

POLICY MANUAL OF THE BOARD OF LIBRARY TRUSTEES OF THE HOMEWOOD PUBLIC LIBRARY DISTRICT

TABLE OF CONTENTS

Article I	OBJECTIVE AND VISION	3
Section 1.01	OBJECTIVE	3
Section 1.02	VISION STATEMENT	3
Section 1.03	VISION DIRECTIVES	4
Section 1.04	LIBRARY BILL OF RIGHTS	5
Section 1.05	FREEDOM TO READ	6
Section 1.06	FREEDOM TO VIEW	10
Section 1.07	INTELLECTUAL FREEDOM STATEMENT	11
Article II	COLLECTION POLICY	12
Section 2.01	OBJECTIVE	12
Section 2.02	DEFINITION OF LIBRARY RESOURCES	12
Section 2.03	RESPONSIBILITY	12
Section 2.04	OVERVIEW	13
Section 2.05	GENERAL PRINCIPLES OF COLLECTION DEVELOPMENT	13
Section 2.06	SELECTION CRITERIA	14
	<i>A. General Criteria</i>	14
	<i>B. Content Criteria</i>	14
	<i>C. Website Collection Development</i>	15
	<i>D. Gifts and Donations</i>	15
	<i>E. Patron Recommendations</i>	15
Article III	WITHDRAWAL OF RESOURCES	15
Section 3.01	WITHDRAWAL CRITERIA	15
Article IV	REQUEST FOR REVIEW OF LIBRARY RESOURCE	16
Article V	LIBRARY SERVICES	18
Section 5.01	REFERENCE AND RESEARCH ASSISTANCE	18
Section 5.02	ACCESS TO POPULAR MATERIALS	18
Section 5.03	TECHNOLOGY	19
Section 5.04	PROGRAMMING	19
Section 5.05	EDUCATIONAL SUPPORT	19
Section 5.06	LITERACY SUPPORT	20
Section 5.07	INTERLIBRARY LOAN	20
Section 5.08	LIBRARY AS A GATHERING PLACE	20
Article VI	CIRCULATION POLICY	21
Section 6.01	CARDS	21
	<i>A. Resident Cards</i>	21
	<i>B. Reciprocal borrowers outside of SWAN</i>	21
	<i>C. Non-residents who own property within the district</i>	21
	<i>D. Person living outside of a library taxing district</i>	22
	<i>E. Teacher privileges</i>	22
	<i>F. Business cards</i>	22
	<i>G. Guest cards</i>	22
Section 6.02	ASSESSMENT AND COLLECTION OF FINES AND FEES	23
Section 6.03	OVERDUE MATERIALS	23
Section 6.04	DAMAGED MATERIALS	24
Section 6.05	LOST MATERIALS	24
Section 6.06	DIGITAL AND AUDIOVISUAL MATERIALS	24

Article VII	COMPUTER AND INTERNET POLICY	25
Section 7.01	USE OF COMPUTERS AND TECHNOLOGY ON LIBRARY PROPERTY	25
Section 7.02	INTERNET USE	26
Section 7.03	INTERNET PRIVACY	26
Section 7.04	INTERNET ACCESS	27
Section 7.05	SOCIAL MEDIA POLICY	27
Article VIII	DIGITAL MEDIA LAB (DML)	28
Section 8.01	GUIDELINES	28
Section 8.02	3D PRINTER POLICY	29
Section 8.03	LASER CUTTER POLICY	30
Article IX	MAINTAINING PUBLIC LIBRARY ENVIRONMENT	32
Section 9.01	SECURITY	32
Section 9.02	EXPECTED PATRON BEHAVIOR	32
Section 9.03	DISRUPTIVE BEHAVIOR	34
Section 9.04	ILLEGAL BEHAVIOR	33
Section 9.05	SAFE CHILD POLICY	34
Section 9.06	GROUP VISITS	35
Section 9.07	STUDY ROOMS	35
Section 9.08	SMOKE FREE FACILITY	35
Section 9.09	CONSEQUENCES OF VIOLATING EXPECTED PATRON BEHAVIOR POLICY	37
Section 9.10	ALCOHOLIC LIQUOR POLICY	39
Article X	PATRON CONFIDENTIALITY	41
Section 10.01	USA PATRIOT ACT	41
Section 10.02	STAFF PROCEDURES REGARDING THE PATRIOT ACT	42
Section 10.03	IDENTITY PROTECTION POLICY	43
Article XI	HOURS	46
Article XII	EMERGENCY CLOSURES	47
Article XIII	ADVERTISING	47
Article XIV	GIFTS	47
Article XV	PUBLIC MATERIALS IN THE LIBRARY FACILITIES	48
Section 15.01	DISTRIBUTION OF NON-LIBRARY MATERIALS	48
Section 15.02	DISPLAYS AND EXHIBITS	49
Section 15.03	SIGN AND PUBLIC NOTICE POLICY	49
Article XVI	MABLE MURPHY MEETING ROOM POLICY	51
Section 16.01	RETRICTED USE	51
	<i>A. Commercial ventures</i>	51
	<i>B. Private social functions</i>	51
	<i>C. Political Activity</i>	51
	<i>D. Other</i>	51
Section 16.02	PRIORITY	52
Section 16.03	USE LIMITATIONS	52
Section 16.04	DAMAGE	53
Section 16.05	REGULATIONS	53
Article XVII	FUND BALANCE POLICY	54
Section 17.01	GOVERNMENTAL FUNDS	55
Section 17.02	SPECIAL REVENUE FUNDS	55
Section 17.03	FUND BALANCE	56
Section 17.04	DEFICIT FUND BALANCES	56
Article XVIII	FREEDOM OF INFORMATION ACT	57
Article XIX	EXCEPTIONS	60
APPENDIX A	ORDINANCE NO. 19	61

Article I. Objective and Vision

Section 1.01 Objective

The objective of the Homewood Public Library District is to meet the informational, educational and recreational needs of the residents of the library district and the residents of any contracting library district.

The Library recognizes that its purpose is to contribute toward an individual's social and intellectual development and the removal of ignorance, intolerance and indifference. Service is provided on a fair and equitable basis to all individuals and groups within the library district.

The Library continually assesses its community and responds to the changing needs of its patrons.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Section 1.02 Vision Statement

The Library aspires to enrich and enhance the lives of our patrons and community.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Section 1.03 Vision Directives

- Provide continuously evolving service that responds to patrons' changing needs.
- Provide access to information, literature and the arts that supports life-long learning, discovery and cultural enjoyment.
- Provide quality customer service with a well-trained, friendly, competent staff.
- Provide a stimulating, pleasing and welcoming space for patrons to meet, discuss, create and collaborate.
- Provide cultural, educational and recreational programs which inspire and entertain.
- Provide a contribution to the library community by supporting area schools and organizations and participating in village events.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

The Library Bill Of Rights

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

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

- To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

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

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

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

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

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

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

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear 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 access to film, video 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 other audiovisual materials.
3. To provide film, video 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 the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or 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 Administrative Librarians in February 1979. This statement was updated and approved by the AFVA Board of Administrative Librarians in 1989.

Endorsed January 10, 1990, by the ALA Council

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Intellectual Freedom

"Intellectual freedom can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, second, that society makes an equal commitment to the right of unrestricted access to

information and ideas regardless of the communication medium used, the content of work the viewpoints of both the author and the receiver of information."

Intellectual Freedom Manual, 7th edition

ALA actively advocates in defense of the rights of library users to read, seek information, speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Article II. Collection Policy

Section 2.01 Objective

The objective of the Homewood Public Library Collection Policy is to guide management of the library resources in a manner that best serves the residents of the library's community.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 2.02 Definition of Library Resources

The library acts to fulfill its objective by selecting, acquiring, organizing, maintaining and providing access to a collection that addresses the interests and needs of a diverse and complex community.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 2.03 Responsibility

It is the responsibility of the Homewood Library Board of Trustees to review and approve the Collection Policy. The Board is responsible for protecting the rights of the Library user and ultimately answering any and all questions regarding the policy and preservation of an individual's right to know. The Administrative Librarian delegates the authority and responsibility for collection development and management to the appropriate selectors. Ultimate responsibility for resource selection rests with the Administrative Librarian, who operates within the framework of policies determined by the Library Board of Trustees.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 2.04 Overview

The intention of the Homewood Public Library is to provide resources that communicate experiences and ideas from one person to another. One of the Library's functions is to collect, organize, maintain and make available to patrons resources that will assist them in:

- learning and teaching
- forming opinion
- developing skills and talents
- stimulating thought
- enjoying leisure time
- developing cultural appreciation

Within the limits of space and budget, resources are selected to serve the diverse needs of the Library community.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 2.05 General Principles of Collection Development

Collection development at the Homewood Public Library is founded on the principles of intellectual freedom and equal access for all. The Library provides access to resources that balance viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Inclusion of an item does not constitute endorsement of its content by the Library. The Library considers the value of each item in its entirety and within the context of the collection. Using selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains its collection for the general public while recognizing the needs of special population groups.

