

POLICIES OF THE NORTH RIVERSIDE PUBLIC LIBRARY



Approved February 9, 2009

Reviewed: 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015,
2017,2018

INDEX

- I) Objective
- II) Internal Policies
 - A) Internal Financial Controls
 - 1) Donations
 - a) Donations to the Library
 - b) Donations from the Library
 - 2) Investments
 - 3) Friends of the Library
 - 4) Library Foundation
 - 5) Money Handling
 - B) Confidentiality
 - C) Requests by Law Enforcement for Information
 - D) Complaints
 - E) Volunteers
 - F) Background checks
 - G) Purchasing
 - H) Surplus Property
- III) External Policies
 - A) Governance
 - 1) Library Board Meetings
 - 2) Meeting Schedule
 - 3) Open Meetings Act
 - B) Patrons
 - 1) Library Card Eligibility
 - 2) Patron Code of Conduct
 - 3) Food and Drinks
 - 4) Identity Protection Act
 - C) Collection
 - 1) Selection of Materials
 - 2) Circulation
 - D) Faxes
 - E) Public Space
 - 1) Children in the Library
 - F) Meeting Space/Exhibit Space
 - 1) Programs
 - 2) Meeting Rooms Rules and Procedures
 - 3) Displays and Exhibits

4) Postings

G) Internet/Technology

- 1) Internet Access
- 2) Wireless Internet
- 3) Social Media

H) Emergency Closing

I) OBJECTIVE

The objective of the North Riverside Public Library is to provide a variety of services free or low cost to all members of the community. The Library intends to build a well-balanced collection of print and non-print materials to meet the inspirational, recreational and informational needs of the community. It shall be the policy of this Library to provide materials that will best meet the needs of the community.

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

1) DONATIONS

a) Donations to the Library

(reviewed February 15, 2012)

(reviewed August 15, 2013)

(revised June 9, 2014)

1.0 Scope

The North Riverside Public Library Board of Library Trustees (the Board) actively encourages gifts and contributions which will help the North Riverside Public Library (NRPL) better serve the needs of the community. All donations and gifts to NRPL are subject to applicable Illinois statutes as well as NRPL's policies and guidelines, including those relating to the selection and provision of access to books and other resources. The Board, or the Board's delegated authority:

- Makes the final decision on the acceptance, use or other disposition of donations/gifts;
- Reserves the right to accept donations/gifts which have conditions or restrictions.*

A significant portion of philanthropic contributions raised through fundraising and other programming initiatives of NRPL is directed towards very specific initiatives and activities. As a result, these funds are not available to directly support the effort undertaken to generate this type of funding. The costs of such initiatives are supported largely from operating funds. Although it is reasonable for operating funds to support these efforts, it is not unreasonable for beneficiary initiatives and activities to also support a portion of these costs.

To more closely correlate fundraising benefits and costs and to generate a pool of resources that will be available to NRPL for enhancement and fundraising initiatives, NRPL adopts these Donation Policy Guidelines.

* 75 ILCS 16/30-75

These funds will be used, along with other resources, to support the administrative costs associated with facilitating NRPL initiatives.

The Guidelines in this document have been established to clarify and confirm the policies, procedures, practices and processes and to ensure:

- The application of this Policy complies with applicable regulations and requirements
- The funds are used to support priority fundraising and other priority initiatives and activities of NRPL
- There is a consistent application of NRPL policies and procedures
- NRPL policy and procedures are accurately represented to donors.

2.0 Policy Application

Gifts may be accepted by NRPL as follows:

RECEIPTS. Receipts acknowledging a donation will be issued at the receiptable value.

- **UNRESTRICTED DONATION** - the receiptable value shall be deposited into NRPL's Operating Fund
 - The donation will be recorded as a journal entry under "Funds" (Donations-Unrestricted) at the receiptable value.
- **RESTRICTED DONATION** - the receiptable value shall be deposited into a new money market account with a sub title identifying the donor. The account will require two signatures. There will be four signers on the account (Board President, Board Treasurer, Board Vice President and Board Secretary) .
 - The donation will be recorded as a journal entry under "Funds" (Donations-Restricted), titled (donor name-last 4 numbers of account number) for the receiptable value with a note indicating the restriction.
- **ASSESSMENT FEE** – An administrative assessment fee in the amount of 5% of the receiptable value shall be deposited into the NRPL's Operating Fund

- The administrative assessment fee shall be recorded as a journal entry under Revenue: Fees and Fines.
- All donations received by NRPL are subject to this Policy.

2.1 Types of Donations

- Cash donations including, but not limited to, donations from fraternal organizations, affiliations, corporations, government grants, and patrons.
- Testamentary gifts and pledged donations on trust agreements or initiatives that predate the implementation of this Policy. The Board will review testamentary gifts on a case-by-case basis.
- Donations to NRPL's Endowment Fund
- "In memoriam" donations
- Donations relating to 'charitable event' fundraising (golf tournaments, dinners, etc.).
- Donations solicited for specific purpose projects that have been pre-approved by the Board.
- Payments on pledge commitments made prior to the implementation of this Policy.
- Non-cash in kind donations, e.g., furniture, paintings, statuary and other articles accepted by the Board. Any proposed conditions or restrictions attached to the proposed gift are subject to modification by agreement between the donor and the Board.
- Grant and contracted contributions received by the NRPL where consideration accrues to the contributor.
- Donations funding pre-approved planned giving instruments, e.g., life insurance policy premiums or donor annuities with existing life-interest commitments.
- Marketable securities.
- Books and other library resources.

3.0 Responsibilities

3.1 Finance Committee Responsibilities

- Monitor the financial integrity of NRPL's Fundraising Fund.
- Receive and assess proposals for support relating to institutional enhancement initiatives.

- Make annual allocations of resources in support of priority institutional initiatives approved by the Board.
- Determine application and reporting requirements associated with the administration of this Policy.
- Report annually to the Board on the financial status and application of the Fundraising Fund.
- Assess that this Policy is consistent with applicable requirements and guidelines.

3.2 Director's Responsibilities

- Assess that this Policy is consistent with applicable requirements and guidelines.
- Review and validate overall donation reporting
- Identify priority institutional enhancement areas
- Periodically seek appropriate counsel from donors and department and administrative offices to ensure this Policy is supporting the aims and objectives of NRPL.
- Advise NRPL donors and administrators as to the terms, conditions and application of this Policy.
- Provide required financial reporting in keeping with management and donor requirements.
- Develop and promote communication regarding this Policy to NRPL community and donors.
- Allocate funds approved by the Board.

4.0 Donation Threshold Acknowledgement Procedure

- Acknowledge all gifts within three business days using appropriate thank you letters based on the gift level. If receipts are included, acknowledgment should feature the wording required by the IRS.
 - Gifts of \$499 or less will be acknowledged with the appropriate thank you letter or pre-printed card signed by the Library Director. The Library Director will call the donor and personally thank the donor.
 - Gifts of \$500 - \$999 will be acknowledged with the appropriate thank you letter signed by the Library Director and Library Board President. The Library Director and the Library Board President will call the donor and personally thank the donor.

- Gifts of \$1000 or more will be acknowledged with the appropriate thank you letter signed by the Library Director and Library Board President. The Library Director and the Library Board President will call the donor and personally thank the donor as well as recognize the donor on the Donor Recognition Wall.
- Monetary gifts (other than those associated with naming rights and sponsorships) of \$1,000 or more will be recognized on NRPL's Donor Recognition Wall. Three categories of giving are acknowledged on the Wall:
 - Donor: \$1,000 - \$2,499
 - Sponsor: \$2,500 - \$4,999
 - Benefactor: \$5,000 or more
- Commemorative book(s) receive a bookplate listing the donor and the honoree. An acknowledgement letter will be sent to the honoree.

5.0 Donation Assessment

- All cash donations deemed by the Board to be assessable under this Policy will be assessed at a rate of 5% of the receiptable value of the gift unless otherwise agreed to by the donor and the Board.

