

Policy Manual

Lawrence Public
Library District

Approved March 20, 2018
Lawrence Public Library Board of Trustees

Patron Policies

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I. Library Use

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

Who May Use the Library

The library serves all individuals and groups from, and visitors to, Lawrence County and the library system area. Service will not be denied or abridged because of religious, racial, social, economic or political status; or because of mental, emotional or physical condition; age; or sexual orientation.

Services for Patrons with Disabilities

- The Lawrence Public Library complies with the requirements of the Americans with Disabilities Act of 1990.
- Individuals who require an accommodation for a disability (including interpretive services) for any library presentation should contact the library at 618-943-3016 at least seven (7) working days prior to the event.
- The library acts as a facilitator between patrons and the National Library Service for the Blind and Physically Handicapped, which makes talking book service available to those who qualify.
- Service animals are welcome in the library.

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

II. Hours and Holidays

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

- Monday, Wednesday, Friday, 10:00am-5:00pm
- Tuesday, Thursday, 10:00am-7:00pm
- Saturday, 10:00am-3:00pm
- Sunday, CLOSED

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

The library is closed for the following holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

When any of the following holidays fall on a Sunday, the library will be closed the following Monday:

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

Additional holidays may be declared at the discretion of the Board of Trustees.

III. Library Cards

The library's service area is Lawrence County, which is the boundary of the Lawrence Public Library District. Persons entitled to library service are those living in Lawrence County (the Library District); non-residents who own taxable property in Lawrence County; and those holding cards in good standing from other Illinois Heartland Library System member libraries.

III-A: Library Cards for Residents of Lawrence County

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

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

III-B: Library Cards for Non-Resident Owners of Taxable Property in Lawrence County

Persons living outside Lawrence County but owning taxable property in the County may obtain one (1) "non-resident" library card for the owner, partner, or principal stockholder of the property or business without paying a fee. Pursuant to the Public District Library Act of 1991 (75 ILCS 16/30-55.60) only one card may be issued for each parcel of taxable property. Cards may not be issued to family members. These cards entitle the card holder to all the rights and privileges of a resident card holder. To apply for a card, the property owner must annual bring in a copy of his most recent property tax bill.

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

III-C: Library Cards for Non-Residents

Persons who do not live in Lawrence County and do not own taxable property to support the library do not have public library service. A non-resident may purchase a "non-resident" library card for a non-refundable annual fee of \$35.00, which entitles the holder to all library rights and privileges of a resident library cardholder.

A three month non-resident library card shall be available for migrant families for a non-refundable fee equal to 25% of the annual non-resident fee.

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

III-D: Library Cards for Minors

Children (persons under the age of 18) may have their own library cards. With a library card, children have access to all materials in the library's collection. Parents of minors assume responsibility for any guidance in the selection of materials.

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

A parent or guardian must sign the application. The library will not issue cards to children whose parents or guardians have outstanding fines or fees.

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

III-E: Replacement Cards

The library will assess a fee to replace cards that have been lost or stolen. The patron must present a valid ID to receive a replacement card.

IV. Library Privileges

IV-A: Patron Privileges

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

Use of Other Libraries by Card Holders

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

Use of the Lawrence Public Library by Cardholders from Other Public Libraries

Patrons with cards in good standing from other Illinois Heartland Library System libraries may borrow materials from the Lawrence Public Library. These patrons may need to first register with the Lawrence Public Library.

To be registered at the Lawrence Public Library, a patron must present a current (not expired) library card from his home library, a photo id, and proof of current address. Patron assumes sole responsibility for damage or loss of library property. All borrowed materials must be returned to the Lawrence Public Library. The Library Director may restrict materials subject to its policy.

IV-B: Loss of Privileges

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

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

The Director may revoke privileges for the amount of time he/she deems reasonable. If a period longer than six months is deemed necessary, the Board of Trustees must approve the suspension.

IV-C: Reinstatement of Privileges

Any Lawrence Public Library patron who has had library privileges denied may confer with the Library Director concerning the problem, write a statement of remediation to the Board of Trustees and/or Director, or appeal to the Board of Trustees in writing to request that library privileges be reinstated. All fines, fees and bills must be paid before borrowing privileges will be reinstated.

V. Confidentiality of Records

All records related to patron registration and circulation of materials are considered to be confidential in nature, in accordance with the Library Records Confidentiality Act (75 ILCS 70/1). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Authorized library staff may only provide information about a minor's fines and fees to the parent or legal guardian. Circulation information will not be provided.

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

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

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

VI. Circulation Policy

VI-A: Loan Periods

Loan Periods for Lawrence Public Library materials are as follows:

- Reference materials, local historical and genealogical materials, and current periodicals: no circulation.
- Books, periodicals, audio-books, and music CDs: 2 weeks.
- Video tapes and DVDs: 3 days.

The Library Director may alter the circulation rules as needed for items in high demand.