Selection of resources for adult patrons is not limited by the possibility that resources may be accessed by minors. Responsibility for choosing appropriate library resources for minors rests with their parents or caretakers.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 2.06 Selection Criteria

Library staff exercise objective, professional judgment in selecting physical library materials and digital resources in accordance with the Library's collection philosophy and the evaluation criteria outlined below. Sources for selection decisions include, among others: published reviews, publisher and vendor catalogs, advertisements, media attention, recommended lists and user requests.

A. General Criteria

- Suitability of format or physical form for library use as user demand dictates
- Need for multiple copies and multiple formats
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on or supports the existing collection
- Patron usage and demand
- Reviews of professional evaluators and others
- Popular media attention
- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, or publisher of the work
- Local significance of the author or creator of the work
- Ease of use

B. Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of the author or creator
- Consideration of the work as a whole, rather than a specific passage or passages
- Evaluation of the currency and accuracy of the information contained
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- Long-term or historical significance or interest
- Relevance of the information to local needs

- Intended audience and age appropriateness

C. Web site collection development

Links to Internet sites from the Library's web pages are selected to broaden, enrich and complement the Library's physical materials and digital resources.

The sites linked on the Library's web site are separate and independent from the Library. The Library exercises no control over the content of the information provided by the producers of those sites.

To meet the needs and interests of Library patrons, sites are evaluated according to their credibility, quality and usefulness.

D. Gifts and Donations

The Library gratefully accepts gifts of books and other materials with the understanding that the materials become the property of the Library and are used as the Library deems appropriate. Conditional donations are not accepted. Library staff do not assign monetary value to donations.

Donated materials are selected to be added to the collection with the same criteria as outlined previously in this document.

Patrons making monetary donations for the purchase of resources, whether as a memorial or honorarium, are welcome to suggest titles or general nature or subject area of the-resources to be purchased. Selection of specific titles is made by Library staff in accordance with the policies and guidelines of the Library.

E. Patron Recommendations

The Library welcomes suggestions for purchases. Decision for purchase or inclusion is made by the selecting librarian according to the Collection Development Policy.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article III. Withdrawal of Resources

Section 3.01 Withdrawal Criteria

The Library is committed to maintaining a collection of vital and current resources and to making effective use of space. To achieve these objectives, the Library withdraws resources that are dated, worn or are no longer in demand.

Withdrawal of resources from the Library collection is as important as the selection process. Some criteria for weeding are:

- To maintain the currency of the collection
- To replace superseded editions of titles
- To maintain an attractive collection
- To eliminate resources no longer in demand

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article IV. Request for Review of Library Resource

Patrons wishing to question the inclusion of a certain resource or a particular title in the library collection, may file a Resource Review Request Form with the Administrative Librarian. Forms can be requested at all service desks. The Administrative Librarian will review the request and respond personally and promptly. The Review Request Form will be shared with the Board of Trustees at their next regular meeting. All requests will be reviewed within the context of the Library's Collection Development Policy and the Library Bill of Rights.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Homewood Public Library
17917 Dixie Highway
Homewood, IL 60430
www.homewoodlibrary.org

Resource Review Request Form

The Homewood Public Library seeks to enrich and enhance the lives of patrons and the community by providing a collection that represents viewpoints across a broad spectrum of interests and subject matter. The collection is formed on principles of intellectual freedom and equal access for all. Library administration and the Board of Trustees agree with and have adopted the American Library Association's *Freedom to Read* principles, including the belief that it is in the public interest for libraries to make available a wide diversity of views and expressions, including those that may be unpopular or controversial. It is incumbent upon the Library to uphold standards commonly recognized in the community.

If you have found an item that you regard as inconsistent with Library collection principles, please take a moment to complete the information below and direct this form to the Administrative Librarian. The Administrative Librarian will review your request and respond to you personally and promptly. You may meet with the Administrative Librarian at some mutually convenient opportunity. The Administrative Librarian will share your request form with the Library Board of Trustees at their next regularly scheduled meeting.

1. Please provide the means for us to reach you for discussion of your concerns.

Your Name: _____

Street Address: _____

Homewood

East Hazel Crest

Phone: _____ Email: _____

2. Please identify the resource you find objectionable:

Format: Book DVD CD Other (specify) _____

Title: _____

Author/Artist: _____

3. Please specify your concerns with this resource.

Article V. Library Services

The Library provides services that meet the goals outlined by the Library's objective and vision. Services are provided with a strong commitment to quality customer service and patron confidentiality.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.01 Reference and Research Assistance

The Library provides assistance in finding answers to specific questions as well as support for in-depth research. Staff assists patrons in using the Library collections and online informational resources.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.02 Access to Popular Materials

The Library provides a collection that reflects current popular culture and the leisure interests of the community. Staff creates displays, facilitates discussions and engages in conversations that lead patrons to resources reflecting their personal tastes.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.03 Technology

The Library provides the community with a technology hub for content creation, communication and productivity. Access to the Internet is an integral component of that technology hub. Wireless access to the Internet is available to Library users via Library-owned devices and personal devices.

Staff assists patrons in learning and improving computer skills and Internet navigation and guides them in locating, accessing and evaluating information and services online.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.04 Programming

The library offers programs to meet the informational needs, educational pursuits and leisure interests of the library community. Programs are provided both in-house and outside the library for diverse audiences.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.05 Educational Support

The library provides educational support to the community by assisting local teachers, home school facilitators and area students. Library staff identifies useful resources for teaching and learning and guides patrons to useful educational materials and resources.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.06 Literacy Support

The library provides the essential building blocks for reading success and helps develop literacy skills. Library staff assists patrons in identifying materials and services that support new readers.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.07 Interlibrary Loan

The Library responds to requests for non-locally owned items by participating in an interlibrary loan system. Staff process loan requests and arranges for materials to be delivered to the patron's home library.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 5.08 Library as a Gathering Place

The Library supports being a place for community members to gather. The Library building provides gathering places where individuals and groups can read, learn, create and collaborate.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article VI. Circulation Policy

The primary purpose of the Library is to provide service for the residents of the district. The Board may extend the privileges and use of the Library, including the borrowing of materials on an individual basis by persons residing outside of the district. If the Board exercises this power, the privilege of library use shall be on terms and conditions prescribed by the Board in its regulations. [75 ILCS 16/30-55.60]

Section 6.01 Cards

All cardholders are responsible for materials circulated on their card and for all fines, fees for lost or damaged materials and collection fees and will be required to accept these responsibilities when signing for their library card during the registration process. The library keeps a digital record of cardholder signatures.

Cards are not transferable. Patrons violating this rule shall be held responsible for materials borrowed on their cards.

A. Resident Cards

1. A “resident” is defined in Illinois Library Law as a “person residing within the geographic area within which a tax is imposed to support the Library.” This includes persons living within taxing bodies that contract with the Library for service. To be classified as a Homewood Public Library cardholder proof of residency is required, as outlined in the procedure manual.
2. Juvenile cards shall be issued to children from age 3 through the eighth grade with the authorized signature of a parent or guardian and proof of parent’s or guardian’s residency. Parent or guardian and child must be present to apply for the juvenile’s card with both signing the registration card. Parents or legal guardians are responsible for the selection, return and condition of items checked out on a juvenile card.
3. Students with proof of residency who have completed the eighth grade are issued adult cards.

B. Reciprocal borrowers outside of SWAN

Cards shall be issued to cardholders from other Illinois Library Systems in accordance with the regulations set forth by the system and outlined in the procedure manual.

C. Non-residents who own property within the district

Current Illinois law provides that a non-resident who owns property and pays real estate taxes within the Library’s service area is entitled to a Library card at the Library

without payment of a non-resident fee. The no-fee privilege is extended to only one person for each parcel of taxable property. Non-resident cards shall allow borrowing privileges at all participating public libraries in the System. The procedure for issue of a card to a non-resident property owner is as follows:

If the applicant lives in a community served by a tax-supported library participating in reciprocal borrowing, staff will suggest that he or she use that card, thereby eliminating duplicate cards and patron records.