6.0 Valuation of Non-Monetary Donations

- For non-monetary gifts accepted by the Board, neither Library staff nor the Board will issue a written or verbal statement of monetary value to the donor. The Library Director, or a designated staff member, may provide, at the donor's request, a letter acknowledging the gift and its apparent condition.

7.0 Use of Gifts

- Unless restricted, all non-cash gifts may be altered, sold, or disposed of in the best interest of NRPL.

8.0 Endowment Fund

8.1 Establishment

A fund to be known as the Endowment Fund is hereby established*

8.2 Purpose

The purpose of the Endowment Fund is to allow an accumulation of funds outside of NRPL's other funds for projects approved by the Board.

8.3 Endowment Fund Defined

The Endowment Fund is composed solely of donations and bequests and other assets conveyed specifically to NRPL's Endowment Fund.

8.4: Management

The Board is responsible for overseeing the proper investment of all funds in the Endowment Fund. The Board may appoint a manager of the Endowment Fund.

8.5 Investment Objective

Money in the Endowment Fund may be invested without the restrictions applicable to NRPL's other funds per the Public Funds Investment Act, 30 ILCS 235/0.01 et seq. (the Act)

Donors to the Endowment Fund shall be advised that investments in the Endowment Fund are not subject to the Act.

The investment objective of the Endowment Fund is to maximize a long-term rate of return while minimizing the risk of loss of capital. Achieving these goals will require assuming a moderate level of risk, accepting a long term investment horizon, and diversifying assets. The Endowment Fund will be invested to maximize total return (capital appreciation, plus interest and dividend income) consistent with a prudent level of risk.

* NRPL's Endowment Fund should not be confused with a separate organization known as "The North Riverside Library Foundation", a 501(c)(3) organization.

8.6 Evaluation & Performance Criteria

Performance and activities of the manager of the Endowment Fund will be evaluated at least annually. The Board will utilize professional management services for investment of the Endowment Funds. The Board may employ advisors or consultants for an independent investment performance analysis.

8.7 Prohibited Transactions

The Endowment Fund will not be invested in any of the following:

- Margin purchases
- Private placements or other restricted securities
- Commodities
- Foreign issues, unless traded on U.S. exchanges or markets
- Any investment specifically prohibited by the Board

8.8 Communication & Review

Periodic statements of activity (at least quarterly) shall be provided to the Board.

The Endowment Fund's investment manager should expect to provide in person presentations to the Board at least once per year. These presentations will include a report of portfolio status, time weighted returns in accordance with Association for Investment Management and Research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategy, and other matters relevant to Endowment Fund assets. Communication by telephone, letter, personal consultation, and/or other means will be provided as requested by the Board. The investment manager shall report to the Board promptly any significant changes in management or investment personnel.

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

1) DONATIONS

b) Donations from the Library

(approved March 12, 2012)

(reviewed August 15, 2013)

The North Riverside Library Policy on Memorials and Tributes provides a meaningful way for the Board of Trustees to celebrate an important person or event in the community and express condolences to a staff member who has lost a loved one.

In honoring individuals affiliated with both the North Riverside Library and the North Riverside community at large, the Library Board will budget funds to purchase books in the memory of those who have served in the past and/or to pay tribute to other individuals on special occasions.

The Library Board also will budget funds to make a donation to the charity of the family's choice in memory of immediate family members of staff members who have died. North Riverside Library defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

Established clerical procedures for memorials will be followed after the Board of Trustees is made aware of a need for a memorial or tribute.

Memorials can range between \$50.00 and \$100.00.

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

2) INVESTMENT POLICY

(revised November 15, 2010)

(reviewed February 15, 2012)

(revised September 9, 2013)

The North Riverside Public Library District Investment Policy for the administration of public funds is as follows:

The Library District policy is to have real estate tax proceeds deposited by direct deposit from Cook County, Illinois. All other receipts are deposited immediately upon receipt. Whenever possible, funds are deposited in interest bearing accounts that yield the highest rates available. Banks are checked semi-annually with the Veribank service to ensure that the banks are not in financial difficulty.

All funds are deposited in banks and financial institutions insured by the Federal Deposit Insurance Corporation (FDIC) in amounts up to \$250,000.00.

Any funds destined for short-term use over \$250,000.00 are collateralized by the bank, with the bank pledging United States securities specifically to the Library District.

Funds available for long-term investment (six months or more) are invested in United States Treasury Bonds or Notes and Certificates of Deposit that are insured by the FDIC or collateralized by the bank if over \$250,000.

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

3) FRIENDS OF THE LIBRARY

(reviewed March 14, 2012)

(revised April 14, 2014)

I. POLICY

The North Riverside Public Library views the North Riverside Friends of the Library organization as an important community resource for the NRPL in increasing understanding of, and support for, the library within the North Riverside community. As a volunteer organization, members are provided with an opportunity to use their time, skills, resources and contacts in a worthwhile community endeavor, while receiving recognition for their efforts, making library strengths and needs known to the public.

The role of the Friends is a support group, rather than a policy-making body. Friends may raise money through book sales, sponsorship of special events or other means endorsed by the Library Board and Library Director.

II. OBJECTIVE

To encourage public interest and support for the library

To encourage gifts and memorials for the library

To purchase special items which cannot be taken care of in the library's budget,

To assist in public relations and community awareness of and use of the library

To sponsor programs that support the library's mission

III. PROCEDURES

The Friends groups will have a written statement of purpose and by-laws which should be in accordance with the policies of the NRPL Board of Trustees

Funds raised by the Friends should not be a substitute for adequate local funding

Funds raised by the Friends should be maintained in an account separate and distinct from the library's operating accounts. This account should be administered by the Friends of the Library board.

Funds raised by the Friends in the name of the library will be used to support programs and materials of the library.

Gifts made to the library by the Friends should conform to the library gift and fiscal policies, and may not be used to dictate library policy.

Suggestions for service improvements may be directed to the Library Director, and requests for resources or assistance may be submitted to the Friends of the Library.

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

4) LIBRARY FOUNDATION

(adopted May 12, 2014)

I. POLICY

The North Riverside Public Library views the North Riverside Library Foundation organization as an important community resource for the NRPL in increasing understanding of, and support for, the library within the North Riverside community. As a volunteer organization, members are provided with an opportunity to use their time, skills, resources and contacts in a worthwhile community endeavor, while receiving recognition for their efforts, making library strengths and needs known to the public.

The role of the Foundation is a support group, rather than a policy-making body. The Foundation may raise money through fund raisers, sponsorship of special events or other means endorsed by the Library Board and Library Director.

II. OBJECTIVE

To encourage public interest and support for the library

To encourage gifts and memorials for the library

To purchase special items which cannot be taken care of in the library's budget

To assist in public relations and community awareness of and use of the library

To sponsor programs that support the library's mission

To provide for improvement of library technologies

III. PROCEDURES

The Foundation group will have a written statement of purpose and by-laws which should be in accordance with the policies of the NRPL Board of Trustees.

Funds raised by the Foundation should not be a substitute for adequate local funding.

Funds raised by the Foundation should be maintained in an account separate and distinct from the library's operating accounts. This account should be administered by the Library Foundation board.

Funds raised by the Foundation in the name of the library will be used to support programs and materials of the library.

Gifts made to the library by the Foundation should conform to the library gift and fiscal policies, and may not be used to dictate library policy.

Suggestions for service improvements may be directed to the Library Director, and requests for resources or assistance may be submitted to the North Riverside Library Foundation.

II) INTERNAL POLICIES

A) INTERNAL FINANCIAL CONTROLS

5) MONEY HANDLING

(Adopted 10/16/17)

This policy defines the responsibilities for any library employee who handles currency, cash equivalents, charge card transactions, or checks (hereafter referred to as “money”). Departments that receive, handle, transport or deposit money must follow these procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. All employees are responsible for complying with the policy described herein. Non-compliance with this policy could lead to disciplinary action.

