

GRAVES-HUME PUBLIC LIBRARY DISTRICT POLICIES

LIBRARY USE

The Graves-Hume public Library District offers full library services to all residents of the district. A library card will be issued free to an applicant who is a resident of the district. Applicants must show a photo identification, such as a driver's license with current address, or two proof of residency along with their photo I.D. The applicant should expect a one week delay in obtaining the new card to allow the staff time to verify the information presented. A maximum of 2 items may be checked out to a new patron if identification forms appear in order. The library card will be good for three years from the date of issuance, or until termination of residence in the district, whichever period is shorter. The membership may be renewed if there are no delinquencies on file.

Checkout privileges are available to anyone with a valid local library card, or a card from another library with whom we do reciprocal borrowing, as long as that person has no delinquencies at either library. Membership transfers are not accepted.

The signature of one parent or guardian is required on the library card applications of all residents under the age of 18.

Parent or guardian consent will be required for applications for juvenile library cards, and persons under the age of 18 years.

Non-residents of the library district may obtain a library card, good for one year, by showing proof of tax payment to the Graves-Hume Public Library District at the time they apply for or renew membership. State law permits one card per tax bill for non-residents.

Non-residents, who do not pay taxes to the district, may obtain a library card good for one year with the payment of the current out-of-district fee, which is determined by state formula. In compliance with PA 92-0166, effective January 1, 2002, the Board of Trustees of Graves-Hume Public Library will provide full library service, including and honoring reciprocal borrowing privileges within the Reaching Across Illinois Library System, to non-resident patrons who qualify to apply for a card at the Graves-Hume Public Library. A non-resident patron may qualify for a card at Graves-Hume Public Library, upon payment of the out of district fee, if this library is the closest public library to the patron's principal residence within the school district in which the patron lives.

Library cards are non-transferable. Non-resident fees are not refundable.

BOARD OF TRUSTEES - - LIBRARY DIRECTOR RELATIONSHIPS

- A. Board of Trustees: Duties and Responsibilities
 - 1. The Board is the legal policy-making body.

2. The Board shall select and employ the Director.
 3. The Board shall encourage/improve public relations and shall be concerned about interpreting the library program and its facilities to the community.
 4. The Board shall lead the way in the administration and maintenance of an ample budget which will enable the library to meet its ever-increasing needs for service.
- B. Library Director: Duties and Responsibilities
1. The Director serves as chief executive of the library and is responsible for the administration of the library under the policies approved by the Board. The Director is directly responsible to the Board and through the Board to the community.
 2. The Director shall attend all regular meetings of the board as a non-voting member, and is urged to speak on all subjects under discussion.
 3. The Director shall – with the approval of the Board – select the staff, direct said staff in carrying out the activities and services of the library, hold regular staff meetings.
 4. The Director is responsible for the materials selection and purchase, according to library policies. Attention will be given to special requests if they are in keeping with the welfare of the library.

LIBRARY PREMISES

The Reading room, reader/printer and references facilities of the library are available for use by any person who conducts himself courteously and treats the library's materials and facilities with care and respect.

MEETING ROOM POLICY

As meeting facilities at the library are limited and there are sufficient other meeting facilities in the community, the Board of Trustees will restrict meetings at the library.

The meeting rooms are available for use by educational and cultural groups. Permission to use the meeting rooms will not be granted for commercial gain, individual partisan political meetings, sectarian religious meetings, or meetings for purely social purposes. Regular library service must take precedence over all other activities and the use of the meeting room must not interfere with the operation of the library.

The fact that the library board has considered and authorized a program for presentation does not constitute endorsement by the library of points of view expressed by participants in the program.

Only the Friends of the Library organization will be allowed to use the meeting rooms for their regular meetings.

No meeting shall last later than closing time unless by special permission.

The library should not be used to store materials for other than library-oriented programs.

The Director will refer cases of severe or repeated violations of the rules of the library to the Library Board for action. The board may exclude persons from the use of the library for up to one year. Written notification shall be made whenever actions concerning severe or repeated violations are made. Revocation or prosecution for anyone shall be only by order of the Board of Trustees.