Non-resident who own property within the district must provide a current real estate bill when applying for a card. Cards are issued for a one-year period.

D. Person living outside of a library taxing district

Persons living outside of a library district may apply for a Homewood Library card at the library. The fee for this one-year card is assessed using the NON-RESIDENT / NON-TAXED CALCULATION FORM.

E. Teacher Privileges

Any teacher, with a library card which is in good standing and who resides in the Library District (including contracting library areas) or who teaches in a school system within the Library District boundaries, may apply for Teacher privileges. Cardholders within the district who home school or provide home daycare may also apply for Teacher privileges with proof of their current teaching certificate or daycare license. Teacher privileges are issued for a one-year period, are local use only and do not qualify for interlibrary loan or reciprocal borrowing. Teacher privileges include the use of the Digital Media Lab and/or check out of digital devices available for circulation.

F. Business cards

A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the Library District, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property, may apply for a business card. A business card holder must accept responsibility for any materials circulated on the card. Business cards are issued for a one-year period and are local use only and do not qualify for interlibrary loan or reciprocal borrowing. Business cardholders may use the Digital Media Lab and/or check out digital devices that are available for circulation.

Reviewed: September 26, 2018
Adopted: October 17, 2018
Effective: October 17, 2018

G. Guest cards

Guest Cards apply to persons who live or are staying with family members in the taxing district and cannot produce proof of residency to satisfy the Library's requirements for a Resident Card. (Proof of residency requires a current driver's license [within the taxing district] or two current utility bills, reflecting an address within the taxing district.) Requirements for a Homewood Public Library Guest Card are a driver's license, state ID or school ID listing the applicant's first and last name. Guest

cards are issued for a three-month period and are local use only and do not qualify for interlibrary loan or reciprocal borrowing. The loaning of materials will be limited to four items.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 6.02 Assessment and Collection of Fines and Fees

Timely return of library materials is important so that all patrons may have access to those materials. The Board of Trustees approves fines and fees for overdue, damaged, missing and lost materials (75 ILCS 16/30-55.70) and authorizes the Administrative Librarian to establish and implement procedures governing the assessment and collection of fines and fees.

All fees and fines are posted in a public area within the Library.

The Homewood Public Library District will not issue cards or provide services to patrons who are known to have obligations over \$5.00 (in the form of unpaid fines or overdue/lost/damaged material) at any other library.

Outside agencies may be utilized for the purpose of retrieving library materials. Patrons with outstanding items totaling \$25 or more in value will have their names sent to the agency by SWAN. SWAN will place a fee on the library record of each of these individuals.

Adults (individuals 14 years and older) who do not rectify their library account after six months will be reported to credit agencies.

Outside agencies hired by the Library shall meet all standards set by the Fair Debt Collection Practices Act (15 U.S.C. Section 1692-1692p). The Library shall keep records of items not returned for five years.

Reviewed: June 18, 2014
Adopted: July 16, 2014

Effective: July 16, 2014

Section 6.03 Overdue Materials

Overdue fines on all materials are calculated for only those days the Library was open.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 6.04 Damaged Materials

The fee assessed for damaged materials shall be the cost to repair such damage or the cost to replace the item as determined by the loaning library.

The Administrative Librarian may choose to waive the replacement cost of accidentally damaged Homewood Library items associated with a patron's library account. Patrons will be responsible for replacement costs in situations where damage to library items appears intentional. Intentional damage would include, but is not limited to, marking or cutting printed pages or altering library processing or materials.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 6.05 Lost Materials

The cost of lost materials is established by the loaning library. For each item, a standard processing fee will be added to the replacement cost, as set by SWAN.

The cost of lost Homewood Library materials shall be refunded if the material is returned in good condition within a three-month period.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 6.06 Digital and Audiovisual Materials

Patrons assume some risk when checking out materials to be used in their personal electronic devices. The Library does not accept responsibility for problems with or damages to these devices.

Reviewed: June 18, 2014

Adopted: July 16, 2014
Effective: July 16, 2014

Article VII. Computer and Internet Policy

Section 7.01 Use of Computers and Technology on Library property

The Homewood Public Library makes computers, laptops and other handheld devices available to library patrons for the purpose of completing research, facilitating networking, producing documents and presentations and participating in recreational online activities.

In the following policy statement the use of the term “device” means computer, laptop, tablet or other multimedia device.

- Devices may not be used for illegal activity, to access illegal materials or to access materials that would be considered obscene by local standards.
- Installing, downloading or modifying software on Library devices is prohibited.
- Users must respect copyright laws and licensing agreements.
- Users may not make any attempt to gain unauthorized access to restricted files or networks.
- Users who damage or modify Library devices will be responsible for replacement costs.
- Users must respect the privacy of other users and refrain from attempting to view or listen to material being used by others.
- Spamming is prohibited.
- Fees for the use of Library devices are determined by the Board of Trustees and posted in a public area.
- The Library reserves the right to apply restrictions to the use of devices as outlined in Library procedures.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 7.02 Internet Use

Patrons accessing the Internet while using a Library device or a personally owned device must adhere to the Library's Internet Use Policy.

- The Internet allows access to ideas, information and commentary from around the globe, but it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
- The Library, unlike schools, does not serve in *loco parentis* (in place of a parent). Staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or legal guardians. The Library's Internet access is unfiltered.
- The staff of the Library maintains a homepage with recommended links in order to facilitate use of the Internet. Users should recognize that the Library is not responsible for changes to the content of linked sites, or for the content of sources accessed through subsequent links.
- Since the Library is a public area that is shared by users of all ages, backgrounds and sensibilities, users are asked to consider this when accessing potentially controversial information and images. Library staff reserves the right to ask users to discontinue the display of information and images that may cause a disruption.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Section 7.03 Internet Privacy

The Library avoids collecting or maintaining records that could compromise the privacy of patrons. Nevertheless, Internet users must also exercise caution when using the Internet to avoid unauthorized disclosure, use and dissemination of personal identification information.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Section 7.04 Internet Access

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their own children's use of library materials and resources. Library staff is available to provide assistance and to help identify appropriate sites.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 7.05 Social Media Policy

The Homewood Public Library's use of social media platforms is designed as a public service to inform patrons about classes, events, collections and resources. Our social media presence also serves to encourage and invite conversation and community involvement in the Library.

Content posted to the Library's social media platforms shall only pertain to Library-sponsored, Homewood-sponsored, or Library-affiliated programs, services, and events. Content includes, but is not limited to, information, photos, videos, and links. All non-conforming posts will be removed as soon as possible and without prior notice. Abuse may result in being banned from Library-sponsored platforms.

The Library is not liable for ads, videos, promoted content or comments accessible from any external web page. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the Homewood Public Library. The Library does not endorse the content of employee or trustee personal social media posts. The Library's social media presence does not create a public forum, and the comments and discussions that take place on these sites will be moderated by the Library policy compliance.

The content of all Library-maintained social media platforms may be considered public record under Illinois public records law and is subject to disclosure per the Freedom of Information Act.

User generated content containing the following inappropriate forms of content shall not be permitted on Library social media platforms and will be subject to removal and/or restriction by the Library:

- Comments not topically related to the social media platform or current thread;
- Obscene, profane, sexually explicit, or racist language;
- Libelous statements, personal attacks, threats, harassment, insults, or language inciting violence;
- Content that promotes, fosters, or perpetuates discrimination of any group protected by federal, state, or local law;
- Commercial promotions, solicitations, organized political activity or spam;
- Conduct or encouragement of illegal activity or violation of Library policies;
- Personal or private information published without consent;
- Copyrighted, trademarked or plagiarized material.

Joining, utilizing and/or posting content to the Library’s social media platforms implies agreement with this and all other Library policies. The Library assumes no responsibility for any damages, direct or indirect, from participation in Library-sponsored social media platforms.

Reviewed: July 18, 2018
 Adopted: August 15, 2018
 Effective: August 15, 2018

Article VIII. The Makery (formerly known as the Digital Media Lab)

Section 8.01 Guidelines

In addition to compliance with Article VII, the following rules apply.

- The Makery is available to Homewood Library cardholders only.
- Adult Library cardholders in good standing may use the Makery.
- High school students whose Library account is in good standing may use the Makery without a caretaker.
- Seventh- and eighth-grade students whose Library account is in good standing may use the Makery without a caretaker only if they have completed the required training. If they have not completed the training, they are required to have a caretaker with them in order to use the Makery.
- Sixth-grade students and below whose Library account is in good standing may use the Makery only if accompanied by a caretaker.