Money Handling & Cash Register Operation:

- Only employees with appropriate training are authorized to use the cash register, during their assigned work shifts only.
- Use of library funds for cashing checks is prohibited. Checks may not be written for an amount above what is necessary for payment.
- Cash should never be left unattended, for any period of time.
- When an employee receives cash, it is to be deposited immediately into the cash register under the correct category/code.
- If a patron wishes to pay using a charge card, the charge will be processed through the Library's secure charge card machine. No copies of the patron's account number, expiration date, or CVV security code will be kept.
- A receipt is offered to patrons for every charge card transaction showing the date of the transaction and the amount charged to the patron's charge card.
- All cash register mis-rings and errors will be promptly noted, and a note describing the date, time and clerk responsible, the error and any correction(s) made will be placed in the cash drawer so that it can be reviewed at the time of reconciliation.
- Refunds in cash will not be given. If the Library owes a patron any money (for return of a lost/paid book, etc.), an employee will take the

pertinent information from the patron and request a check following procedures.

Safeguarding Funds:

All funds collected during open operations are stored in the locked cash drawer. After hours, all funds are kept in a locked safe. Only circulation staff and supervisory personnel will have access to these funds during the hours the library is open. At the end of the last shift of the day, all funds are transferred from the cash register to the safe.

Daily Reconciliation:

Cash shall be reconciled on a daily basis following established procedures.

Deposits:

- Bank deposits are made by the library director or a designee every two weeks or sooner if there is a large accumulation of cash.

II) INTERNAL POLICIES

B) CONFIDENTIALITY

(adopted April 9, 2012)

(reviewed August 15, 2013)

The North Riverside Public Library abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The North Riverside Public Library does not make available the records of patron transactions to any party except in compliance with the law. The North Riverside Public Library does not make available lists of registered library patrons except in compliance with the law.

II) INTERNAL POLICIES

C) GUIDELINES FOR RESPONDING TO LAW ENFORCEMENT REQUESTS FOR LIBRARY RECORDS AND USER INFORMATION

(reviewed March 14, 2012)

Procedures for library staff:

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director or to a designated alternate authorized by the Library Director to respond to requests for records and information. A listing of library employees authorized to respond to records and information requests in the absence of the Library Director can be found in Appendix I.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor a designated alternate is present in the library:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the library director, a designated alternate, or the library's legal counsel using the phone/contact list in Appendix I.

If you cannot reach the Library Director or a designated alternate, utilize the procedures outlined below for use by the Library Director or a designated alternate. A written report describing the officer's

inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or a designated alternate:

In all cases:

- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance. Under House Bill 237, Public Act 95-0040, effective 1/1/08, which amended the Library Records Confidentiality Act, 75 ILCS 70/1, ll 237, Public Act 95-0040 effective 1/1/08, amended the Library Records Confidentiality Act, 75 ILCS 70/1, law enforcement officers are allowed, without a Court Order, to request information in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent danger of physical harm.

The general rule under the Library Records Confidentiality Act remains the same, i.e., library registration or circulation records remain confidential and may not be released without a Court Order. See the attached memo and suggested form to be filled out by the officer in such cases.

- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.

- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or an designated alternate, all materials should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker or volunteer accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

[A sample subpoena can be found in Appendix II. Similar types of judicial process include administrative subpoenas and orders for electronic records or communications. None of these orders require an immediate response from the library or its staff.]

If the law enforcement officer presents a search warrant:

- Immediately ask the library's legal counsel to provide advice and assistance.
- Ask the officer if he or she would be willing to delay the search until the library's legal counsel arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents

on behalf of the library without the advice of the library's legal counsel.

- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a search warrant in the absence of the Library Director or an designated alternate, all materials should be turned over to the Library Director.

If an agent for the Federal Bureau of Investigation presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (Orders issued under the [USA PATRIOT Act](#)):

- Call the library's legal counsel and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the library's legal counsel arrives.
- If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, he or she cannot

inform other library staff or any other person about the order unless authorized to do so by the library's legal counsel.

- If a library worker or volunteer is required to respond to an order issued under the [USA PATRIOT Act](#) in the absence of the Library Director or a designated alternate, they should inform the Library Director as the custodian of records. It is not unlawful for library staff or volunteers to refer the agent to the Library Director or her designated alternate; however, except for legal counsel, the staff member or volunteer should not inform anyone else about the order unless authorized to do so by the library's legal counsel.

SIGNIFICANT AMENDMENT TO LIBRARY RECORDS CONFIDENTIALITY ACT

House Bill 237, Public Act 95-0040 effective 1/1/08, amended the Library Records Confidentiality Act, 75 ILCS 70/1. The amendment allows law enforcement officers, without a Court Order, to request information in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent danger of physical harm.

The general rule under the Library Records Confidentiality Act remains the same, i.e., library registration or circulation records remain confidential and may not be released without a Court Order. P.A. 95-0040 makes an exception to the general rule provided:

1. A sworn law enforcement officer represents to the Library it is impractical to get a Court Order as a result of an emergency; and
2. The officer has probable cause to believe there is imminent danger of physical harm; and
3. The information requested is limited to identifying a suspect, witness or victim of a crime; and
4. The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the library.

Significantly, only information identifying a suspect, witness or victim of a crime may be disclosed to an officer without a Court Order. All other information remains confidential without a Court Order.

A library may require the requesting officer to sign a statement acknowledging receipt of the information. In addition, the Library may ask a Court to review whether the officer's request complied with the law. Libraries are protected from patron claims that disclosure under the law constituted a breach of confidentiality. Finally, the right of a patron to challenge the disclosure remains.

A sample form of request is provided.

This is a narrow exception to the existing rule about maintaining confidentiality. As I have recommended for years, a meeting between Library representatives and local police officials provides an important educational forum as to the “ground rules” about library confidentiality.

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY
INFORMATION

- A. This is a request under the Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the Library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime".
- C. As the bases for this request, I represent the following:
 - 1. I am a sworn law enforcement officer.
 - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.

D. The information I request relates to the following:

(description of information sought)

Officer's signature

Officer's Agency/Department

Officer's printed name

Date signed

Officer's badge number

Time signed

OFFICER'S ACKNOWLEDGEMENT

I acknowledge receipt from the Library of the information I requested.

Officer's signature

Date signed

. . .

(Library Use Only)

Name(s) of Library Staff assisting with the information requested:

II) INTERNAL POLICIES

D) COMPLAINTS

(adopted April 9, 2012)

(reviewed August 15, 2013)

Library patrons are provided with a variety of opportunities to make comments or ask questions about the library. All Board meetings are open to the public and include an opportunity for public comment about agenda items. Patron comment forms are available throughout the library and on the web site. The Library Director and his/her designee review all comment forms. Comments are also accepted by staff at the Circulation Desk.

In general, patrons' questions or comments about library services and materials are directed to the staff responsible for that area of the library. If the staff person does not respond to the satisfaction of the patron, the patron may speak with the Head of the Department. All complaints are reported to the Library Director or his/her designee.

If the matter is still not resolved to the patron's satisfaction, the patron may present a written complaint or comment to the Library Director or his/her designee. The Library Director or his/her designee will review the matter and respond to the patron in a timely manner. If the matter is not resolved to the patron's satisfaction, the patron may speak with or write to the Board President who will review the matter and respond to the patrons. If the matter is not resolved to the patron's satisfaction a written grievance may be forwarded to the Board of Trustees. The Board will review the matter and determine either a final response to the patron or schedule a hearing to review the complaint.

In the case of complaints about materials see the Selection of Materials section.

II) INTERNAL POLICIES

E) VOLUNTEERS

(Revised September 9, 2013)

Volunteers are a valuable resource for the Library. Their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance rather than replace adequate staffing.

Program Guideline:

All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability and interest will be considered. Volunteer coordinators in the different library departments will schedule volunteer activities after assessing the library's needs and considering each volunteer's capabilities and wishes.

