Reporting

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

Internal Controls

In addition to these guidelines, the chief investment officer, and by designation, the library director, shall establish a system of internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.

Authorized Financial Dealers and Institutions

Any investment advisors, money managers, and financial institutions shall be considered and authorized only by the action of the board of library trustees upon the recommendation of the chief investment officer. The chief investment officer will maintain a list of financial dealers and institutions authorized to provide investment services.

Conflict of Interest

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

XVI-F: Post-Issuance Compliance Policy for Tax-Exempt Government Bonds

The Mahomet Public Library District has established this policy to ensure compliance with applicable federal and state regulations governing tax-exempt bonds, including those established in the Internal Revenue Code.

Responsibilities

The library board of trustees is responsible for ensuring compliance with all regulations regarding the use of funds received through tax-exempt bonds. The board assigns responsibility for developing and executing procedures to support compliance to the library director and appropriate library staff.

Post-Issuance Compliance Procedures

The library director will establish procedures and assemble all relevant documentation and records to ensure post-issuance debt compliance. At a minimum, these procedures will address:

- Proper and timely use of bond proceeds and bond-financed property.
- Arbitrage yield restriction and rebate.
- Timely reports and filings in response to federal or state requirements.
- Maintenance of proper records related to bonds and the investment of bond proceeds.
- All other responsibilities related to general post-issuance compliance.

The library director will apply the post-issuance compliance procedures to each qualifying obligation and maintain the appropriate records. Further, the library director will ensure that the policy and procedures are updated as needed.

Training and Support

The library director is authorized to expend funds as needed to send staff for training, acquire educational resources, or seek the assistance of bond counsel or consultants to ensure the library maintains post-issuance debt compliance.

XVII. Board of Trustees

XVII-A: Meetings

Meetings of the Board of Trustees are held on the second Monday of the month at a time determined annually by the board and posted on the library's website. Meetings are open to the public and are held in compliance with the Open Meetings Act [5 ILCS 120]. An agenda is posted in the library at least 48 hours prior to the meetings and the press is notified. The library Board conducts its meetings following the latest edition of Robert's Rules of Order.

It may become necessary at times to cancel a board meeting due to conditions such as weather or absence of a quorum. In such cases the cancellation will be posted in the library, on the library's web site, and by any other means the library uses regularly to inform the public. Notice of cancellation will be posted at least 48 hours in advance whenever possible.

The following applies to persons wishing to make comments at the Board meetings:

- Comments are to be made during the time specified for audience comments on the agenda unless, as business proceeds, the Board requests further audience comments.
- Audience members who address the Board will state their names for the Board secretary to record.
- It is requested that audience members limit their comments to five minutes when several persons wish to speak.

The Board of Trustees will appoint an Open Meetings Act Designee.

XVII-B: Electronic Conferencing

The Board of Trustees believes it is in the best interest of the taxpayers to achieve the fullest participation and attendance possible at Board meetings. To achieve this, the Board will use, when needed, electronic conferencing for its regular, special, and committee meetings. Board members who are unable to attend a meeting due to circumstances beyond their control will be able to, if they so desire, attend meetings through audio-conference, video-conference, or other electronic conferencing. The following policies apply:

- Any meeting using electronic conferencing will comply with all pertinent provisions of the Open Meetings Act [5 ILCS 120], including the proper notice of any regular or special meeting, the proper record keeping or minutes, and the appropriate agenda preparation. In addition, the agenda shall be posted along with the notice of the meeting. Any use of closed sessions shall be in compliance with the provisions of the Act.
- Sufficient security and identification procedures will be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for discussion or voting purposes are in fact authorized Board members with the right to speak and vote.
- Pursuant to the Open Meetings Act, a quorum of members of the Board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by electronic conferencing.

- All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic means.
- A Board member who attends a meeting by electronic conferencing must provide notice to the Secretary at least 24 hours prior to the meeting unless such advanced notice is impracticable.
- A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability; ii) employment purposes or the business of the Board; or (iii) a family or other emergency.
- As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.
- The meeting minutes shall indicate the members of the Board who attended by electronic conferencing, and in the event the entire meeting was not so attended, shall indicate those portions of the meeting which were attended by telephone conference.
- This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person.
- The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the Board members in attendance and any staff will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote or discussion.

Policy XVII-C: Trustee Communications

Communications among Trustees

Any discussion of library business among a majority of a quorum of the Board of Trustees or any Standing Committee constitutes a meeting and must comply with the Open Meetings Act [5 ILCS 120].

- The Board of Trustees consists of seven (7) members. A majority of a quorum of the full board is 3 members.
- Standing Committees consist of two (2) or three (3) members, depending on the committee. It is not possible for any two committee members to discuss library business without needing to comply with the Open Meetings Act.