- In order to begin a Makery session, an eligible patron will have the DML checked out to their library card. Each Makery session will have a value of \$500.00 attached to it.
- Eligible patrons must complete the Makery User Agreement on an annual basis
- Patrons under 18 must have their parent's signature and ID on the Makery User Agreement.
- The digital equipment that is available for lending is limited to Homewood cardholders in good standing.
- The Makery is not an instructional space. While the library will provide opportunities for learning the equipment and software, patrons who are eligible to use the Makery must have a level of knowledge about the equipment in order to use it.
- The Makery is available for group projects. Reservations are made for the entire room and can be extended beyond the two-hour limit if there are no reservations for the following time slot. Groups are limited to 6 people. Groups will receive access by designating a responsible party who meets all of the requirements for access listed above. Names of additional group members will be documented when the group arrives for their reservation.

Reviewed: June 18, 2014
 Adopted: July 16, 2014
 Effective: July 16, 2014

Section 8.02 3D Printer Policy

The Library's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital computer file.

Patrons are not permitted to use the Library's 3D printer to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The Library reserves the right to review and approve all materials before printing. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else. The Library cannot guarantee that a print job will be completed within a particular time frame. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a 3D printed object. If a 3D printed object is not picked up after 14 days, it becomes the Library's property and a charge will be put on the patron's library card.

The Library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities.
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to and determine priority of 3D printing services.
- Change these rules at any time.

Reviewed: March 18, 2015
Adopted: March 18, 2015
Effective: March 18, 2015

Section 8.03 Laser Cutter Policy

The Library's Glowforge laser cutter is available to the public (with staff assistance) to cut or engrave specific materials using a design that is uploaded from a digital computer file.

Patrons are not permitted to use the Library's Glowforge laser cutter to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the Glowforge laser cutter.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The Library reserves the right to review and approve all materials and designs before cutting or engraving. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else. The Library cannot guarantee that a cut or engraving will be completed within a particular time frame or with a specific amount of material. The Library cannot guarantee and is not liable for the final appearance of laser cut or engraved objects. The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a laser cut or engraved object.

The Library reserves all rights to:

- Refuse any cutting or engraving request.
- Stop a cutting or engraving job due to time or printer capabilities.
- Set a limit for the maximum amount of time a cutting or engraving job may take.
- Charge users for Glowforge materials.
- Limit the number of cutting or engraving requests.
- Limit access to and determine priority of cutting or engraving services.
- Change these rules at any time.

The Makery Staff reserves the right to refuse any unprepared projects or material that does not meet guidelines prepared by the Glowforge manufacturers. For safety concerns, if any material is questionable or unknown to staff, we will not attempt to cut it for any reason. If you have any questions on material, please contact Makery staff before attempting to use the machine. Patrons are required to bring their own materials to use in the Makery. Some materials will be available for purchase to use with the Glowforge laser cutter in order to maintain the integrity of the machinery. Glowforge guidelines will be available in the Makery.

Reviewed: July 18, 2018
Adopted: August 15, 2018
Effective: August 15, 2018

Article IX. Maintaining Public Library Environment

Section 9.01 Security

The Board of Trustees may wish to employ or contract to employ staff to ensure that the atmosphere is conducive to the Objective and Vision of the Library. The Library supports appropriate efforts by staff that may have to be made to create such an atmosphere.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 9.02 Expected Patron Behavior

The objective of the Homewood Public Library District is to meet the informational, educational and recreational needs of the residents of the Library district and the residents of any contracting library district. To successfully achieve that objective, the Library requests that patrons meet these expectations for the safety, comfort and well-being of all, to demonstrate their consideration for others and their respect for the rights of others to use this library.

- To ensure the cleanliness of the Library, all patrons must wear shoes and be fully dressed (including a shirt) in the building.
- Children under the age of 9 years old must be attended by a responsible caretaker 14 years old or older. For more information on this policy, please see Article IX – Section 9.05 for our Safe Child Policy.
- Drinks (non-alcoholic) in closed containers will be permitted in the Library.
- Food should be consumed outside before entering the building.
- Only licensed service animals are permitted in the Library, except those used in library programming.
- Soliciting of any kind, collecting signatures, selling or distribution of leaflets or any other materials, without approval of the Administrative Librarian or his or her designee, is not allowed.
- Non-public areas, such as workrooms, storage areas, mechanical rooms and the staff kitchen, are off limits unless accompanied by a staff member.

- Restrooms are to be used for their intended purpose only.
- The Library reserves the right to remove an unattended package from the location where it is found and to inspect such package.
- Use Library parking areas, sidewalks, ramps and lawns properly and safely. These areas are not intended for recreational activities. Vehicles parked improperly are subject to fines and if towing is required, it is done so at the owner's expense.
- Disruptive behavior is not permitted. See Article IX – Section 9.03 for more information on this policy.
- Illegal behavior is not permitted. See Article IX – Section 9.04 for more information on this policy.
- The Library reserves the right to require anyone violating the Expected Patron Behavior to leave the property. Serious or repeated misconduct may lead to extended loss of Library privileges, legal action or criminal prosecution. Parents are responsible for minors, including those who are expelled from the library. See Article IX – Section 9.09 for more information on this policy.
- These Expected Patron Behaviors shall be posted in the Library for public viewing.

Reviewed: June 18, 2014
 Adopted: July 16, 2014
 Effective: July 16, 2014

Section 9.03 Disruptive Behavior

Disruptive behavior is any activity which endangers the perpetrator or others, interferes with the library business of other patrons or staff and/or results in harm to library equipment or services. Disruptive behavior is unacceptable in a library. Disruptive behavior impinges on the rights of others. A patron who is disruptive will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. Police will be called if: there is not compliance, staff feels in any way unable to handle the situation, or staff feels threatened.

Sleeping in the library is prohibited if it becomes disruptive.

Disruptive behavior that is unacceptable in the library includes, but is **not** limited to:

- Abnormal, erratic behavior that hinders normal library use.

- Disruptive noise created by electronic or mechanical devices.
- Entry into non-public areas except by invitation or approval of library personnel.
- Failure to follow the directions of library staff when directed.
- Failure to leave the building promptly at closing.
- Obscene, rude, threatening or abusive language or actions.
- Posing a sanitary or health risk, including offensive hygiene
- Pushing, hitting, fighting or biting.
- Running, chasing or horseplay.
- Screaming, shouting, yelling, loud laughing or other disruptive noise.
- Sexual activity.
- Threats, abuse or physical harm to library patrons or staff. Throwing books or other objects.
- Use or possession of alcohol or controlled substances; overt signs of substance abuse.

Reviewed: July 18, 2018
 Adopted: August 15, 2018
 Effective: August 15, 2018

Section 9.04 Illegal Behavior

Illegal behavior is behavior that is prohibited by law. Illegal behavior will not be tolerated in the library and the police shall be called. Illegal behavior includes, but is not limited to:

- Assault (verbal, physical or sexual)
- Indecent exposure
- Indecent sexual advances
- Possession or use of alcohol or illegal drugs
- Possession, display or use of a weapon, except as authorized by law
- Removing library materials from the library without checking them out
- Sexual molestation
- Smoking
- Solicitation for immoral purposes
- Theft or damage of another person's property or the Library's property

- Using false identification or using fictitious name(s) or address(es)
- Vandalism of library property

Patrons who engage in illegal behavior in the Library or on Library grounds will be subject to arrest, removal or banning.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 9.05 Safe Child Policy

We welcome children of all ages to use our Library. We hope that as many children as possible will use it as a doorway to lifelong learning and reading. The Library, however, is a public building. Anyone can enter this building whether they are a danger to children or not. The Library is also a busy workplace with staff engaged in circulation, reference and other library service duties. The Library staff is not responsible for the safety, care or supervision of unattended children at any age, whether in the Library or on Library premises.