Each library department head will provide volunteer guidelines and procedures specific to the volunteer work needed in that area of the library. The library does not compensate volunteers for time spent or expense incurred except by specific arrangements with the Library Director. Volunteers working in the library have liability coverage for property damage and/or bodily injury to others and themselves which results from the performance of their volunteer duties.

Volunteers are bound by the rules contained in the Circulation Policy, especially as it relates to privacy and confidentiality.

Individuals donating time to the library under the auspices of any other unit, (i.e. scouts, church or community organizations) may identify themselves with the unit, but may not promote it while working in the library. Volunteers under the age of 18 must provide written parental permission to work as a volunteer.

Per the Background Checks Policy (Policy II-F. See below), the Library will also conduct criminal background checks on adult volunteers. Service is contingent upon information received through a check. Elected and appointed Library Trustees are exempt from the background check requirement.

NORTH RIVERSIDE PUBLIC LIBRARY VOLUNTEER APPLICATION

Name _____

Address _____

Phone # _____

In case of emergency, please call:

Name: _____ Phone # _____

What are you interested in helping with?

When are you available?

Mon _____ - _____ Tue _____ - _____ Wed _____ - _____

Thu _____ - _____ Fri _____ - _____ Sat _____ - _____

If you are in school, what school do you attend? _____ grade _____

Applicant's Signature

Date

Guardian's Signature, if applicant is under 18 years of age

Date

Library Use Only

Initials _____ Starting Date/Time _____

How often/long will the patron volunteer? _____

North Riverside Public Library Criminal History Check Policy

Per North Riverside Public Library policy, all volunteers 18 years of age or older are required to undergo a criminal history check as a condition of volunteer service. Having a criminal history or criminal conviction will not automatically preclude volunteer service. The nature of the offense and its relevance to the particular job will be considered on a case-by-case basis.

I acknowledge that I am 18 years of age or older and am aware of the requirement to undergo a criminal history check as a condition of volunteer service at the North Riverside Public Library.

SIGNATURE: _____

DATE: _____

II) INTERNAL POLICIES

F) BACKGROUND CHECKS

(adopted April 11, 2011)

(reviewed March 14, 2012)

Purpose: Background checks are conducted to promote a safe work environment for staff and patrons; to protect organizational assets such as people, property and information; and to ascertain candidates' suitability for employment.

Criminal History Check: All applicants 18 years of age or older are required to undergo a criminal history check as a condition of employment. Having a criminal history or criminal conviction will not automatically preclude employment. The nature of the offense and its relevance to the particular job will be considered on a case-by-case basis.

Current and prospective employees engaged by the Library will be asked to complete a Criminal Background Check Waiver and Release of all Claims form and a criminal background check will be performed. The Library reserves the right to conduct periodic background checks on all employees at their discretion.

The Library will also conduct criminal background checks on adult volunteers. Service is contingent upon information received through a check. Elected and appointed Library Trustees are exempt from the background check requirement.

The privacy of the information obtained by the library through the background check will be respected. Information will not be shared with persons who do not have a need to know.

**North Riverside Public Library
Criminal Background Check
Waiver and Release of all Claims**

I understand that a criminal background check is a condition of employment with the North Riverside Public Library and I agree to the North Riverside Public Library obtaining my criminal conviction history from the Illinois State Police.

I understand that I will be provided a copy of the criminal background check results, and if any convictions are reported, I must notify the North Riverside Public Library within seven (7) working days if any information is inaccurate or incomplete. I further understand that all results will be kept in confidential personnel files in the Library's Administration offices.

I understand this signed Waiver and Release of all Claims will be kept on file for a period of two years and subsequent background checks may be conducted at the discretion of the North Riverside Public Library.

I hereby fully release and discharge the North Riverside Public Library, its officers, agents and employees from any and all claims from damages which may arise from participating in or as a result of the criminal background check.

I have read and fully understand this waiver and release.

Printed name: _____

Signature: _____

Date: _____

II) INTERNAL POLICIES

G) PURCHASING

(adopted October 8, 2012)

Under the discretion of the director or his/her designee, staff shall have the authority to purchase books and other materials for the public, standard supplies and replacements as outlined in the annual budget.

The director or his/her designee is authorized to enter into routine repair and maintenance contracts as permitted by the budget without prior Board approval.

The director or his/her designee also is authorized to approve routine Library purchases up to \$2,500 as permitted by the budget without prior Board approval.

Purchases under \$20,000

Whenever practical, the director or his/her designee should obtain at least three estimates before purchasing services, equipment or materials for the Library. A purchase contract should be awarded to the lowest qualified bidder with the approval of the Board of Trustees as necessary.

Purchases over \$20,000

Specifications and a contract must be prepared for expenditures estimated to exceed \$20,000. A one-time legal notice should be placed in a local newspaper of general circulation inviting bids. Specifications and instructions to bidders should be distributed to those firms identified as appropriate, and any firms which request specifications and instructions. A closing time and date shall be specified for all bids, which will be publicly opened and read at that time. All instructions to bidders should note that the Board reserves the right to reject any or all bids, and may waive irregularities. Staff should refer all bids to the Board with an analysis and a recommendation for acceptance or rejection.

Insurance

All companies bidding on insurance coverage for the Library shall have an A.M. Best Co. rating of at least A- or the equivalent.

II) INTERNAL POLICIES

H) SURPLUS PROPERTY

(adopted October 8, 2012)

The Public Library District Act of 1991 provides that, “The board may sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under terms the board deems best” [75 ILCS 16 / 30–55.30].

The Act describes the manner in which a Library District may sell or otherwise dispose of such property [75 ILCS 16 / 30–55.32], as follows:

“[The] property may be sold or disposed of at a public sale as follows:

(1) Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the board.

(2) Personal property having a unit value of \$1,000 or less may be disposed of as determined by the board.

(3) Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of its availability and the date and the terms of the proposed sale shall be posted.”

Pursuant to the Act, the following methods shall be employed by the North Riverside Public Library District to sell or otherwise dispose of surplus property:

(1) Public Sale: Items on the list may be offered for public sale at auction, either live or silent, or on the basis of sealed bids. In all such cases, the Library will publish a public notice of the sale in a local newspaper of general circulation.

(2) Offer of Donation: Items may be offered for sale or as a donation to other tax-supported libraries or library systems, as well as other units of local government and not-for-profit organizations. In the latter instance, first preference will be given to organizations located in the North Riverside Public Library District.

(3) Recycle: Items that are not sold or otherwise disposed of will be recycled, as appropriate.

(4) Discard: Any remaining items will be discarded.

As needed, the Library Director shall ask the Library Board to adopt “A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property.”

III) EXTERNAL POLICIES

A) GOVERNANCE

1) LIBRARY DISTRICT BOARD MEETINGS

(revised April 11, 2011)

(revised April 9, 2012)

The Board of Trustees will be scheduled to meet the second Monday of each month at 7:30 p.m. in the Library. Other changes in time and /or place of meeting are to be decided by the Library District Board far enough in advance for the public to be notified.

Visitors who wish to make a public comment at the meeting are asked to complete the request form and present it to the Board Secretary or other Library Trustee.

Public comments are permitted during the “Open Forum” portion of the Agenda. The Board President will invite those visitors who have completed request forms to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker shall provide his or her name and address and his or her group affiliation (if any).

The President may also grant a request to address the Board during other portions of the meeting. The President has the discretion to determine the length of time and the number of times a speaker may speak. Unless additional time is granted by the Board President, each person is allowed a maximum of three (3) minutes to speak. Comments should be brief and to the point. Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak. An immediate response from the Board is not required.

Minutes are a summary of the Board’s discussions and actions. Speakers’ requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library’s file rather than in the minutes.