Renewals and Extensions

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

Reserve List

Patrons may reserve materials which are not immediately available for patron use. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The date of the message will be noted and the material will be held for the patron for a period of forty-eight (48) hours. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

Overdue Fines

Materials held by a patron beyond their due date are considered overdue. Fines will be assessed as follows:

- **Video Tapes and DVDs.** \$1.00 per item per day
- **All interlibrary loan materials.** \$1.00 per day.
- **All other items:** \$0.10 per item per day.

The Lawrence Public Library will make a good faith effort to notify cardholders when their items become overdue. Overdue notification is a courtesy. The library is not responsible if the notification is not received by the cardholder. After the third notice, the library reserves the right to turn unpaid fines and fees over to a collection agency.

Overnight Depository

Books and periodicals may be returned to the outside overnight depository and shall be considered returned on the previous day. All other materials must be returned to the library front desk or deposited in the library's main entrance slot.

VI-B: Limits

- **Books.** Patrons may borrow up to 5 books per library card.
- **Audio-Books.** Patrons may borrow up to 3 audio-books per library card.
- **Periodicals.** Patrons may borrow up to 3 newspapers and 3 magazines per library card.
- **Video Tapes/DVDs.** Patrons may borrow up to 2 Video Tapes or DVDs per library card.

VI-C: Lost or Damaged Items

Lost Items

Items not returned within 30 days after notification are considered **lost** and are removed from the database. The librarian then decides whether to purchase a replacement copy (if one is still in print) or a different title in the same subject. This must occur fairly quickly so the information contained in the lost item can be available again to the community.

When a patron claims to have returned material which the library records show to be outstanding, library staff will make a thorough search for the material. If the material cannot be located, the items may be checked out to "Claims Returned." If the patron then finds and returns the item, its status is changed to "Checked in" and the accrued fines are charged to the patron. There is a limit of two Claims Returned items per patron at one time. When the 2-item limit is reached the patron may no longer claim an item as returned. The only way to get an item out of Claims Returned is to return it or pay for it.

Damaged Items

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

- Print materials with broken, bent, or chewed bindings
- Print materials with torn, defaced, or missing pages
- Materials with mold or water damage.
- Video Tapes, DVDs, CDs, or other audiovisual materials that are scratched, cracked or broken
- Video Tapes, DVDs, CDs, or other audiovisual materials with missing disks or packaging.

Fees for Lost or Damaged Items

Fees charged for lost or damaged items will include the full replacement cost of the item, any shipping charges incidental to replacement, and a processing charge of \$5.00. Processing fees contribute to the cost of replacement supplies (cases, bar codes, security tags, covers, etc.) and for staff time required to order and process replacement materials.

In cases where the item is quite old or has deteriorated due to frequent use, the Library Director will consider these factors when assessing damages.

The library will not accept replacement copies of books or audiovisual materials. Replacement books are seldom the more durable "library editions," and audiovisual materials not purchased from our vendors are not warranted or replaceable.

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

- The item is returned in good condition.
- The item is returned within 6 months after notification.
- The patron brings his receipt.

The amount refunded will not include fines, shipping, expenses, or processing fees.

VI-D: Photocopy and Print Services

The Lawrence Public Library provides photocopy and print services for the public, primarily to facilitate the patron use of non-circulating materials such as reference books, magazines, newspapers, and local history materials. The Board of Trustees is responsible for establishing a fee schedule for these services, which are reviewed annually.

Photocopy Service Fees:

SIZE	BLACK & WHITE	COLOR
8 1/2" x 11"	\$.25 per copy	\$.50 per copy
8 1/2" x 14"	\$.30 per copy	\$.75 per copy
11" x 17"	\$.40 per copy	\$1.00 per copy

Print Service Fees:

A printing service is available for the library computers and microfilm reader. Fees are: \$.10 per page for black and white copies, and \$.50 per page for color copies. There is no charge for a user's e-copying or scanning with devices approved by the Library Director.

VI-E: Copyright Law

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

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

VII. Reference Services

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

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

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

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with his or her professional from the above listed fields for additional information or advice.

Types of Information Not Provided

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

VIII. Rules of Conduct

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

VIII-A: Patron Behavior

Unacceptable Behavior

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

- Running, excessive noise, rowdiness, vandalism or similar disruptive behavior not in accordance with normal use of the library. Cell phone use is considered disruptive and is permitted only in the library's entry foyer.
- Smoking or using tobacco products in the library or on library property
- Consuming food or alcohol in the library (Food may be consumed only in the library's meeting room for designated events.)
- Consuming beverages from containers without lids (Coffee cups with lids and water or soft drink containers with lids or screw on caps are permitted.)
- Mutilating or defacing library materials or property
- Removing library materials without authorization
- Tampering with or intentionally damaging library technology or equipment
- Distributing leaflets, taking surveys, collecting signatures on petitions, soliciting, fundraising, or conducting similar activities within the library facility
- Harassing patrons or staff verbally or through actions such as staring, touching, following, or initiating unwanted conversations
- Being under the influence of alcohol or drugs
- Engaging in illegal activity while in the library
- Loitering on library premises is prohibited