To safeguard children, staff will follow the policy outlined below:

- Children under the age of 9 must be attended and supervised by a parent or responsible caretaker age 14 or older. For the safety of children in the Library, a parent or responsible caretaker must be in close physical proximity. Parents should be aware that medical decisions can be made only by an adult-aged caretaker.
- Students who visit the Library with tutors are to be supervised by the tutor during the student's entire Library visit, if the student is otherwise unattended. The Library does not serve as an intermediary between students and tutors.
- The Library should not be used as a daycare facility. Staff who notice an obvious pattern indicating that it is being used in place of daycare should document the usage, note the child's name and give the information to the Administrative Librarian. The Administrative Librarian will notify the parents of Library policy and take such steps to insure that the situation stops.
- Transportation for children at the Library must be arranged prior to the Library closing time. In the event a child is stranded, two staff members will assist the child in arranging transportation. If transportation cannot be arranged in a timely manner, the two staff members will call the police and wait for the child to be picked up.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 9.06 Group Visits

Prearranging school and group visits is necessary to provide meaningful use of the Library and its resources. It allows Library staff to prepare for group needs and to ensure that the visit will not conflict with other events or group visits. Coordination of planning between the Library and school and group leaders will result in the best possible experience for patrons.

- Schools and groups of seven or more individuals must prearrange visits to the library at least one week in advance.
- During school or group visits one adult must accompany each group of seven children. Adults must remain with their groups during the visit and assist in monitoring the group for proper library behavior.
- Because there is a high demand for school and group visits, the Library may not be able to provide regularly scheduled visits for specific groups or schools.
- Teachers or group leaders are asked to notify the Library if their group will not be keeping its scheduled appointment.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 9.07 Study Rooms

The Library provides Study Rooms for patron use. Procedures and limits for use of Study Rooms are decided by the Administrative Librarian and reviewed regularly.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 9.08 Smoke Free Facility

The Library is designated as a totally smoke free area. Patrons and staff should smoke outside in the designated smoking area.

The General Assembly of the State of Illinois has passed the Smoke Free Illinois Act [Public Act 95-0017]. In accordance with the Act, smoking is prohibited in public areas of the Library. A public area is defined as any enclosed indoor area used by the public or Library employees, including but not limited to reception areas, lobbies, restrooms, offices, elevators, food preparation and serving areas, stairways, classrooms, conference rooms, employee lounges, hallways and Library owned or leased vehicles. Smoking is also prohibited within 15 feet of all building entrances, exits, windows that open and ventilation intakes. Ashtrays will be removed from any area where smoking is

prohibited in compliance with state law. It is the policy of the Library to fully comply with the provision of the Smoke Free Illinois Act.

It is the intent of this policy to obtain voluntary compliance with the provisions of the Smoke Free Illinois Act. Members of the public violating this policy will be so notified by Library personnel and politely and respectfully informed to abide by the policy. If a member of the public should ignore a verbal request, personnel may register a complaint with the Cook County Health Department and request the person to leave. If a Library employee is violating the policy, the employee will be notified by their supervisor and politely and respectfully informed to abide by the policy. If the employee should ignore a verbal request, their supervisor may register a complaint with the Cook County Health Department.

The policy of voluntary compliance is not intended to usurp the complaint provisions or rules of the Smoke Free Illinois Act. Any person may register a complaint with the Illinois Department of Public Health, the Cook County Health Department, or a local law enforcement agency for a violation of the Act or its Rules. The Act provides that “[a]ny person, corporation, partnership, association or other entity violating the no smoking provisions of the Act may be fined by one of the enforcement agencies. Each day that a violation occurs is a separate violation. A person who smokes in a prohibited area shall be fined from \$100 to \$250. A person who owns, operates, or otherwise controls a public place or place of employment that violates the act shall be fined not less than \$250 for the first violation, not less the \$500 for the second violation within one year after the first violation not less the \$2,500 for each additional violation within one year after the first violation.

PROCEDURE: In order to comply with the Smoke Free Illinois Act, the following procedures are in effect:

- All interior ashtrays will be removed.
- All exterior ashtrays not part of smoking/trash/receptacles will be removed.
- Exterior universal non-smoking signage will be placed on or near all exterior doors on all Library owned and/or leased buildings.
- All exterior ashtrays will be placed a minimum of 15 feet from any Library owned or leased facility.
- Smoking is prohibited in all Library owned or leased vehicles.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 9.09 Consequences of Violating the Expected Patron Behavior Policy

The Board is organized and exercises powers pursuant to the Illinois Public Library

District Act.

Section 75 ILCS 16/30-55 of said Act provides that the Board of Trustees of any library district is empowered to support and maintain a public library within the district for providing library services and has the following powers, without limitation: to exclude from the use of the library, any person who willfully violates an ordinance or regulation prescribed by the board (75 ILCS 16/30-55.55).

Therefore:

Patrons who violate Expected Patron Behaviors in the library or on library grounds will be spoken to and asked to correct their behavior. Such violation may result in one or more of the following actions:

1. An individual's Library privileges may be restricted by the Administrative Librarian or designated Person-in-Charge. The restrictions may include limitations to: specific areas in the Library, specific computers and other Library equipment, borrowing fewer items than the rules allow or times allowed in the building and on Library grounds.
2. Future use will be contingent upon the individual abiding by conditions agreed to with the Administrative Librarian. All incidents giving rise to restriction from use of the Library shall be reported by the Administrative Librarian to the Board at a subsequent Board meeting.
3. If a violation is of a serious or repeated nature, the Administrative Librarian may request that the Library Board ban a patron.
4. An adult may be banned by the Library Board from using the Library.
5. A minor may be banned by the Library Board from using the Library.
6. A banned adult patron or parent/guardian of a banned minor patron may request a hearing before the Board in writing. Upon receiving the request, the Board shall schedule the hearing at the Board's next regularly scheduled meeting, following the date of the request.
7. If the Board of Trustees has approved a ban, the Administrative Librarian shall reasonably attempt to give notice by certified mail, return receipt requested, to the patron detailing the duration of the exclusion from use of the Library and requirements, if any, conditioning the resumption of Library privileges. In the case of individuals under the age of 18 and living with a parent or guardian, an attempt will be made to deliver any such certified notice to the parent or guardian, with an additional uncertified copy sent to the minor. Any such attempted certified mail notice shall be substantially as follows:

Dear Patron:

Due to violations of rules of conduct adopted by the Board of Library Trustees of the Homewood Public Library District, Cook County, Illinois, (name of patron) is hereby banned from use of the Homewood Public Library, from access to the premises of the Homewood Public Library and from benefiting from any library privileges for a period of time through and including (date).

The specific violations are as follows: (list)

Readmission to the library in the future will be granted only following a personal interview and approval of the Board of Library Trustees after the period of suspension.

If you wish to appeal the exclusion from the use of the library, an appeal must be made in written form to and request further review at the next regularly scheduled meeting of the Board of Library Trustees.

An excluded patron who enters the premises of the library during the period of exclusion without specific permission of the Library Administrative Librarian is subject to arrest for trespassing.

Sincerely,

(Signature)
Administrative Librarian

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

8. The police may be contacted and a formal no trespassing notice taken out against the banned individual. If the individual is observed inside the Library or on Library grounds, in violation of the no trespassing notice, the individual may be arrested. If a minor violates the agreement, the parent or guardian will be contacted and informed of the possible consequences of further violations.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

The sale and/or delivery of alcoholic liquors in buildings owned by the Homewood Public Library District (the "Library District") shall be in compliance with the Illinois Liquor Control Act of 1934, as amended from time to time hereafter (the "Act"), and pursuant to the requirements set forth in this Policy.

For purposes of this Policy, "alcoholic liquor" includes alcohol, spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being, or as otherwise defined under the Act.

For purposes of this Policy, "Special Event" means a Library District fundraiser or programs of a cultural or educational nature occurring in a building owned by the Library District, at which alcoholic liquor is sold and/or delivered.

Alcoholic liquor may only be sold at retail or delivered in a building owned the Library District during a Special Event as follows:

1. The sale and/or delivery of alcoholic liquor shall only be permitted during and as part of a Special Event; and
2. No alcoholic liquor may be sold, distributed, or consumed in any area of the Library District's property accessible to the general public during a Special Event; and
3. No alcoholic liquor may be removed from the portion of the Library District building during a Special Event; and
4. No alcoholic liquor may be sold, distributed, or in the possession of any person under the age of 21 at any time on the Library District's property; and
5. A local liquor license shall first be obtained, if required.

Alcoholic liquor shall not be sold or delivered at a Special Event in any building owned by the Library District unless the Library District's Board of Trustees has first approved the sale and/or delivery of alcoholic liquor at the Special Event.

Alcoholic liquor shall not be sold and/or delivered at a Special Event in any building owned by the Library District unless dram shop insurance coverage for liability arising from the sale and/or delivery of alcoholic liquor in the maximum coverage limits required under the Act, has first been obtained to save harmless the Library District from all financial loss, damage or harm.