III) EXTERNAL POLICIES

A) GOVERNANCE

2) SCHEDULE

a) Hours and Closings

(reviewed: April 9, 2012)

(revised: October 13, 2014)

(revised: February 20, 2018)

The hours of the Library are as follows:

MONDAY10:00 a.m. - 8 p.m.
TUESDAY.....10:00 a.m. - 8 p.m.
WEDNESDAY.....10:00 a.m. - 8 p.m.
THURSDAY.....10:00 a.m. - 8 p.m.
FRIDAY.....10:00 a.m. - 6 p.m.
SATURDAY.....10:00 a.m. - 4 p.m.
SUNDAY.....12:00 p.m. - 4 p.m. Except
CLOSED - Sunday before Memorial Day through Labor Day

To be Effective: February 20, 2018

The Library will be closed on the following days:

JANUARY 1 New Year's Day
MARCH/APRIL Easter Sunday
MAY (Last Monday) Memorial Day
JULY 4 Independence Day
SEPTEMBER (first Monday) Labor Day
NOVEMBER (last Thursday) Thanksgiving Day
NOVEMBER (last Friday) Day after Thanksgiving Day
DECEMBER 24, (Christmas Eve)
DECEMBER 25, (Christmas Day)
DECEMBER 31, (New Year's Eve)

The Library will close at 6:00 p.m. on Thanksgiving Eve.

III) EXTERNAL POLICIES

A) GOVERNANCE

3) OPEN MEETINGS ACT

(adopted February 13, 2012)

(revised January 13, 2014)

Meetings covered under the Open Meetings Act

“Meeting” is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public.

The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The

Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters propose, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a

year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each **regular** meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any **special** meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.

The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

III) EXTERNAL POLICIES

B) PATRONS

1) LIBRARY CARD ELIGIBILITY

(Revised January 13, 2014)

(Revised May 9, 2016)

Residents:

Anyone who lives in the village of North Riverside is entitled to a free library card.

The application cards for all children under 18 years must be signed by a parent or guardian, thus making the parent or guardian responsible for the type of materials their children select.

The use of the Library and its services may be denied for due cause such as: proven willful damage and/or destruction of Library materials and/or property; failure to return materials; failure to pay fines or charges; any objectionable disturbance and/or misconduct on the Library premises or property.

Non-Residents:

All circulating items held by the Library are available to non-residents except for new movies, which can be checked out only by current residents of North Riverside.

Non-residents wishing to register as borrowing patrons of the North Riverside Public Library District will be referred to their home library or the library closest to their home geographically. Exceptions will be made for Library staff members, those who own property in North Riverside and owners/operators of businesses in North Riverside.

North Riverside residents with valid library cards wishing to charge out materials without a physical card will be allowed to do so upon presentation of some picture identification.

III) EXTERNAL POLICIES

B) PATRONS

2) PATRON CODE OF CONDUCT

(adopted June 8, 2009)

(revised September 10, 2012)

(revised March 11, 2013)

(revised December 9, 2013)

(revised May 9, 2016)

The Board of Library Trustees has the authority to determine rules and regulations for the government of the Library as may be expedient, including but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the right of Library employees to conduct Library business without interference and to preserve Library materials and facilities. Illinois law authorizes the Board to “exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.” (Illinois Compiled Statutes 75 ILCS 5/4-7)

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition.

The general rules of behavior in the library are given below and will be posted at each level of the building. The actions that will be taken to enforce these rules are available for examination at any public service desk.

Unacceptable behavior includes:

- Consuming food or beverages in containers without lids
- Smoking, including the use of electronic cigarettes, or using tobacco products
- Engaging in illegal activity while in the library building or on library property
- Interfering with the use of the library by other patrons or interfering with library employees’ performance of their duties

- Creating an intimidating, hostile or offensive environment that disturbs or interferes with library employees.
- Defacing or marring library materials, building or property. Also, defacing, marring or in any way destroying or damaging library furnishings, walls, machines or other library or staff property
- Entering the building without shirt or footwear
- Lack of personal hygiene that is offensive to other patrons or staff
- Bringing pets or animals into the library other than service animals
- Operating wheeled vehicles or using wheeled footwear inside the building except for strollers or when used by a disabled person to access the library
- Use of cell phones is prohibited if it becomes disruptive to other patrons or staff
- Creating excessive noise within the library that disturbs other patrons
- Non-library solicitation, including distribution of leaflets, surveys, petitions or similar activity except as authorized by the library director
- Posting notices without approval of the library director
- Vulgar or disrespectful language
- Physical contact with other patrons or staff or verbally or physically threatening, harassing or striking other patrons or staff
- Fighting or challenging to a fight
- Littering
- Neglecting to provide proper supervision of children
- Entering areas designated for use only by library staff or using equipment designated for use only by library staff
- Possession of firearms or other dangerous weapons of any type (except for law enforcement officers)

The above list is not all-inclusive and any behavior deemed unacceptable by the library staff also is prohibited

In addition, registered sex offenders are banned from entering areas of the library district that are dedicated/established for service to children less than 18 years of age. They are further banned from attending programs that are dedicated for service to children less than 18 years of age, unless acting as the sole parent/legal guardian for a child.

In cases in which it is deemed necessary to enforce library rules, the police will be called for assistance.

An incident report shall be filed by the person in charge of the Library at the time if any infraction of the Standards of Public Conduct occurs.

It is at the discretion of library personnel to determine the point at which the above behaviors constitute a disruptive or abusive situation that may result in the following:

Disruption Policy:

- Any person (child or adult) causing a disruption on library property will be subject to the “one warning” rule. That is that the staff will inform the patron to behave in accordance with library policy and normal library behavior and on the second disruption (on the same day), the patron will be told to leave. They may return to the library the following day.
- A minor will be given the opportunity to phone their parent or guardian to inform them of the disruption.
- If the disruption is severe or if the patron threatens to injure an individual or damage property, the patron will be told to leave immediately without benefit of the “one warning” rule and police may be notified.
- Patrons who exit the premises prior to being asked to leave due to disruptive or inappropriate behavior will be notified by letter when possible that such behavior is unacceptable. The letter will explain that such behavior will not be tolerated in the future and failure to comply will result in the patron being asked to leave.

Expulsion of Patrons Policy:

- Expulsion of minor patrons will occur when abusive behavior occurs. The first occurrence will result in a 30-day expulsion with a letter to the parent/guardian. The letter will state the readmission date, pending a face-to-face meeting of the parent/guardian with the director or designated library representative. At this time the parent/guardian will be told to sign an acknowledgement that their child will be expelled for 60 days if the act is repeated. The second occurrence will result in a 60-day expulsion with a registered letter sent to the parent/guardian. Readmission may be granted pending a face-to-face meeting with the

director or designated library representative. At this time the parent/guardian will be told to sign an acknowledgement that their child will be expelled for 120 days and that they must petition the Library Board of Trustees for readmission.

- Expulsion of an adult patron will occur when abusive behavior occurs. Extremely abusive behavior will result in an indefinite expulsion. Otherwise, the first occurrence will result in a 30-day expulsion. The second occurrence will result in a 60-day expulsion with readmission granted pending a face-to-face meeting of the adult patron with the director. The third occurrence will result in an indefinite expulsion. Adult patrons who have been indefinitely expelled may petition the Library Board of Trustees for readmission after 180 days.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned.

III) EXTERNAL POLICIES

B) PATRONS

3) LIBRARY FOOD AND DRINK POLICY

(adopted September 10, 2012)

Introduction

The North Riverside Public Library strives to maintain a pleasant, welcoming and comfortable environment for our users. Consumption of drinks is permitted in designated areas under specific conditions with the consideration of preserving our library materials, equipment and furnishings.

Food

Consumption of food is not allowed in the Library.

Drinks

Non-alcoholic beverages in spill-proof or covered containers are permitted (such as covered coffee cups and capped water bottles).

Prohibited Areas

No drinks are allowed in the Adult Public Access Computer Room on the main floor or near public access computers in the Youth Services Area on the lower level.

General

We ask patrons to act responsibly when consuming drinks in the library and be considerate of other Library users. Please dispose of your trash in the wastebaskets provided and report any spills to Library staff. Library staff will use their discretion in determining whether drinks are suitable to be consumed in the Library. You will be asked to remove drinks if it is considered to be a problem.