Additional Rules of Conduct

- Patrons must have footwear and proper clothing.
- Weapons or objects that can reasonably be considered as weapons and firearms of any type are not permitted on library property. Persons (except law enforcement) who conceal or openly carry weapons will be asked to leave library property.
- Patrons are not permitted to leave personal belongings when they leave the building. The library is not responsible for loss of or damage to patrons' belongings.
- Animals, other than service animals for the assistance of the disabled, are not allowed in the library or allowed unattended on library grounds.
- Roller skates, roller blades, skateboards, cleats, and other similar equipment may not be used on library property.

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

VIII-B: Supervision of Children

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

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

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

IX. Computer and Internet Use

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

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

The library's wireless network and its public access computers are available free of charge. The library's computer workstations may be used for up to two hours per day.

User Responsibilities

- **Registration.** All users must register at the library's circulation desk. Before any person is granted use of an internet station, he shall review and sign an Internet Policy and Use Agreement. Internet users under the age of 18 years must have a signed authorization by a parent or guardian on file at the library. An adult 18 years or older must be present with any child under the age of 13 years at the internet station during use.
- **Legal Use.** Use of computers in the library must be for legal purposes only.
- **Consideration for Others.** The library is a public building and objectionable or pornographic images that can be seen by others (either intentionally or accidentally, and either on screen or in print) are not permissible.
- **Privacy.** All users are expected to respect the privacy of those using the workstations.
- **Damage to computer system.** Users are responsible for any damage occurring to the library's computers in the course of use. Any repair or replacement costs will be charged to any user responsible for damage to a computer. Users should save any work to a CD-R/RW or USB Flash Drive, and not on the computer's hard drive.

Inappropriate Use

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

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

Copyright

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

Liability

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

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

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

Annual Review

The Library Board of Trustees, which endorses the principles expressed in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association, shall review the effectiveness and merit of its Internet policies annually at a regularly scheduled board meeting.

IX-A: Computer Use by Children

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

IX-B: Responsibility and Authority of Library Employees

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

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

Library employees may refuse to assist a user if they believe that it will require them to view pornographic images on a computer display screen or in printed form. They will instead request assistance from the Director.

IX-C: Loss of Computer Privileges

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

If library staff or guests notice graphics of obscene materials or materials that violate laws of child pornography, library staff will tell the computer user to remove them. If the user does not cooperate, library staff will end their computer session.

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

X. Use of Public Rooms

X-A: Lower Level Meeting Room Policy

In keeping with the library's mission to offer a welcoming place for community interactions, the Lawrence Public Library lower level meeting room is available for non-profit purposes by government agencies and community groups for informational, educational or cultural meetings and programs. The meeting room may be used for events sponsored by non-profit groups based in Lawrence County or by non-profit groups with a majority of participants from Lawrence County.

Use of the meeting room does not constitute endorsement, support, or co-sponsorship of the event or of the viewpoints expressed.

Eligible Groups

- Lawrence County civic organizations
- Clubs whose intent is educational or cultural in nature
- Academic classes or study groups of more than 2 people
- Professional or honorary groups
- Organized school or academic groups which have a civic interest or goal
- Public lectures, panel discussions, and workshops
- Bipartisan political forums sponsored by a civic organization
- Local authors who have a pre-approved, once-per-title sale of their books or media
- Lawrence Public Library-sponsored performers or authors with pre-approval to sell their sound recordings, videos or books related to their performances

Ineligible Use

The meeting room is not the appropriate venue for the following types of meetings:

- Any person or group meeting for a profitable reason, including promoting, advertising, or selling commercial products or services
- Meetings or social events for personal or business purposes
- Religious worship services
- Political campaign meetings or events
- One-on-one meetings of any kind (for example, personal tutoring sessions). The Study Room is the appropriate location for one-on-one meetings.
- Use by any group that has violated library meeting room policies on prior visits

Reservations

- **Reservation Form.** The meeting room must be reserved by using the Meeting Room Use Agreement form available at the circulation desk. The reservation will not be made until the Meeting Room Use Agreement form has been completed, signed, and returned to the library. Meeting Room Use Agreements will be reviewed by the library director.
- **Scheduling Limitations.** Reservations may be made up to 3 months in advance and are honored on a first-come, first-served basis. No single group may have more than 9 meetings in a 9 month period.
- **Library programs receive priority** in the scheduling of meeting rooms. The library reserves the right to revise established reservations upon two-week notification to the organization.
- **Requests for meeting room use** may be denied if the noise from the planned activity would disturb the normal operation of the library.
- **Cancellations.** If a scheduled event has been cancelled, the group must notify library staff as soon as possible. If a group cancels scheduled meetings more than twice without notifying library staff, the group may be denied future use of the meeting room.