Should the alarm on the security gates go off, patrons may be asked to step back to the desk and leave their library items to be re-checked. If no items are sensitized and the alarm still sounds, the patron can be asked to walk through the alarm alone. If the alarm sounds the third time, the patron will be asked to empty any possible hiding places, I.E. a book bag. If no just cause is found, the patron will be allowed to leave. If any patron refused to return to desk upon setting off the alarm, the staff may then call the police for further investigation.

Persons damaging library property will be prosecuted to the fullest extent of the law. Persons destroying library property will be required to pay for whatever damage they have caused. Library staff members will keep a written record of incidents of destruction of library property.

DISPLAYS AND EXHIBITS

The Library will not permit the advertisement of political, religious or commercial endeavors unless the project is specifically related to the goals of the library. At the discretion of the Director, exceptions may be made to this rule for political material of a non-partisan nature that helps educate the public.

Works of art on loan and displays are encouraged in the library. The display cases in the front area are available to local businesses, organizations, or individuals for displays of general interest to the community. Use of the cases must be mutually agreeable to the Director and the exhibitor.

All materials displayed, or exhibited, will be given reasonable care and protection within the general operation of the library and the Board of Trustees shall not assume responsibility for damage or loss on the library premises, nor for the cost of insurance coverage. Such costs, losses, damages, ect., are understood to be the responsibility of the organization or individual providing the display or exhibit. A written notice of this policy will be given to display case patrons on their reminder notices.

SCHOOL RELATIONSHIPS

The Board of Trustees is aware of the important role a public library plays in serving school children. The library encourages the development of adequate school library facilities and tries to provide a selection of literature and reference material which will supplement rather than duplicate the material offered by the schools.

The library encourages visits of classroom groups to the library. Visits should be scheduled at least a week in advance. It is suggested that the teacher concerned consult the library staff for aid in planning the visit.

CONFIDENTIALITY OF LIBRARY RECORDS

To insure the privacy of the users of its services the Board of Trustees shall consider any library registration and circulation records to be confidential in nature.

The Library Records Confidentiality Act of the Illinois Library Law states:

- a. The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public
- b. This does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
- c. The Board of Trustees and the Director shall resist the issuance or enforcement of any process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any costs incurred by the library will be chargeable to the agency demanding such search.

SOLICITATIONS

No soliciting is permitted on the library premises unless sponsored by the library and approved by the Director. The proceeds of any fund-raising conducted on the library's property shall return to the library, directly or indirectly.

GIFTS AND MEMORIALS

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

Gift items will be integrated into the regular library collection in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gift items may be marked with an appropriate nameplate. All donations are recorded in a donor album and those that exceed \$500 are recorded in the donor book in the front lobby. A letter for tax purposes may be sent to the donor if requested at the time the donation is made acknowledging receipt of the gift only.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

Any gift, memorial, or bequest which is given with conditions or stipulations as to its use or placement will be accepted only if the library Board can agree to all conditions and stipulations.

COOPERATION WITH OTHER LIBRARIES

The Board of Trustees recognizes that no single library can meet all demands of the community. The library will work with other libraries to meet requests for information from its patrons.

The library is a member of Reaching Across Illinois Library System and through it has reciprocal borrowing agreements with other libraries in the state. The System also has a special reference collection which may be accessed by patrons of the library.

DRUG AND ALCOHOL ABUSE

The illegal use, sale or possession of controlled substances is prohibited on library premises. Patrons in violation of this policy shall be subject to revocation of library privileges. Employees in violation of this policy shall be subject to disciplinary action including termination of employment.

An employee who uses illegal drugs off the job which would adversely affect their job performance or which could jeopardize the safety of the public or other employees or library equipment shall be subject to disciplinary action including termination of employment.

Patrons who are under the influence of alcohol or who possess or consume alcohol on the premises shall be subject to revocation of library privileges. Employees who violate this rule shall be subject to disciplinary action including termination of employment.

FINANCES

An annual library budget shall be prepared by the Finance Committee of the Board of Trustees and the Director and approved by the Board. Expenditures, transfers or loans made from any bond fund, special fund, or other non-operating funds over which the Board has control must have prior board approval. The Board may make expenditures, transfers, and loans as permitted by existing statutes, ordinances, and other applicable laws.

INSURANCE

The Board of Trustees shall determine that the property of the library is adequately insured against loss and damage. The Board shall likewise determine that the library carries adequate general public liability insurance, worker compensation, errors and omission insurance for the Board, and any other type of insurance which it considers necessary. The insurance program shall be reviewed annually by the Board.