Children

Parents are responsible for monitoring the consumption of drinks by children under the age of 12.

III) EXTERNAL POLICIES

B) PATRONS

4) IDENTITY PROTECTION ACT

(adopted April 11, 2011)

(reviewed March 14, 2012)

(reviewed January 27, 2014)

The North Riverside Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act. The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain and use. It is important to safeguard Social Security Numbers against unauthorized access as SSNs can be used to facilitate identity theft

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement explaining the purpose for collecting and using the SSN.

Under the Identity Protection Act, the library is not allowed to 1) publicly post or display a person's SSN, 2) print a SSN on any card required to access products or services provided by the public entity, 3) require an individual to transmit a SSN over the Internet, 4) require an individual to use a SSN to access an Internet website, 5) print an individual's SSN on any materials mailed to the individual (unless required by law), 6) collect, use or disclose a SSN unless it is required to do so by law, the need and purpose for the SSN is documented before the collection of the SSN and the SSN collected is relevant to the documented need and purpose and 7) use a SSN for any purpose other than the purpose for which the SSN was collected.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five (5) sequential digits for a SSN are accessible as part of personal information.

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

III) EXTERNAL POLICIES

C) COLLECTION

1) SELECTION OF MATERIALS

The responsibility for the policy governing the inclusion of materials in the Library collection rests with the Library Board.

The actual task of selection is delegated to the Library's professional staff whose selections follow the guidelines set by the American Library Association's Bill of Rights and Freedom to Read statements.

The materials selection for the North Riverside Public Library is based on financial consideration, community needs and interests and space available. Following the Library Bill of Rights, no selection or rejection of titles shall be made solely because of racial, national, social, political or religious background of the author, or the subject treated in the material.

III) EXTERNAL POLICIES

C) COLLECTION

2) CIRCULATION

(revised October 12, 2009)

(revised May 12, 2014)

(revised February 1, 2016)

(revised December 18, 2017)

The North Riverside Public Library Circulation Policy applies to all North Riverside Public Library cardholders as well as reciprocal borrowers or all non-North Riverside patrons who have cards from RAILS member libraries.

At the discretion of the Library staff, circulating materials may be checked out to North Riverside patrons without a Library Card present, provided that the patron presents a photo ID and owes less than \$5.00 to any library.

All circulating books, periodicals, compact discs and audiocassettes may be checked out for a period of three weeks. Books, periodicals, compact discs and audiocassettes may be renewed twice more for three weeks each time, provided there is no other request for them.

Reference books, except at the discretion of the administrative staff, may not be taken out of the Library.

There is no limit to the number of books that may be checked out at one time on one card; however, the general guideline of “reasonable amount” can be applied by all staff other than Pages.

The fine amount for overdue books, periodicals, compact discs and audiocassettes is 10 cents per item per day. There is a 3-day grace period for these items. Fines do not accrue on days when the library is closed.

The maximum fine for all material formats other than laptops and portable devices is \$5.00 per item.

A maximum of ten music CDs may be checked out per patron. Nonresidents are limited to 2 new music CDs at any time.

Movies may be borrowed at no charge by North Riverside patrons who hold valid library cards and by nonresidents with valid cards from authorized reciprocal borrowing libraries.

For patrons under 18, the parent or guardian must agree to be responsible for all materials borrowed and all fines and/or fees incurred by the minor patron. The library does not place age restrictions on any library materials, except movies with PG-13 or R ratings.

Four movies total per person may be borrowed at any one time, only two of which may be new. All non-new movies are due in one week.

Movies marked “3 day checkout” on the case are due before closing the next on the third working day. Boxed sets marked “7 day checkout” on the case are due before closing on the seventh working day.

The overdue fine for DVDs and video games is \$1 per day; for VHS tapes, 10 cents per day.

New movies are loaned on a first come, first served basis; the Library does not hold or reserve new movies.

Checkout of new movies is restricted to North Riverside residents. Movies that are not new can be renewed two times for one week if there are no holds.

The Library reserves the right to limit the length of time it will keep back issues of magazine subscriptions. (Limitations, if any, will be determined by the librarians in charge.)

The current issues of periodicals must remain in the Library.

Magazines are currently kept for three to six months.

Daily newspapers are currently kept for one month; non-daily newspapers for three months.

III) EXTERNAL POLICIES

D) FAXES

Only Library personnel may operate the fax machine.

Charges will be \$1.00 for the first page, 75 cents for every page thereafter. Charges for North Riverside residents for international faxes are \$3 for the first page and \$2 for every page thereafter. Charges for non-residents for international faxes are \$4 for the first page and \$3 for every page thereafter. The cover (or transmittal) sheet is free.

The copying of any patron's material other than for purposes of aiding transmission is prohibited.

Due to staff limitations, patrons are limited to five faxes and 15 pages total per visit.

This service is available to all library patrons.

III) EXTERNAL POLICIES

E) PUBLIC SPACE

1) UNATTENDED CHILD POLICY

(revised May 12, 2014)

In an effort to provide a Library environment that allows all patrons to utilize Library materials and information sources in a safe, relaxed manner, the Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

Parents may not leave children under the age of 10 years unattended in the Library and are responsible for their children's behavior while in the Library. Children and young people who are disruptive in the Library or on Library grounds interfere with Library service to all patrons. The Public Library is not a childcare provider but a public institution where all patrons have an equal right to quality Library services in a safe and relaxed environment.

If a child is left unattended in the Library, the staff will attempt to locate his/her parents. Staff is not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of 10 outside to wait on a ride. If a parent cannot be reached by the time the Library is to close, the Police will be called to escort the child home or keep the child until parents can be reached. No fewer than two Library staff members will remain with the child until the Police arrive.

III) EXTERNAL POLICIES

E) PUBLIC SPACE

1) UNATTENDED CHILD POLICY

In an effort to provide a Library environment that allows all patrons to utilize Library materials and information sources in a safe, relaxed manner, the Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

Parents may not leave children under the age of 12 years unattended in the Library and are responsible for their children's behavior while in the Library. Children and young people who are disruptive in the Library or on Library grounds interfere with Library service to all patrons. The Public Library is not a childcare provider but a public institution where all patrons have an equal right to quality Library services in a safe and relaxed environment.

If a child is left unattended in the Library, the staff will attempt to locate his/her parents. Staff is not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of 12 outside to wait on a ride. If a parent cannot be reached by the time the Library is to close, the Police will be called to escort the child home or keep the child until parents can be reached.

III) EXTERNAL POLICIES

F) MEETING SPACE/EXHIBIT SPACE

1) PROGRAMS

Reservations may be taken by telephone or in person.

If there is limited space, reservations of the residents of the Library District are to be filled first; non-residents will be put on a waiting list if a program is repeated.

The following formats will be used as publicity outlets at all times:

The quarterly Library newsletter

Fliers in the Library

8 ½-by-11 posters at the Library and at the Village Recreation

Department:

Local news media two weeks before Library's preferred publication date; and fliers to libraries surrounding North Riverside, including

Bedford Park	Hodgkins	Oak Park
Bellwood	Justice	River Forest
Berwyn	LaGrange	Riverside
Broadview	LaGrange Park	Stickney/Forest View
Brookfield	Lyons	Summit
Cicero	Maywood	Westchester
Forest Park	McCook	

III) EXTERNAL POLICIES

F) MEETING SPACE/EXHIBIT SPACE

2) MEETING ROOMS POLICY

(revised April 11, 2011)

(revised February 13, 2012)

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library-related programs or organizations, under conditions established by the North Riverside Public Library District Board of Trustees.

Use of the meeting rooms is governed by the following conditions and regulations.

B) Meeting rooms are available for use for up to four hours according to the following fee structure:

Non-profit North Riverside organizations - No charge

For-profit North Riverside organizations - \$50

Non-profit organizations from outside North Riverside - \$50

For-profit organizations from outside North Riverside - \$200

To obtain permission to use a meeting room, all of the above are required to submit to the Director or his designee a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant. Applications may be obtained from the Director or his designee.