General Room Use Policies

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

- **Availability and Use.** The meeting room is available in the manner set forth by this policy and in a manner consistent with the mission of the library.
- **After hours meetings.** If the meeting room is used during closed library hours, arrangements for use and exit must be made with staff. Note: The emergency exit door is alarmed and may not be used except in an emergency.
- **Admission Fees and Donations.** All meetings shall be open to the public. Groups may not charge admission or take up collections or donations. The sale, advertisement or promotion of commercial products or services is prohibited. Fees for meals or program materials are permissible as long as attendance is not dependent upon the payment of such fees.
- **Furniture and Room Setup.** Groups are responsible for setting up the meeting room tables and chairs and returning them to their storage location. The meeting room must be left in good order and in the condition in which it was found. Meeting room furniture and equipment may not be removed from the building.
- **Decorations.** Attaching materials of any kind to the walls, floors, ceilings, or doors is not allowed.
- **Damages.** The group will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture, or equipment and may be denied future use of the meeting room if damages occur.

- **Children and Teens.** Meetings of individuals under the age of 17 must be supervised by an adult who will remain with them at all times. If minors are still present at the library's closing time, an adult sponsor must remain with them until parents or caregivers pick them up.
- **Storage of Equipment and Supplies.** The library cannot provide storage space for equipment or supplies for groups using the meeting room. The library is not responsible for equipment or articles brought into the building or left in its rooms.
- **Contact Information.** Groups or organizations may not use the library's address or telephone number as its contact information. Library staff is unable to deliver messages except in an emergency.
- **Publicity.** All publicity must carry the name of the organization sponsoring the meeting. The library may not be identified as a sponsor.
- **Banned Substances.** Smoking, alcoholic beverages, and the use of candles or hazardous materials are not allowed on library property.
- **Departure.** Please notify library staff when your group leaves the room so it can be locked.
- **Open Access.** The library staff reserves the right to enter the meeting room at any time.

XI. Bulletin Boards and Displays

X- A: Library Bulletin Boards and Displays

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

- Items will be posted or made available on an equitable basis, subject to available space.
- All postings and literature will be approved and placed in the appropriate location by library staff.
- Items must be professionally printed or neatly printed by hand.
- Advertised events must be open to the public.
- Religious and political materials are permissible for informational purposes or to announce special events. Materials which have the primary effect to persuade toward a single point of view will not be displayed.
- The placing of materials on the bulletin board or in a display area does not imply endorsement by library staff or the Board of Trustees.
- Library use of display spaces to promote library events or announcements has priority over all other uses.

Bulletin Board

- Bulletin Board items must be no larger than 11 by 17 inches.
- Postings may remain on the board for up to two weeks or until the event date has passed, whichever comes first.

Outside Displays

- The installation of vending machines or newspaper/literature boxes is not permitted on library property.
- The posting of political or campaign signs is not permitted on library property.

XI-B: Library Social Media

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

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

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

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

XII-A: Sexual Harassment

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

Work Environment

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

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

Any employee who believes that he or she is being subjected to sexual harassment, whether from an employee or a patron, is urged to report such conduct immediately to the Director in accordance with the Sexual Harassment Reporting Procedure.

Library Employee/Patron Relationship

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

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

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

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

Examples

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

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

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

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

Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the Library Director.

Retaliation

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

Sexual Harassment Reporting Procedure

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

Step 1

Reporting by Patrons

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

Reporting by Employees

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

Step 2

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

Step 3

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

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

Step 4

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

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

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

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

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

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

XII-B: Drug Free and Alcohol Free Library

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

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

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

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

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

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

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

XII-C: Smoke Free Environment

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

XII-D: Bloodborne Pathogen Control

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

Exposure Determination

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

Universal Precautions

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

Exposure Control Plan

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

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

XIII. Library Selection Policy

XIII-A: Introduction

The Lawrence County Public Library endorses the Library Bill of Rights and its interpretations as guiding principles for the selection of materials, the maintenance of the library's collection, challenges to selections and for related decisions about the accessibility of library materials and services. The library hereby adopts these documents and the other related documents that follow this policy as addendum to its policies on library service and the library's collection.

The purpose of this policy is to guide the library staff in the selection of materials of current significance and lasting permanent value for inclusion in the library collection. It is also the purpose of this policy to guide the library staff in selecting materials for withdrawal from the collection.

It is the goal of the library to own or have ready access to a sufficient number of informational resources with sufficient scope, depth, relevance, and accuracy in a variety of useful formats for the purpose of providing information; education and instruction; cultural experience and growth; and meaningful recreation to the library's public.

The words "library materials," as they occur in this policy, have the widest possible meaning. Every form of the permanent record is to be included whether printed or audio; bound or unbound; photographed or otherwise reproduced on tapes, discs and pictures in the form of photographs, paintings, drawings, etc.