All rules put forth in other Homewood Public Library District policies shall remain in effect during events where alcohol is served. This includes but is not limited to the *Meeting Room Policy*, the *Expected Patron Behavior Policy*, and the *Personnel Policy*.

Purposely deceiving District staff in order to unlawfully gain access to an event where alcohol is served is a crime and will be reported to the proper authorities.

References: Public Act 99-0559; 235 ILCS 5/6-15

Reviewed: September 14, 2016
Adopted: September 21, 2016
Effective: October 1, 2016

Article X. Patron Confidentiality

The Library recognizes the confidentiality of patron registration and circulation records (Library Records Confidentiality Act, 75 ILCS 70/1-2). However, in matters of national security concerns, Federal law (specifically the Patriot Act) can supersede library policy.

The Library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The Library will follow existing laws and Library policies to respond to situations involving public safety or criminal behavior.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Section 10.01 USA PATRIOT ACT

HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

The Act may also provide law enforcement broader boundaries when investigating information accessed and transmitted by staff and staff records.

Access to patron information may include but not be limited to:

1. Catalog Search Records: These records refer to the searches of the collection a patron may conduct on the Public Access Catalog (PAC). Once a search is conducted, the software does not retain a copy of the search on library computers.
2. Circulation Records: Material is circulated via Circulation software. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid. It is not possible to look up a patron's card number and find out what they borrowed in the past. It is possible to look up the record for a specific item and obtain limited information about a patron (specifically, who last borrowed the item and whether a fine was paid.) However, there is no direct link between a patron and an item, once the item has been returned.
3. Computer Use Records: The Library provides public access to the Internet. The history of patrons' Internet research and activity is erased.
4. Meeting Room Use Records: The Library requires patrons to apply for use of the Meeting Room.

5. The Library tracks Interlibrary Loan items currently being borrowed and generates a paper record with patron information. Once the Library has verified that the materials are returned and all appropriate fines and/or fees are paid, the paper record is destroyed.
6. Reference Interviews: A reference interview occurs when a patron looking for information is interviewed or questioned by a Library staff member in order to narrow down the specific information needed. No paper record is kept after the interview that has any patron information on it.

Library staff will comply with law enforcement when supplied with a legal subpoena or warrant.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 10.02 Staff Procedures Regarding The Patriot Act

1. If anyone approaches staff alleging to be a law enforcement official requesting information, the staff will immediately contact the Administrative Librarian. (In the Administrative Librarian's absence, staff will contact an available Department Head.) Staff will not disclose any information to the individual requesting information.
2. The Administrative Librarian will ask to see official identification and will photocopy the I.D.
3. If the law enforcement official presents a subpoena, the Administrative Librarian will contact the Library's legal counsel for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
4. If the law enforcement official presents a search warrant, it is executable immediately. The Administrative Librarian will notify legal counsel and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The Administrative Librarian or her or his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of Library property.
5. The Library will keep a record of all legal requests.
6. The Library will keep a record of all costs incurred by any search and/or seizures.

7. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 10.03 Identity Protection Policy

The Library adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers that agencies collect, maintain use. It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Whenever an individual is asked to provide the Library with a SSN, staff shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any

similar method delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

5. The Library shall not collect, use, or disclose a SSN from an individual unless:
 - A. Required to do so under State or federal law, rules regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - B. The need and purpose for the SSN number is documented before collection of the SSN; and
 - C. The SSN collected is relevant to the documented need and purpose.
6. The Library shall not require an individual to use his or her SSN to access an Internet website;
7. The Library shall not use the SSN for any purpose other than the purpose for which it was collected.

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

These prohibitions do not apply in the following circumstances:

1. The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to

protect an individual's SSN will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

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

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

Article XI. Hours

The Library shall be open Monday through Thursday from 9:00 A.M. until 9:00 P.M. and on Friday and Saturday from 9:00 A.M. until 5:00 P.M. On Sunday the Library shall be open from 1:00 P.M. until 5:00 P.M. from the Sunday after Labor Day through the last Sunday before the Memorial Day week-end.

The Library shall be closed the holidays of New Year's Day, Easter, Memorial Day, Mother's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day. The Library shall close at 5:00 P.M. on July 3rd, Thanksgiving Eve and New Year's Eve. Additional closings shall be at the discretion of the Board of Trustees.

The book drop shall remain open 24 hours a day.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article XII. Emergency Closures

If emergency conditions arise, the Administrative Librarian or the Person-In-Charge may elect to close the Library and inform the Board of Trustees of this decision. A full report of any such closings shall be made at the next regularly scheduled meeting of the Board of Trustees. During emergencies the Administrative Librarian or the Person-In-Charge must use best judgment whether or not to close after assessing the situation.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article XIII. Advertising

Advertising material shall not be permitted in the Library except for cultural, educational and Library sponsored events. The display of such material shall be at the discretion of the Administrative Librarian.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article XIV. Gifts

Section 14.01 Accepting gifts

The Library welcomes monetary gifts, bequests or memorials as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the Library.

Special provision is made to label gifts, memorials, bequests or purchases made with money received as a gift. Gift books shall be shelved with the regular collection.

Personal property, art objects, portraits, antiques and other museum objects shall be accepted only with Board approval.

The Library will not provide an evaluation of worth for any gift material.

The Library shall not accept materials which are not outright gifts.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article XV. Public Materials in the Library Facilities

Section 15.01 Distribution of Non-Library Materials

All requests for the distribution of material should be referred to the Administrative Librarian. Each item is approved or disapproved on a case-by-case basis. Materials left for distribution or posting without authorization from the Library will be discarded.

Literature of a purely partisan nature will not be distributed or posted. However, political campaign literature, when the material contains information about the candidates and is primarily intended to neutrally inform the voters, may be passively distributed (i.e. Cook County Clerk's Office, local Villages, local school boards, League of Women Voters, etc.). All campaign literature must be submitted to the Administrative Librarian for approval prior to distribution. The organization or publisher submitting said literature is solely responsible for its contents.

Literature of a purely commercial nature will not be distributed or posted. Community newspapers (newspapers produced by for-profit organizations but distributed free of charge, with or without advertising) that contain news and feature articles relevant to the community are accepted for distribution. The organization or publisher submitting said literature is solely responsible for its contents.

All material will be disposed of when the information is no longer current or at the discretion of the Administrative Librarian. Items provided as handouts or for posting will be available for periods no longer than four weeks.

Due to limited space, the library reserves the right to limit the time allowed for a display and the quantity distributed by any one person or group. When space is limited, preference is given first to the Library, then to local area organizations and then to others.

No solicitations, petitions or non-Library-related materials will be placed on, kept at or distributed from the circulation desk or any area of the Library not designated by the Administrative Librarian. Petitioners may not use the Library as their base of operations and may not solicit signatures on Library property.

In no case will the Library sell material or collect money on behalf of another agency or organization.

The Library is not responsible for any items that are lost, damaged or stolen while being distributed on Library property. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

The Library does not advocate or endorse the viewpoints of the organization or publisher submitting literature. Materials distributed in the Library solely reflect the views of the distributor.

Final authority for all materials distributed on Library property rests with the Administrative Librarian.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 15.02 Displays and Exhibits

The library welcomes displays of general interest to the community as well as materials having a direct relationship to the purpose of the Library.

All materials displayed in the Library shall be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor for the cost of insurance coverage. A signed statement releasing the Library from all responsibility shall be required of each exhibitor. Release forms are available from the Library.

Placements of exhibits must be mutually agreeable to both the Librarian and the exhibitor and should not interfere with the normal operation of the Library.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 15.03 Sign and Public Notice Policy

Signs and public notices to be posted in the Library or placed in designated areas for distribution should relate to the Library's educational, cultural and civic goals in responding to the interests of the community.

Use of the Library's facilities and grounds for signs and public notices is a privilege subject to approval of the Administrative Librarian and/or review by the Board of Trustees.

Some of the guidelines for display of signs and public notices are:

- Materials will be displayed for a maximum of 30 days.
- Library materials will always take priority over all other displays.
- No sign or materials promoting political or religious positions will be displayed or distributed.