Deposit for single use will be returned within seven days to applicant. Deposit for multiple uses will be returned upon completion of term.

C) Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

D) Applications must be submitted at least 15 days prior to any meeting date requested. The Director or his designee will endeavor to communicate a decision to the applicant by the first business day of the following week.

E) Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made annually if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.

F) A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

G) A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

H) The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime. The following rules apply to the use of the meeting rooms:

- 1) All applications for meeting room use must be made by a resident age 18 or older.
- 2) The meeting room applicant and the group or organization which the applicant represents shall be jointly and severally liable for any breakage,

damage or theft of any library property caused by members or guests of the group organization.

3) The applicant must be present at the entire meeting, since he/she is one of the responsible parties.

4) When a group finds it necessary to cancel a meeting, it should notify promptly the Director or his designee, but not less than 24 hours in advance of the meeting.

5) Use of the meeting rooms are limited to groups or organizations who allow access for free, unless it is a library-sponsored program, for which a fee may be charged to defray expenses.

6) No smoking or alcohol is allowed in the meeting rooms.

7) Meetings may be scheduled only on days and during hours when the Library is open.

8) Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library-sponsored meetings must in no way imply Library sponsorship.

9) Use of the Library's mailing address or phone number by non-Library-related groups or organizations, unless authorized by the Director or his designee to aid in pre-registering participants, will be grounds for cancellation of meeting room privileges.

10) Sign or posters pertaining to a non-Library-related meeting may be placed only on the entryway bulletin board.

11) Groups or organizations may store equipment or materials for use in the meeting room, only on a temporary basis and only with the permission of the Director or his designee. Responsibility for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the Library is the group's or organization's alone.

12) Non-Library-sponsored meetings may begin as early as 10:30AM

13) Each non-Library-sponsored meeting must end 15 minutes before the Library closes. A Library staff representative will inform the group/organization 30 minutes before the Library closes that the meeting must conclude in 15 minutes. A representative of the group/organization should notify the Circulation Desk when the meeting has concluded.

14) Library Staff will set up tables and chairs per the organization spokesman's request. At the conclusion of a meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced. Library Staff will take down tables and chairs.

15) Attaching anything to the walls or the ceiling of the meeting room is prohibited.

16) Groups are encouraged to bring their own equipment unless permission is granted to use the Library's equipment. If Library equipment is to be used, the Director or his designee will decide whether a staff member must be present to ensure correct operation of the equipment.

17) Light refreshments may be served in the Meeting Room. More substantial meals served by groups vary by organization and may be permitted at the discretion of the Director or his designee. Those using the Meeting Room must provide all of their own supplies. The group of association is responsible for leaving the room in a clean and orderly condition.

18) It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to meeting room occupancy limits of 56 people seated at tables and chairs or 120 people standing in the main floor Meeting Room and 60 people in the lower level Youth Services Story Room.

III) EXTERNAL POLICIES

F) MEETING SPACE/EXHIBIT SPACE

3) DISPLAYS AND EXHIBITS

As an educational and cultural institution, the Library welcomes exhibits and displays of interest, information and enlightenment to the community.

Displays of artwork, handiwork, historical material, nature study or any other material deemed of general interest may be exhibited. The director shall accept or reject the material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. A release must be signed by the exhibitor before any artifact can be placed in the library.

North Riverside Public Library Display and Exhibit Release

I, the undersigned hereby lend the following works of art or other material to the Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage or destruction while they are in the possession of the Library.

Description of materials loaned:

Signature _____

Date _____

Address _____

Telephone number _____

III) EXTERNAL POLICIES

F) MEETING SPACE/EXHIBIT SPACE

4) PUBLIC POSTING POLICY

(adopted April 15, 2010)

The purpose of the public information carousel rack and main floor bulletin board at the North Riverside Library is to make print material regarding civic, cultural, recreational, educational, charitable and human services programs and events in the community available to the public at large. Distribution or posting information does not imply endorsement by the library of the ideas, issues, or events promoted by those materials.

Procedures for Posting and Placing Material for Distribution

Persons wanting material placed on the bulletin board or in the information rack should bring a copy of the item to the Circulation Desk and leave it for approval by the Library Director. All approved material will be stamped and dated by Library Staff. Items usually are not posted more than two weeks before an event. Library Staff will remove postings promptly after an event has taken place. Other items will be removed after thirty days, unless space is available and the item is considered to be of general interest. Items directly concerned with the library will be displayed as long as appropriate. Non-dated public service announcements from government agencies or non-profit agencies may be displayed only if space permits. The Library reserves the right to provide space on a long-term basis for announcements which give specific help to patrons or residents on a continuing basis, such as bus schedules, crisis services, etc. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article.

Unacceptable Materials

Material used for commercial or for profit-making purposes*

Obscene material

Business advertisements

Personal notices, such as lost and found notices

Products sold for profit

Garage or other sale signs

Services such as babysitting for which fees are charged

Signs soliciting donations

Campaign literature (unless the material contains information about all

candidates)

Private instructional courses

Religious tracts (unless they are of programs or lectures, which are not of a denominational nature) from local churches

Petitions

Materials of unreasonable size (larger than 11"X17" for the bulletin board or larger than 8-1/2"X11" for the display rack)

* Exceptions will be made for organizations such as retirement homes or educational institutions hosting events or promoting programs that are considered to be of interest to the general public; for businesses such as financial institutions hosting programs that are open to the public at no charge and are devoid of commercial aspects; and multi-page printed material containing advertising provided the advertising is no more than 10 percent of the content.

The Library has the right to accept or reject any and all materials.

More Procedures for Posting and Placing Material for Distribution

The Library accepts a maximum of 25 copies of informational material for distribution to the public in the display rack. The library assumes no responsibility for informing community groups when the supply of materials has been exhausted. For posters or flyers submitted for the bulletin board, information about events for which a charge is made must indicate that charge. The sponsoring agency must be identified on the material and an address or telephone number provided.

The Library cannot assume responsibility for the preservation, protection, or possible damage or theft of any item displayed under the public posting policy. Items placed in the Library are done so at the owner's risk.

Printed literature posted must not violate legal and respectable boundaries.

Review Process

Users may appeal in writing any decision of the Library Director under this Public Posting Policy to the Library Board within ten days.

III) EXTERNAL POLICIES-DRAFT

G) INTERNET/TECHNOLOGY

1) INTERNET ACCESS/PUBLIC COMPUTERS

(revised January 10, 2010)

(revised November 12, 2012)

(revised July 18, 2015)

As part of its mission to serve the educational and informational needs of the community, the North Riverside Library provides computers with public Internet access. A valid North Riverside library card is required for computer use.

A maximum of 2 persons may work at one station, unless two parents wish to work with one child. All users must be North Riverside Public Library cardholders with current privileges. Patrons owing \$5 or more in library fines will have their computer privileges blocked.

In the case of non-resident guests, one-time use may be allowed to those 18 years and older who provide valid identification. Identification must include age. Public computer use by nonresident guests is limited by availability and is at the discretion of library staff.

Age Restrictions:

Patrons over the age of 12 may use the public computers in designated areas.

Children under 10 years old will be allowed access to unfiltered Internet computers if accompanied by their parent or legal guardian. Children's public computer use is limited to the Youth Services Department.

Public computer use for children ages 10 to 12 is also limited to the Youth Services Department.

Parents are advised to monitor their children's use of the Library's computer systems if they wish to control the information, messages and graphics to which their children are exposed. Library staff cannot be held accountable for the monitoring of children's use. The Library recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet. Parents are also

encouraged to discuss issues of appropriate use and safety with their children.