"Selection" refers to the decision that must be made either to add a given title to the collection or withdraw one already in the collection.

The library recognizes that many books, magazines and newspapers are controversial and that any given item may offend someone. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the library's purpose and as it serves the needs and interests of the community as a whole.

Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except for the express purpose of protecting it from mutilation or theft.

The responsibility for the reading of minors rests with their parents or legal guardians. Selection of library material will not be limited by the possibility that it may come into the possession of minors.

This policy will be continuously reviewed by the library staff and the Board to ensure that it continues to meet the needs and desires of the library and its community.

XIII-B: Selection of Materials

Responsibility for Selection

The responsibility for the selection of library material is vested in the Director and under his direction such members of the staff who are qualified by reason of professional education and training.

The Director will not establish a material selection committee with the ability to veto individual purchases. Such committees are frequently utilized to limit the scope of collection development and to ensure that "questionable titles" are excluded from purchase. Selection committees may be formed, however, to discuss collection principles and to ensure that the collection is being broadly developed and coordinated.

Budget Allocations

The Director will establish, subject to the approval of the Library Board, the annual allocation of funds for purchasing library materials. Allocations will include, but not be limited to funds for the purchase of standing orders, periodicals, non-print media, direct orders for the adult collection and direct orders for the juvenile collection.

Once allocations have been made, individuals assigned to the selection of materials for a given area are responsible for pacing their ordering of materials to ensure that there is a steady flow of new materials throughout the entire year and that the allocation for a particular area is never exceeded.

Staff members selecting items for purchase are responsible for completing the appropriate orders and passing them on to the Technical Services staff for processing. It is the responsibility of the Technical Services staff to keep the Director informed of the account balances.

Principles of Selection

Material selection staff will be guided by two basic principles when selecting books for the library collection. The selection staff will attempt to collect materials that the patrons of the library district either desire or need.

1. Selection based upon desire: The expressed or otherwise obvious desires of library patrons as evidenced by the circulation of materials and individual requests for information should be examined by the library selection staff and used for the development of the collection in popular subject areas and for the selection of popular titles. The expedient purchasing and processing of popular works is vital to the materials' utility.

2. Selection based upon need: The library selection staff should examine the scope and depth of the library's collection to ensure that core subject areas and classical works are topically current and well represented. Although a medium-sized public library such as the Lawrence Public Library should not attempt to collect materials at a comprehensive or research level for any subject area other than local issues, a broad range of materials should both serve and await the needs of the library's patrons.

Library selection staff should not emphasize selection of materials based upon one principle over another, but should strive to strike a balance between purchasing both desired and needed materials.

Selection Criteria

Materials are to be selected in accordance with one or more of the following criteria:

1. Popular demand.
2. Contemporary significance or permanent value.
3. Scope and authority of the subject matter.
4. Reputation and/or authority of the author, editor or illustrator.
5. Literary merit.
6. Relationship to the existing collection and to other materials on the subject.
7. Price and availability.
8. Format and arrangement.
9. Scarcity of information in the subject area.
10. Availability of material in the area.
11. Attention of critics, reviewers and the media.

Scope of Collection

The development of a public library's collection should be as broad as the range of human experience and thought without classifying any ideas as "objectionable" or "taboo."

Selection Levels

The following terms are used to define the selection levels of the library's collection:

1. Comprehensive or exhaustive: Collection of all print and non-print materials related to a specialized subject area.
2. Research: Collection of major reference works, primary sources, secondary sources and specialized monographs supporting college and university school education.
3. Study: Collection of major reference works, periodicals and core titles which introduce or supplement high school collections in major subject areas.
4. Popular: Collection of the major works or titles of authors or subjects of popular interest.
5. Basic: Highly selective collection of works which introduce and define the author or subject.
6. Skeletal or minimal: Collection of the most general treatments of the subject.

The library selection staff will periodically review the library's collection and determine the most appropriate level for the selection of materials in a particular subject area or concerning a particular author. Generally, the public library will not attempt to support comprehensive or research level collections except in the area of local history. Most selection will be for the purpose of supporting study, popular, basic or skeletal levels of collection development within the limitations of the library's budget.

Selection Aids

Since it is impossible and unreasonable for the selection staff to read and review personally the large number of library materials being introduced each year, the selection staff must rely upon the assistance of professional selection aids. The following are generally recognized professional guides to the selection of library material and may be used to facilitate the selection process:

1. Professional library journals such as Booklist, Library Journal, School Library Journal and Publisher's Weekly.
2. Magazines of general interest such as Time, Newsweek, American Heritage and Smithsonian.
3. Journals in specific fields of interest such as Scientific American, Byte, American History Illustrated and Business Week.
4. Bibliographies recommending materials in specific fields for retrospective purchases such as Public Library Catalog and Children's Catalog.
5. Publisher's catalogs and flyers.

Special Collections

1. Local History: The library acknowledges a particular interest in the local history of the area and in the works of local authors and artists. Everything reasonably obtainable will be acquired and preserved.