- Individuals and organizations shall not be permitted to solicit funds from the Library public by display in posters or receptacles which request donations, or attempt to sell commercial products or services. However, posters announcing bazaars or programs sponsored by local organizations may be displayed, provided they are of reasonable size, are neat in their appearance and space is available.
- The Library assumes no responsibility for the preservation, possible damage or theft of any item displayed. All items displayed in the Library are done so at the owner's risk.
- Dated materials will be removed after the event.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article XVI. Mable Murphy Meeting Room Policy

To request use of the Meeting Room, the online application must be submitted by an individual 18 years or older with a valid Homewood Library Card.

The Library provides the use of its Meeting Room as an additional service to groups and organizations under the conditions established by the Board of Trustees.

The Meeting Room is available for use by all groups and organizations, except for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. The Meeting Room is not available for use by individuals.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 16.01 Restricted use

The Meeting Room may not be used by any group or organization for the following types of functions:

A. Commercial ventures

Commercial venture is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds (except fundraising for the Library), or for which admission is charged, or at which a collection is taken, sales made or funds raised or activities listed below.

- Gambling and any other illegal activities
- Employee recruitment
- Instructors conducting classes for profit and groups promoting future courses or services entailing fees
- Informational seminars/workshops conducted by non-501c3 organizations

This does not apply to Library-related groups.

B. Private social functions

A private social function is one designed for entertainment through companionship with friends and associates.

C. Political Activity

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization. “Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is

required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk. General informational meetings on political topics and non-partisan sponsored debates or forums, not constituting political activity, may be held.

D. Other

Any other activity which would materially and substantially interfere with proper functions of the Library, such as excessive noise, a significant safety hazard or a significant security risk.

Reviewed: July 18, 2018
Adopted: August 15, 2018
Effective: August 15, 2018

Section 16.02 Priority

Use of the Meeting Room will be prioritized as follows:

1. Library-sponsored meetings or programs, including meetings of the Board of Trustees.
2. Meetings of the Friends of the Homewood Library and other Library-related groups.
3. Meetings or programs of nonprofit groups/organizations located within the Library District.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 16.03 Use limitations

No organization may use the Meeting Room more than four times in a calendar year.

The Library reserves the right to set a reasonable time limit for use of the Meeting Room.

A group or organization which has been denied permission to use the Meeting Room by the Administrative Librarian may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting.

Applications may not be submitted more than three months prior to the use date.

Applications must be submitted at least two weeks before use date.

Applicant will receive confirmation or denial within five (5) business days.

Full description and organization name, including troop number or team name (if applicable), must be provided with application. No acronyms will be accepted as organization name. Acronyms that are not defined will be denied.

Reviewed: July 18, 2018
Adopted: August 15, 2018
Effective: August 15, 2018

Section 16.04 Damage

A Library staff member will check the Meeting Room before and after each scheduled use and the Administrative Librarian will notify in writing the person who applied to use the room of any violations of the Meeting Room regulations. The Administrative Librarian will also notify the Board of Trustees, which may consider suspending the privilege of using the Meeting Room to that group or organization. The Board of Trustees, after giving proper notification and due process to that group or organization, may suspend the group or organization's Meeting Room privileges.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Section 16.05 Regulations

The following regulations apply to Meeting Room use:

1. It is the responsibility of the group or organization to insure compliance with fire-code restrictions related to the Meeting Room occupancy limits.
2. The applicant must be present at the entire meeting, since he or she is one of the responsible parties.
3. When a group or organization finds it necessary to cancel a meeting, notice should be given to the Library.
4. Set-up of the room is the responsibility of the group unless a set-up/dismantle charge of \$30.00 per meeting is paid one week in advance.
5. No group or organization may charge an admission fee to the Meeting Room, except for Library-sponsored programs for which fees may be charged to defray expenses.
6. State law prohibits alcohol on library premises.
7. Meetings may be scheduled only at times when the Library is open.
8. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library sponsored meetings must in no way imply Library sponsorship.
9. Groups or organizations using the Meeting Room may not use the Library as their mailing address or telephone number.
10. Signs or posters pertaining to a non-Library-sponsored meeting may be placed in the Library only in accordance with the sign and public notice policy.

11. No group or organization may store equipment or materials in the Library, except on a temporary basis with the Administrative Librarian's permission.
12. The Library is not responsible for personal injury or the loss of/or damage to any equipment or materials owned or rented by a group or organization meeting in the Library.
13. At the conclusion of the meeting, the group or organization is responsible for placing the room in the condition existing before the meeting commenced.
14. Nothing may be attached to the walls of the Meeting Room.
15. The Library reserves the right to cancel or reschedule an approved meeting to another date, if necessary. Notice will be given to the person signing the application via phone call or email within a reasonable time. Any paid set-up fees will be applied to the new meeting date or refunded.

Reviewed: July 18, 2018
Adopted: August 15, 2018
Effective: August 15, 2018

Article XVII. Fund Balance Policy

The elected Trustees of the Homewood Public Library District are assigned, under Illinois Law, the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the appropriate funds. (75 ILCS 16/30-55.10) In keeping with this responsibility and to comply with standards issued by the Governmental Accounting Standards Board, the Trustees have expanded the presentation of fund balances in the Annual Report to more clearly disclose the nature of the various fund balances held by the library. The following Fund Balance Policy outlines this expanded reporting.

The Library maintains its books of account on the fund balance method. This method requires each receipt and disbursement to be classified to a particular fund based on the business purpose of the transaction. The fund balance for any given period is comprised of (1) the initial balance present in the fund at the beginning of the period; (2) credits (increases) for revenue receipts during the period, (3) debits (decreases) for expenditures made from the fund for the period and (4) inter-fund transfers as required to maintain targeted fund balances. The library maintains nine specific funds as of this writing. Most activity during the year passes through the major fund, the General Fund. A Special Reserve fund exists in addition to maintain capacity for future capital improvements to the library. Seven non-major funds exist by action of law to disclose public funds provided and to capture related expenditures. The General and the non-major funds are levied separately and levy collections are credited to each fund as these

are collected. Specific expenditures are charged to these funds as the expenditure is incurred. Should levied funds be insufficient to cover period expenditures, the Board is authorized to issue inter-fund credits (increases) from the General Fund to cover the deficiency, subject to statute.

Section 17.01 Homewood Public Library Governmental Funds

1. General Fund (major fund): used to account for all financial activities not required to be accounted for in separate, Special Reserve or Special Revenue funds. This fund typically includes the receipt and disbursement activities of the library's daily operations.
2. A Special Reserve fund, intended by the Trustees as a reserve for future capital improvements. These capital improvements are listed in a schedule including estimated dates of the projects contemplated and may be altered by the Board as needs emerge.

Section 17.02 Special Revenue (non-major) Funds

1. Audit Fund: carries the balance of levy proceeds received for the fund, less the cost of the annual financial audit.
2. Unemployment Insurance Fund: carries the balance of levy proceeds received for the fund, less expenditures made during the year for state unemployment insurance.
3. Liability Insurance Fund: carries the balance of levy proceeds received for the fund, less expenditures made during the year for liability insurance.
4. Building Reserve and Site Maintenance Fund: carries the balance of levy proceeds received for the fund, less expenditures made during the year for building repairs and maintenance (non-capital).
5. Social Security Fund: carries the balance of levy proceeds received for the fund, less the library's portion (expense) due under the Federal Income Contribution Act (FICA). Employee withholdings under FICA are not part of this fund since there is no matching levy revenue covering these withholdings.
6. Illinois Municipal Retirement Fund (IMRF) Fund: carries the balance of levy proceeds received for the fund, less amounts expended by the library as contributions toward covered employee retirement benefits. The amount is set annually by IMRF. Employee withholdings for IMRF are not part of this fund since there is no matching levy revenue covering these withholdings.

7. Workers' Compensation Insurance Fund: carries the balance of levy proceeds received for the fund, less amounts expended by the library for workers' compensation insurance coverage.

Section 17.03 Fund Balances

The accumulated net worth of a given fund is its fund balance. Fund balance represents resources available for future periods and is an indicator of the financial viability of the fund and in total of the Library itself. In an effort to fully inform the public as to the availability of fund balances, the Governmental Accounting Standards Board (GASB) has adopted an expanded nomenclature for public funds. Fund balance type definitions issued in GASB statement number 54 are intended to disclose the level of constraint placed on the use of each fund balance:

Nonspendable fund balance - amounts unavailable for disbursement due to (e.g.) donor restrictions.

Restricted fund balance - amounts constrained to specific purposes by law (levy); the seven non-major funds and the Special Reserve fund listed above are restricted.

Committed fund balance - amounts constrained to specific purposes by action of the Board of Trustees, through formal definition, motion and adoption.