Inappropriate Uses:

- Using the Internet for any illegal or unethical activity, including violation of copyright or other contracts.
- Accessing, uploading, downloading, storing, viewing, listening to, transmitting or printing files, messages or graphics that are profane or obscene
- Hate mail, harassing or discriminatory remarks and other antisocial behaviors are prohibited.
- Behaving in a manner that is disruptive to other users.
- Degrading or disrupting equipment, software, or system performance. This includes, but is not limited to, destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures.
- Use of personal software.
- Attempting or gaining unauthorized access to resources or entities.
- Using an account owned by another user.
- Display of graphic pornography. Such displays are inappropriate in a public building and may be considered sexual harassment.
- Installing or attempting to install viruses or other programs designed to damage or alter software on the workstations, the local area network or the Internet.
- Spamming; harassment of any type; threats or harassing on the basis of race, creed, gender, sexual orientation or place of origin.

The North Riverside Public Library District has the absolute right to monitor all Internet/public computer use via any means deemed necessary.

Accuracy Of Information:

The North Riverside Library District is not responsible for damages, direct or indirect, arising from a library patron's use of the Internet's information resources. Library patrons use the Internet at their own risk.

Time Limits:

For Library cardholders, public computer use is limited to a one-hour period, which may be extended as long as the terminal is available. Guests are

limited to one hour of public computer use per day.

Reservations:

Only patrons with valid North Riverside Library cards will be allowed to make same-day reservations for public computer use. A patron may have only one reservation per day at any time. If the patron has already had time on the computer for one day, later reservations will be voided.

Charges:

There is no charge for public computer use. There will be a charge for each usable page printed. Damages to computer equipment will be charged to the patron on an actual cost basis.

Termination Of Privileges:

Violation of any of the previously stated policies may result in suspension or revocation of privileges.

Shut Down:

Ten minutes before the library closes, the Public Access Computer Room on the main floor will be closed and the public computers in the Youth Services Area will be turned off. Computer users will be notified 5 minutes before shutdown occurs so they have time to save their work.

Alteration Or Modification Of Internet Policy:

The North Riverside Public Library reserves the right to alter or modify its Internet/public computer policy at any time.

III) EXTERNAL POLICIES

G) INTERNET/TECHNOLOGY

2) WIRELESS INTERNET POLICY

(revised November 12, 2012)

Library users with a laptop or other wireless computer can access the Internet via the North Riverside Library's unfiltered wireless connection.

Library users must provide their own computer with a wireless network card.

Users are responsible for setting up their own equipment. Library staff members are not permitted to provide direct assistance configuring laptops.

The library does not have the ability to block children's access to the Internet when they use their own computers and other devices to link to the wireless network. Parents and legal guardians are responsible for supervising their minor children's access to the wireless network at the Library.

The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone with a wireless device and the appropriate software. Users are responsible for virus protection, personal firewall and other measures to protect the information on their laptop and are advised not to provide credit card numbers or other financial or personal information over the wireless network. The library is not responsible for any loss of information or damage to your laptop that might result from using the wireless network.

It is the library's goal to provide access to the wireless network during normal library operating hours. However, high demand, reliability of technology and other factors may affect the delivery of the service. For these reasons the library cannot guarantee the availability of the service.

It is the responsibility of each user to obey all local, state and federal laws when using the Wireless Network, including but not limited to copyright, fraud, obscenity and privacy legislation. A user acknowledges that unauthorized reproduction, transfer or use of material accessed through this service may be a criminal offense under the United States Copyright Act.

A user may not attempt to violate the integrity of any information available through the Wireless Network, or any systems accessible through this service; may neither attempt to access secured files or systems nor cause any obstruction of use through actions such as consuming large amounts of system resources; and may not access the Library wireless network for inappropriate use.

Inappropriate uses include:

- Using the Internet for any illegal or unethical activity, including violation of copyright or other contracts.
- Accessing, uploading, downloading, storing, viewing, listening to, transmitting or printing files, messages or graphics that are profane or obscene.
- Swearing, using vulgarities or sending any other inappropriate language in documents and/or messages.
- Engaging in the use of hate-mail, harrassment or discriminatory remarks of any kind.
- Behaving in a manner that is disruptive to other users.
- Degrading or disrupting equipment, software, or system performance. This includes, but is not limited to, destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures.
- Downloading files to the computer or network's hard drives.
- Use of personal software.
- Attempting or gaining unauthorized access to resources or entities.
- Using an account owned by another user.
- Display of graphic pornography. Such displays are inappropriate in a public building and may be considered sexual harassment.
- Using the Internet for gambling
- Installing or attempting to install viruses or other programs designed to damage or alter software on the workstations, the local area network or the Internet.
- Spamming; harassment of any type; threats or harassing on the basis of race, creed, gender, sexual orientation or place of origin.

Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs or repeaters. The Library reserves the right to remove or disable any unauthorized access points.

The Library reserves the right to limit bandwidth on a per connection basis on the wireless network, as necessary, to ensure network reliability and fair sharing of network resources for all wireless users.

Any effort to circumvent the security systems designed to prevent unauthorized access to the Library's wireless network may result in the suspension of all access.

Failure to abide by the terms of this user agreement will result in suspension of a user's Wireless Network privileges. If appropriate, the library may also pursue criminal prosecution.

You must click the "I Agree" button to connect to the Library's wireless network from our Internet Policy screen. If you successfully connect, you will be taken to the North Riverside Public Library website.

III) EXTERNAL POLICIES

G) INTERNET/TECHNOLOGY

3) SOCIAL MEDIA

(Adopted October 13, 2014)

Purpose

This policy governs North Riverside Public Library's participation in online venues and social media, defined here as any facility for online publication and commentary, including but not limited to blogs, wikis, and social networking sites (e.g. *Facebook*, *Twitter*, and *Flickr*). The library makes use of these tools to reach out and be more easily accessible to current and potential library users. Social media allow the library to meet users where they are, and give staff and public a convenient way to interact and share information, ideas, and opinions on a range of topics related to the library's mission, collections and services.

Rights and Responsibilities of the Library

The library's social media sites serve as "limited public forums." The library sets rules for use of its online venues and social media sites, just as it does for use of its other resources and communications. Comments/posts will be moderated by library staff for content and relevancy. ***The library reserves the right to deny or remove any comments, tags, and/or images.***

The library is not responsible for the content on the pages of friends, fans, or followers of the library. The library does not endorse or review content of third-party sites.

User Responsibilities and Use Restrictions

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent.

Users may not post comments, tags and images that impinge on another's privacy or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off-topic and/or disruptive posts
- commercial promotions or spam
- duplicated posts from the same individual

- threatening language and personal attacks
- private, personal information published without consent
- obscene or libelous content
- copyright infringement/plagiarized material
- political advocacy
- posts that violate laws or library policies

NRPL will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.

III) EXTERNAL POLICIES

H) EMERGENCY CLOSING POLICY

(Adopted April 14, 2014)

To fulfill its mission of public service the North Riverside Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

However, inclement weather can cause transportation problems or locally hazardous conditions. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the Library will close, delay opening or close ahead of schedule. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the Library Director or, if the Library Director is not present, by administrators on duty.

However, if Riverside-Brookfield High School and its feeder elementary school districts choose not to open for the day, the North Riverside Public Library will delay opening and reassess the situation at 11 a.m. If conditions are improved, streets are accessible and the Library parking lot has been cleared, the Library may open later in the day.

In the event of a power or HVAC failure, the decision to close will be made upon the following factors.

In warm weather months, if the inside temperature reaches 85 degrees, the staff will be retained for 30 minutes and all computer equipment will be shut off to avoid damage due to overheating. A core staff will be retained for an additional 30 minutes in case the building is able to be reopened. After the full hour, the Library will be closed for the day.

In cold weather months, if the inside temperature drops to 60 degrees, the same procedure will be followed.

In the event of a power outage on or after 6 p.m., the building will be closed immediately for the day.

If the building is to close early, library patrons already in the facility will be notified immediately. No fewer than two staff members will remain in the Library until all patrons have vacated the premises.

If the library closes unexpectedly, the Library Board president will be called at any time and the village administrator will be called during regular Village Commons business hours.