2. Legal and Medical: The library purchases general legal and medical materials intended for the citizen or general reader. Although the library currently acquires editions of the state and federal code, it will not collect materials intended specifically for the legal or medical professionals in these fields.

3. Religion: The library will attempt to acquire major works representing all doctrinal beliefs without prejudice.

4. Textbooks: Textbooks will be acquired for the collection when they are the best, or only source of information on a subject deemed of interest to library users. The library will not attempt to acquire texts to provide basic curriculum support for the public or private schools in the area, but will acquire supplemental study materials for students.

5. Genealogy: the library maintains a small collection of books on the basics of genealogical searching which are of value to the general public. The non-circulating collection is more extensive and consists primarily of indexes, bibliographies and verification tools, and listings of sources for vital records in particular states and foreign countries. Histories of individual families are purchased only if they are of unusual national or local significance. Microfilm of the U S Census records as well as books and other special materials for this immediate geographical area are purchased as they become available.

Patron Requests

Library patrons are invited to submit requests for the purchase of new items at the Reference desk. The library's selection staff will periodically review requests made by patrons for new materials and purchase the items deemed appropriate for inclusion in the collection. A patron request for the purchase of an item will not automatically cause the item to be ordered. Patron requests must meet the same criteria as other selections.

Collection Maintenance

The library's selection staff will be responsible for periodically reviewing the library's collection for the purposes of weeding, rebinding or repairing materials. Materials no longer useful to the library's collection will be discarded as having no value.

The following general criteria will be used to select items for discard:

1. Dated material with little or no permanent value.
2. Rarely used material with little or no permanent value.
3. Misleading or factually inaccurate material.
4. Materials worn beyond reasonable mending or repair.
5. Material superseded by a new edition or a better title.
6. Trivial material of little or no permanent value.

Material of lasting value will be repaired or rebound if necessary.

Reconsideration of Materials

Patrons who wish to lodge a complaint about a library item or request the withdrawal of a title from the library will be asked to place their complaint or request in writing and submit it to the Director.

When a written complaint is filed, the Director will review the complaint and respond to the patron.

If the patron is not satisfied with the Director's response, the decision of the Director may be appealed to the Library Board.

XIII-C: Challenged Materials

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

Process for Challenging Materials

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

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

1. The requestor must complete, sign, and submit a *Request for Reconsideration of Materials* (Appendix A9). Forms that are not completely filled out will be discarded and no action will be taken.
2. The Director, along with professional staff, will review the form and the material in question and respond with a decision to the requestor within two weeks from the date the Request was received.
3. The Board of Trustees will be notified of the receipt of the completed form and the Director's decision.
4. If the requestor is unsatisfied with the Director's decision, the requestor has the right to present their complaint to the Board of Trustees. This is done by written request to the Board President, asking that the matter be placed on the agenda of a regular Board meeting. The Board President shall provide written notice to the requestor of the date and time of the meeting at which the Board will consider the matter.
5. The Board shall base its final decision on the criteria for selection and maintenance of the collection as defined in its Materials Selection Policy. The requestor shall receive written notification of the action taken by the Board.
6. The Board's decision is final and the material in question may not be reconsidered for at least one year from the date of the Board's decision.

XIII-D: Disposition of Library Materials and Property

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

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

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

XIV. Volunteers

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

Definitions and General Provisions

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

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

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

Placement

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

Training and Supervision

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

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

XV. Gifts to the Library

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

Restricted Gifts

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

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

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

Use of Gifts

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

Tax Deductions

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

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

XV-A: Donations of Books and Audiovisual Materials

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

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

XV-B: Gift Book Program

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

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

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

XV-D: Donations of Money or Assets

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

Solicitation of Donations

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

Guidelines for Solicitation

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

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

Confidential Information

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

Acceptance of Donations

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

Undesignated Gifts

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

Legacy Gifts (Bequests)

The library can accept bequests from wills or trusts.

Donated Securities

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

Use of Legal Counsel

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

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

Authorization to Negotiate Agreements

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

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

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

XV-E: State Officials and Employees Ethics Act

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

XVI. Financial Policies

XVI-A: Budget and Finances

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

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

The Library maintains adequate records of library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item, including total budgeted amount, monthly and year-to-date receipts and expenditures, and remaining budget.

Authority to Spend

- The Library Director is authorized to spend up to \$2,500.00 on any single item with the approval of the Board's Finance Committee.
- The Library Director is authorized to spend up to \$20,000.00^[1] on any single item only with the approval of the full Board.

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

Purchasing Policy

The State of Illinois statutes govern purchases of the Library District. In addition to any statutory requirements, it is the policy of the Library Board of Trustees to use the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds over \$20,000 shall be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. However, bidding is not required in the following cases:

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

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

Under normal circumstances, for purchases or services costing \$10,000-\$20,000 the Director will obtain three quotations except as indicated by the Board. When the library has an existing relationship with a vendor that is exemplary, the library may continue the relationship with that vendor without seeking further quotes.