Assigned fund balance - amounts set aside by intention, but not by formal action, of the trustees for a particular future use.

Unassigned fund balance - amounts available for general business purposes supporting the institution in general; also a deficit balance in any of the preceding funds.

The Homewood Public Library currently is compliant with GASB 54 in its recent annual audits.

Section 17.04 Deficit Fund Balances

A deficit fund balance appearing at the end of a given fiscal year is an indication that the fund displaying the deficit will be unable, absent significant new resources, to meet its future obligations. Deficits appearing in non-major funds will be covered by either an increase in the next year's levy, if available, or by an interfund transfer from the General Fund. Decreases in restricted fund expenditures typically are not practicable due to the statutory or contractual nature of these funds' activities. The targeted restricted fund balance will be a minimum of anticipated next fiscal year's expenditures.

A deficit in the General Fund, on the other hand, occurs at the risk of severely limiting the services the Library can provide. As a result, a general policy of cash reserve balances has been suggested by the Trustees regarding the General Fund: that unassigned fund cash balance not be allowed to fall below \$1,500,000 at the end of any fiscal year. Should a substantial operating deficit (expected total revenues less projected expenditures including debt service) occur or be reasonably foreseen, the Trustees will direct the Administrative Librarian to produce a financial plan which, through deliberate and planned expense reductions, will act to restore the targeted cash balance within two fiscal year periods.

Reviewed: June 18, 2014
Adopted: July 16, 2014
Effective: July 16, 2014

Article XVIII. Freedom of Information Act

The *Freedom of Information Act* (FOIA) is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act [75 ILCS 70/1 et. seq.] *see* [5 ILCS 140/7.5(b)]).

FOIA Request Procedures

Information and records available to the public may be requested in the following manner:

- All requests should be in written form.
- A request form is available at the Library, 17917 Dixie Highway, Homewood, Illinois, 60430, weekdays 10:00 a.m. – 5:00 p.m., excluding holidays; it is also available online at <http://www.homewoodlibrary.org/>. A requester is not required to use the Library's request form, but its use is preferred since it will enable the Library to process the request promptly and properly.
- The request must be completed legibly.
- There is no requirement under the FOIA for the Library to provide information other than what already exists in our records.
- The request must specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, they must be specified in the

request. The requester may be consulted to clarify what records are being requested and what records are to be certified.

- Legal counsel may be consulted to advise the Library as to the proper response to the request.
- The Library may not require the requester to specify the reason or purpose of the request “except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver.”
- The request is to be given to the FOIA Officer, 17917 Dixie Highway, Homewood, Illinois, 60430. The Board will designate an appropriate employee(s) to be the FOIA Officer.
- Requests received after 3 p.m. will be dated as being received on the next consecutive business day.
- Within five (5) business days of receipt of a written request, the Library will respond with information regarding: access to the information, extension of response time under the Act or denial of the request in writing.
- The Library will, within the initial five (5) day period, notify the requester of the reason(s) and the date by which the documents will be available.
- One (1) extension of an additional five (5) business days may be used by the Library if:
 - The requested information is stored at a different location;
 - The request requires the collection of a substantial number of documents;
 - The request requires an extensive search;
 - The requested records have not been located and require additional effort to find;
 - The requested records need to be reviewed by staff who can determine whether the records are exempt from FOIA;
 - The requested records cannot be produced without unduly burdening the Library or interfering with our operations; or
 - The request requires the Library to consult with another public body that has substantial interest in the subject matter of the request.
- Denial of the request will occur if the public records requested fall within one of the specific exemptions of the FOIA or in those situations where the Library does not have either a right of access or ownership of the information.
- If only part of the request is denied and access will be given to the remainder, this will be stated in the response.
- Denial of the request by the Library may be appealed to the Illinois Public Access Counselor (“PAC”) in writing not later than sixty (60) days after the denial. The requester can file a Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706

Fax: 217-782-1396 Email: publicaccess@atg.state.il.us

- Denial of the request by the Library may also be judicially reviewed; a lawsuit may be filed in the Circuit Court of Cook County, Illinois. [5 ILCS 140/11].
- Records may be inspected or copied. If records are inspected, a Library employee must be present throughout the inspection.
- The Board will establish and post a schedule of fees for copying records, production of documents and certification of records. Any and all fees will be consistent with the FOIA.
- Records will be made available by appointment on weekdays, 10:00 a.m. to 5:00 p.m., excluding holidays, at the Library, 17917 Dixie Highway, Homewood, Illinois, 60430.
- Certain types of information maintained by the Library are exempt from inspection and copying. However, the following documents or categories of records are maintained and available for public viewing and will be disclosed upon request:
 - Monthly financial statements.
 - Budget levy resolutions.
 - Operating budget.
 - Annual audits.
 - Minutes of the Library Board that have been approved and minutes of closed meetings that have been released.
 - Library ordinances, resolutions and policies.
 - Annual Reports to the Illinois State Library.
 - A block diagram giving the Library's functional subdivisions.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Article XIX. Exceptions

Exceptions or changes to the policy manual are at the discretion of the Board of Trustees.

Reviewed: June 18, 2014

Adopted: July 16, 2014

Effective: July 16, 2014

Appendix A — Ordinance No. 19

An Ordinance Providing for the Offense of Library Theft and Penalties for the Violation Thereof.

BE IT ORDAINED by the Board of Trustees of the Homewood Public Library District as follows:

Section 1: A person commits the offense of library theft when he or she :

(a) Knowingly and intentionally removes any library materials from the premises of a library facility without authority to do so; or

(b) Knowingly and intentionally conceals any library material upon his or her person or among his or her belongings, while standing in the premises of a library facility and in such manner that the library material is not visible through ordinary observation although there may be some notice of its presence removes such library material beyond the last point in the premises of the library facility at which library material may be borrowed in accordance with procedures established by that library facility for the borrowing of library material; or

(c) With the intent to deceive, borrow or attempt to borrow any library material from a library facility by (i) use of a library card issued to another without the other's consent, or (ii) use of a library card knowing that it is revoked, canceled or expired, or (iii) use of a library card knowing that it is falsely made, counterfeit or materially altered; or

(d) Borrows from a library facility library material which has an aggregate value of \$200 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material willfully without good cause fails to return the library material so borrowed in accordance with such agreement or procedure further willfully without good cause fails to return such library material within 30 days after receiving written notice by registered mail from the library facility demanding the return of such library material.

Section 2:

(a) Any person who violates Section 1 of this ordinance shall be liable for a daily service charge not to exceed Twenty-Five Cents (\$.25) per day for each day that books or printed material are overdue not to exceed Four Dollars (\$4.00) per day for each day that nonprint objects are overdue; and

(b) Library theft, as defined in paragraph (d) of Section 1, is a petty offense for which the offender may be fined an amount not to exceed \$500 in order to reimburse the library for actual replacement costs of the materials not returned.

(c) Library theft, other than as defined in paragraph (d) of Section 1, when the aggregate value of the library material, which is the subject of such theft, does not exceed \$300, is a Class A misdemeanor.

(d) Any library theft, when the aggregate value of the library material which is the subject of such theft exceeds \$300, is a Class 3 felony. For the purposes of sentencing under sections (b), (c) and (d), separate transactions totaling more than \$300 within a 90 day period shall be presumed to constitute a single offense.

Section 3: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 4: That the Ordinance shall be in full force and effect from and after its passage and approval as required by law.

Appendix B — Ordinance No. 20

An Ordinance Providing for the Offense of Criminal Mutilation or Vandalism of Library Materials.

BE IT ORDAINED by the Board of Library Trustees of the Homewood Public Library District as follows:

Criminal mutilation or vandalism of library materials.

Section 1: A person commits criminal mutilation or vandalism of library materials when he knowingly tears, marks on, maliciously renders imperfect or otherwise damages or destroys library materials.

Section 2: Criminal mutilation or vandalism of library materials, when the aggregate damage or loss of the library materials which are the subject of such mutilation or vandalism does not exceed \$300, is a Class A misdemeanor.

Criminal mutilation or vandalism of library materials, when the aggregate damage or loss of the library materials which are the subject of such mutilation or vandalism exceeds \$300, is a class 3 felony. For the purpose of sentencing under Section 2, separate acts totaling more than \$300 within a 90 day period shall be presumed to constitute a single offense.

Section 3: That the invalidity of any item or section of this Ordinance shall not effect the validity of the whole or part thereof.

Section 4: That the Ordinance shall be in full force and effect from and after its passage and approval as required by law.