EQUIPMENT

Equipment owned by the library is not available for outside usage.

Microfilm Reader-Printer: Patrons wishing to use microfilm reader-printers must notify a library staff member and sign in at the front desk. There are no time limits unless another patron is waiting to use the reader-printer. In that case, a two hour maximum time limit will apply. A person may make a reservation to use a microfilm reader-printer at a specific time by calling the library.

Computer and Typing Rooms: A typewriter and computers will be available for public use. Patrons must abide by the computer and Internet use policy of the library to use the computers.

Fax Machine: The library will send and receive faxes for the public at a set cost per page. Only paid employees will operate the FAX machine.

RULES AND REGULATIONS

Food and drink shall not be permitted in the public areas of the library during regular library hours. No smoking or sleeping will be permitted in the library at any time.

Shirt and shoes shall be worn in the library. In addition, extreme exceptions to generally acceptable standards of dress and personal hygiene shall not be permitted. The use of skates or roller blades will not be permitted on the premises.

Loitering, loud noise, or any behavior that disturbs other patrons or staff will not be permitted.

Cell phones may be used in the library vestibule (entryway) only.

Behavior which violates the Criminal Code of the State of Illinois is prohibited.

Pets or other animals, except those trained to assist the disabled or those which are part of the library, or a library sponsored program, shall not be permitted in the library.

Damaging, defacing or failing to return library materials, furniture, equipment or other property shall not be permitted and violators shall be held liable for all costs of replacement or repair. The library is not responsible for personal property left in library material or on library property.

The library staff shall not be responsible for the safety or well-being of children left on library property. Children under six may not be left unattended. Parents or guardians shall be held responsible for the behavior of their minor children and children of any age may not be left at the library for “babysitting” purposes.

Removal of books or other library materials without first properly charging same against a current library card is prohibited. Material will only be loaned to those with no delinquencies upon the presentation of a valid library card. Materials may be denied to any individual whose immediate family has outstanding delinquencies.

Library cards are issued subject to various terms and restrictions prescribed by law. Use of library cards is non-transferable and use by anyone other than the individual specified is prohibited, unless special arrangements have been made with the Director prior to checkout.

The loan of library materials is subject to varying terms and restrictions and fines will be charged if borrowers do not comply with them. Schedules of such terms, conditions and charges as are currently in effect are posted at the circulation desk.

Computer usage-See Computer Use Policy.

SUSPENSION OF LIBRARY PRIVILEGES

Anyone violating the Rules and Regulations of the library shall be subject to one or more of the following penalties:

- \ a. Verbal warning.
- b. Ejection from the premises.
- c. Suspension of library privileges
- d. Revocation of library privileges.
- e. Prosecution subject to the Criminal Code of the State of Illinois.

Anyone violating library rules may be asked to leave the premises. In the event that a person who is asked to leave the library refuses to do so, library staff will call the police.

Library staff members will keep a written record of any incidents of disruptive behavior.

ROUTINE BANKING PROCEDURES

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

The library director of the Graves-Hume Public Library 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.

RECORDS TO BE RETAINED

The Graves-Hume Public Library retains records in accordance with directives from the Local Records Unit/ Record Management Section/ Illinois State Archives/ Springfield, IL 62756. (217.782.7075)

FRIENDS OF THE LIBRARY

The Board of Library Trustees of the Graves-Hume Public Library looks upon the establishment of the Friends of the Graves-Hume Public Library as a worthwhile community endeavor which will benefit the library.

Complete advance information regarding all Friends of the Library projects shall be provided to the Library Director and the Board of Trustees of the Graves-Hume Public Library. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of the Library, but the Board reserves the right not to participate in any Friends projects in which the Board does not believe the best interest of the library is being served.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Graves-Hume Public Library, and that the Friends of the Library has its own Board and its own goals and purposes.

Friends of the Graves-Hume Public Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Graves-Hume Public Library.

Because Friends of the Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity for Friends activities.

Operating expenses of the Graves-Hume Public Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Graves-Hume Public Library becomes custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Graves-Hume Public Library public relations programs on behalf of the Graves-Hume Public Library shall be provided to the Library Director and the Board of Library Trustees of the Graves-Hume Public Library. The Board of Library Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the Graves-Hume Public Library.