Routine Banking Procedures

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

The Library Director is authorized to transfer funds from one library account to another library account for payment of monthly bills which have been approved by the Board of Trustees.

The Library Director is not authorized to sign checks or receive cash from library accounts except when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash.

XVI-B: Investment of Public Funds

The purpose of this policy statement is to outline the general objectives, responsibilities, and specific guidelines for management of all public funds by the Lawrence Public Library District

Responsibilities

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

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program.

“Prudent Person” Standard

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

Objectives

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

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

Guidelines

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

Legality and Safety

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

Liquidity

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

Yield

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

Simplicity of Management

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

Reporting

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

Internal Controls

In addition to these guidelines, the Chief Investment Officer, and by designation, the Library Director, shall establish a system of internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.

Authorized Financial Dealers and Institutions

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

Conflict of Interest

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

XVI-C: Cash Management Policy

Cash Management Authorizations

Financial oversight of the library is the responsibility of the entire library Board of Trustees with administrative assistance from the Library Director. The Library Board has established a Finance Committee to assist with oversight of the Library's financial reporting, cash management, and budgeting. The Finance Committee reports to the Board.

The Library Board engages a certified public accountant to record financial transactions, prepare checks for payroll and payables, make transfers between funds, make online payments to specific accounts authorized by the Board, prepare financial reports, and assist with the annual audit.

The Library Board employs a certified public accountant to maintain accurate payroll and benefits records, do financial forecasting, review bank statements and investment reports, assist with budget preparation, and assist the auditors.

The Finance Committee is responsible for drafting the budget, with the advice and assistance of the Library Director and accountant. The Library Director, with the advice and assistance of the accountant, shall keep the Board informed of the library's financial position, and provide administration of the daily cash and investment responsibilities, making bank deposits and transfers from bank to bank, as well other financial responsibilities delegated by the Board of Trustees.

Finance Committee

The library Board president shall appoint at least two Trustees, including the Board Treasurer, to serve as members of the Finance Committee.

The finance committee's responsibilities include, but are not limited to, the following:

1. Establish library checking and savings accounts as necessary
2. Maintain oversight of investment accounts in accordance with Illinois Law and the library's policy on Investment of Public Funds. The library Board may delegate administrative responsibility for the investment program to the Library Director.
3. Review monthly financial reports and check registers and verify that transfers have been made as authorized.
4. Review monthly investment reports from the Financial Planner
5. Recommend to the Board president up to two other library Trustees who, in addition to the Board treasurer, may act as authorized signers for library checks.
6. Participate in the budgeting process. Review the library's draft budget with the Library Director and Business Manager, and make budget recommendations to the full Board.
7. Review budgets related to capital projects
8. Access the bank safe deposit box as needed

Signing Authority

The Board of Trustees authorizes the issuance of checks for payment of goods or services upon the signature of one of the authorized trustee signers. Authorized signers include the Board Treasurer and up to two other Library Trustees. Library checks are normally signed by the Board Treasurer, or, in the Treasurer's absence, another authorized trustee signer. The same persons will be authorized signers for bank transfers and investment accounts.

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

Cash Management Controls

Accounting duties are performed in a private office in the library. Blank checks are stored in the locked business office and access is limited to the library's bookkeeper, Business Manager, and the Library Director.

Regular Bank Accounts

The Library Director, Business Manager, and Bookkeeper may access regular bank accounts online, but they are not authorized to modify/add/delete data or initiate transactions.

A designated employee other than the Library Director opens and reviews the bank statements and cancelled checks. The sequence numbers are reviewed and the statements are scanned for missing checks and unauthorized signatures. The employee initials the statement and then places it in the bookkeeper's file. Bank reconciliations of all accounts are performed by the bookkeeper on a monthly basis. The Library Director and the Board of Trustees review the bank reconciliations and the Trustees approve them at their monthly meetings.

Investment Controls

The library has a policy on Investment of Public Funds which specifies that all investment policies and procedures will be in accordance with Illinois Library Law. The policy delegates management and administrative responsibility for the investment program to the Board Treasurer or by designation the Library Director.

The library Trustees have authorized an investment consultant to manage investment of the general obligation bond proceeds as well as donations and the library's operating tax income. The advisor recommends the opening or closing of investment instruments within the guidelines of the library's investment policy, initiates the investments, and records the activity in a monthly investment report. Investment transactions are provided to the Trustees monthly for Board review, and their acceptance for filing is recorded in library Board minutes. The library Director and the Business Manager may access online investment accounts for reporting purposes but are not authorized to modify/add/delete data or initiate transactions.

Conflict of Interest

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

XVI-D: Travel and Expense Policy

It shall be the policy of the Lawrence Public Library to comply with the Illinois Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.)