Discussions of library business that fall under this policy include:

- In-person conversations
- Conversations over the telephone
- Conversations via electronic means, including, but not limited to, email, text messages, or social media messaging

Electronic Communications

Library staff may use email for routine communications with Trustees. Examples include:

- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda items in advance of a meeting
- Transmittal of documents for personal review or editing
- Dissemination of information

When trustees respond to electronic communications from library staff, they must avoid the use of “reply to all,” “forward,” or “cc” responses or else risk communicating accidentally among a majority of the quorum and thereby violating the Open Meetings Act.

Electronic communications related to library business are part of the public record and must be maintained in accordance with the Local Records Act [50 ILCS 205].

Each trustee will be assigned an official library email address to use for library business. It is the responsibility of each trustee to save all electronic communication related to library business as required by the Local Records Act. Text messages will not be used to discuss library business, due to the difficulty of archiving such messages to maintain compliance with this Act.

A1. Freedom of Information Act (FOIA)

Brief Description of Our Public Body

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

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

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

Address: 1702 E. Oak Street, Mahomet, IL 61853-8526.

Board of Trustees: The Mahomet Public Library District Board of Trustees exercises control over library policies and procedures. This group meets monthly on the second Monday of each month, at 6:15pm at the library.

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

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

Records Maintained under Control of the Library

Certain types of information maintained by us are exempt from inspection and copying.

The following types or categories of records are maintained under the library's control:

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

Request for Information and Public Records

Records are available Monday through Friday, from 9:00 am to 5:00 pm, at the Mahomet Public Library District Administrative Office, 1702 E. Oak St, Mahomet, IL 61853.

The following records are available for public review at any time. To view these records, ask at the circulation desk or view them on the library's website:

- Monthly Financial Summaries
- Meeting minutes of the Board of Trustees
- Library policy manual

To submit a FOIA request for information not included in the above list, complete the FOIA Request form (available on the library's website and at the circulation desk) and submit it to the Library Director or the FOIA officer in person, by mail, or by fax. The FOIA Officer will make a decision to grant or deny a FOIA request. You may appeal the decision of the FOIA officer to the Board of Library Trustees.

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

A person who believes that a violation of this Act by a public body has occurred may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the alleged violation.

Certification of Records

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

Fees

The requestor is responsible for reimbursing the library for the actual costs of reproducing and certifying (if requested) the records.

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

To reimburse the library for the actual costs for reproducing and certifying, (if requested) the records, the requestor will be charged a fee.

A2. ALA 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.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries 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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939 by the ALA Council.,

Amended October 14, 1944, June 18, 1948, February 2, 1961, June 27, 1967, January 23, 1980, and January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

A3. ALA Freedom to Read Statement

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 or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

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

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

A4. ALA Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

A5. ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

A6. Ethics Statement for Public Library Trustees

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Approved by the United for Libraries Board in January 2012. United for Libraries is an Association of Library Trustees, Advocates, Friends, and Foundations and is a division of the American Library Association.

A7. Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.ⁱ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: An American Value* states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that *only* parents and guardians have the right and the responsibility to determine their children's—and *only their children's*—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004.

Policy Update Records

Policies

| Policy | Last Reviewed | Last Updated |
|---|----------------------|---------------------|
| Library Use | March 13, 2023 | March 8, 2021 |
| Hours and Holidays | March 13, 2023 | March 13, 2023 |
| Library Cards | September 11, 2023 | September 11, 2023 |
| Library Privileges | March 13, 2023 | March 13, 2023 |
| Patron Confidentiality | March 13, 2023 | March 13, 2023 |
| Circulation Policy | March 13, 2023 | March 13, 2023 |
| Reference & Reader's Advisory Services | August 30, 2023 | November 12, 2018 |
| Rules of Conduct | August 30, 2023 | August 12, 2019 |
| Computer and Internet Use | August 30, 2023 | March 8, 2021 |
| Use of Public Rooms | October 9, 2023 | October 9, 2023 |
| Public Materials for Display | September 11, 2023 | September 11, 2023 |
| Health, Safety, and Security of Patrons and Employees | January 8, 2018 | January 8, 2018 |
| Library Materials | March 8, 2021 | March 8, 2021 |
| Volunteers | June 18, 2012 | June 18, 2012 |
| Gifts to the Library | June 18, 2012 | June 18, 2012 |
| Financial Policies | August 9, 2021 | August 9, 2021 |
| Board of Trustees | April 14, 2014 | April 14, 2014 |

Appendices

| Appendix | Last Reviewed | Last Updated |
|--|----------------------|---------------------|
| Freedom of Information Act | April 12, 2021 | April 12, 2021 |
| ALA Library Bill of Rights | April 12, 2021 | April 12, 2021 |
| ALA Freedom to Read Statement | April 12, 2021 | June 18, 2012 |
| ALA Freedom to View Statement | April 12, 2021 | June 18, 2012 |
| ALA Statement of Professional Ethics | April 12, 2021 | April 12, 2021 |
| Ethics Statement for Public Library Trustees | April 12, 2021 | April 12, 2021 |
| Free Access to Libraries for Minors | April 12, 2021 | April 12, 2021 |