Definitions

- "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Allowable Travel Expenses

The Board of Trustees will approve travel expenses for library employees and officers if the travel is necessary to conduct official library business, for the education of employees or officers, or necessary to obtain information for the maintenance or improvement of library services. These expenses shall include:

- The actual cost of transportation (i.e. airline tickets, train tickets, taxi fare, etc., and personal vehicle costs based upon the current IRS mileage rate for businesses.
- The actual costs of overnight lodging
- The actual costs of meals
- The actual costs of conference fees, and supplies and books for educational purposes

Prohibited Expense Reimbursement

No reimbursement shall be allowed for entertainment expenses or costs incidental to the purchase or consumption of alcoholic beverages.

Maximum Allowable Reimbursement

Library employees and officers may receive reimbursement for allowable travel expenses under the Maximum Allowable Reimbursement subject to the following guidelines:

- Travel costs shall be based upon the actual expense incurred. Only "coach flight" expenses are eligible for reimbursement, and any upgrades to first or business class will be a personal expense.
- Automobile expenses will be based upon business travel rates approved by the Internal Revenue Service.
- Food costs shall be reasonable and customary for the area of travel.
- Lodging costs shall be reasonable and customary for the area of travel.
- The Maximum Allowable Reimbursement is \$3,000.00.
- The Board of Trustees may approve reimbursement greater than the Maximum Allowable Reimbursement only in emergency or extraordinary circumstances.

Procedure for Reimbursement

Any library employee or officer who applies for reimbursement must submit a Reimbursement Request Form. For any prepaid travel expenses, receipts must be attached to the request form and submitted within thirty days of the completion of travel. Any library employee or officer who is given an expense allowance in excess of actual costs shall reimburse the Library within thirty days.

XVII. Board of Trustees

XVII-A: Meetings

Meetings of the Board of Trustees are held on the third Tuesday of the month at 7:00 p.m. Meetings are open to the public and are held in compliance with the Open Meetings Act [5 ILCS 120]. An agenda is posted in the library at least 48 hours prior to the meetings and the press is notified. The library Board conducts its meetings following the latest edition of Robert's Rules of Order.

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

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

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

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

XVII-B: Electronic Conferencing

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

- Any meeting using electronic conferencing will comply with all pertinent provisions of the Open Meetings Act [5 ILCS 120], including the proper notice of any regular or special meeting, the proper record keeping or minutes, and the appropriate agenda preparation. In addition, the agenda shall be posted along with the notice of the meeting. Any use of closed sessions shall be in compliance with the provisions of the Act.
- Sufficient security and identification procedures will be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for discussion or voting purposes are in fact authorized Board members with the right to speak and vote.

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

Policy XVII-C: Trustee Communications

Communications among Trustees

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

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

Discussions of library business that fall under this policy include:

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

Electronic Communications

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

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

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

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

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

A1. Freedom of Information Act (FOIA)

Brief Description of Our Public Body

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

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

- Corporate purposes ((General Fund)
- FICA/IMRF
- Building and maintenance
- Tort liability
- Unemployment insurance
- Annual audit

Address: 814 12th Street, Lawrenceville, IL 62439.

Board of Trustees: The Lawrence Public Library District Board of Trustees exercises control over library policies and procedures. This group meets monthly on the third Tuesday of each month, at 7:00 pm at the library.

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

Records Maintained Under Control of the Library

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

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances
- Levy ordinances
- Operating Budgets
- Annual Audits
- Minutes of the Board of Trustees
- Library policies, including Materials Selection

Request for Information and Public Records

Records are available Monday through Friday, from 10:00 am to 4:00 pm, at the Lawrence Public Library, 814 12th St., Lawrenceville, IL 62439.

The following records are available for public review at any time. To view these records, ask at the circulation desk:

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

To submit a FOIA request for information not included in the above list, complete the FOIA Request form and submit it to the Library Director or the FOIA officer in person, by mail, or by fax. The FOIA Officer will make a decision to grant or deny a FOIA request. You may appeal the decision of the FOIA officer to the Board of Library Trustees.

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

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

Certification of Records

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

Fees

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

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

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

A2. ALA Library Bill of Rights

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

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

A3. ALA Freedom to Read Statement

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

A4. ALA Freedom to View Statement

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

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

A5. ALA Statement of Professional Ethics

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

A6. Ethics Statement for Public Library Trustees

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

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

A7. Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the LIBRARY BILL OF RIGHTS and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan service for adult use only.

Article 5 of the LIBRARY BILL OF RIGHTS states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minors' access to library materials and services violate that Article. The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices that allow adults to use some services and materials that are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors, or in an effort to avoid controversy with parents. Libraries or library boards who would restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents—and only the parents—who may restrict their children—and only their children—from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word "age" was incorporated into Article 5 of the LIBRARY BILL OF RIGHTS because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Materials selection should not be diluted on that account.

A8. Notice of Library Drug and Alcohol Policy

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

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

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

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