

POLICIES OF THE NORTH RIVERSIDE PUBLIC LIBRARY



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I) MISSION STATEMENT AND OBJECTIVES

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) (revised October 21, 2019)

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.*
- Will issue receipts acknowledging a donation for the receiptable value when requested.
- Will not fund donation efforts by outside groups.

Gifts, donations and pledges are subject to approval by the Board of Trustees if the monetary value is over \$1500 or given to the library with stipulations. Gifts, donations and pledges under \$1500 in value will be approved by the Director. The Board of Trustees and Director will make use of or dispose of gifts, donations and pledges in the best interest of the Library.

Monetary gifts, donations and pledges will be acknowledged by representation on the Donor Wall as well as a thank you card for funds totaling over \$100. Commemorative book(s) receive a bookplate listing the donor and the honoree. An acknowledgement letter will be sent to the honoree.

* 75 ILCS 16/30-75

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

The Director is responsible to:

- 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.

b) Donations from the Library

(approved March 12, 2012) (reviewed August 15, 2013) (revised October 21, 2019)

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.

Memorials can range up to \$50.00.

A) INTERNAL FINANCIAL CONTROLS

2) Endowment Fund

Establishment:

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

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

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.

Endowment Fund Defined:

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

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.

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.

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.

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

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.

A) INTERNAL FINANCIAL CONTROLS

3) INVESTMENT POLICY

(revised November 15, 2010)

(reviewed February 15, 2012)

(revised September 9, 2013) (revised October 21, 2019)

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.

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.

A) INTERNAL FINANCIAL CONTROLS

4) LIBRARY FOUNDATION

(adopted May 12, 2014) (revised October 21, 2019)

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.

The objectives of the North Riverside Library Foundation are:

- 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

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.

A) INTERNAL FINANCIAL CONTROLS

5) MONEY HANDLING

(Adopted 10/16/17) (revised October 21, 2019)

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.

B) CONFIDENTIALITY

(adopted April 9, 2012)

(reviewed August 15, 2013) (revised October 21, 2019)

The North Riverside Public Library abides by Illinois Law (Illinois Library Records Confidentiality Act 75 ILCS 70), 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.

C) COMPLAINTS

(adopted April 9, 2012)

(reviewed August 15, 2013) (revised October 21, 2019)

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.

D) VOLUNTEERS

(Revised September 9, 2013) (revised October 21, 2019)

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.

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.

Per the Background Checks Policy (Policy II-F. See below), the Library will also conduct criminal background checks on adult volunteers who are working with children, tweens or teens.

Service is contingent upon information received through a check. Elected and appointed Library Trustees are exempt from the background check requirement.

E) BACKGROUND CHECKS

(adopted April 11, 2011)

(reviewed March 14, 2012) (revised October 21, 2019)

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.

F) PURCHASING

(adopted October 8, 2012) (revised October 21, 2019)

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 \$25,000

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 \$25,000

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.

G) SURPLUS PROPERTY

(adopted October 8, 2012) (revised October 21, 2019)

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.”

H) NOTARY

(revised October 21, 2019)

The purpose of the Notary Policy is to ensure a clear understanding of this free service provided by the North Riverside Public Library to our patrons and community.

The Library provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois and with the Illinois Notary Public Law. This manual is available on the Secretary of State, State of Illinois’ website. Library notaries will decline

to provide notary service in situations that do not comply with the provisions of this manual.

BEFORE ARRIVING AT THE LIBRARY: There is generally a Notary available at the Library. However, we strongly recommend calling ahead (708-447-0869) to ensure that a Notary is available.

- Make sure you bring with you a valid state or federally issued card, with your photo and your signature. You do have to sign the document in the presence of our Notary.
- Make sure you bring your own witnesses if they are required.
- Make sure that documents are filled out and that there are no blanks or corrections. Please keep in mind: - Notaries cannot give legal advice; -

The North Riverside Public Library Notaries do not notarize Cook County real estate documents or I-9 forms;

- Due to Illinois notary law, we are unable to certify copies.
- Illinois law requires that a Notary and the patron seeking notarization be able to communicate directly with each other.

The Library Notary is not permitted to make use of a translator.

III) EXTERNAL POLICIES

A) GOVERNANCE

1) LIBRARY DISTRICT BOARD MEETINGS

(revised April 11, 2011)

(revised April 9, 2012) (revised October 21, 2019)

The Board of Trustees will be scheduled to meet according to a schedule set each year by the Library Board of Trustees and approved at the December meeting. 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 as specified on the Open Meetings Act.

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 visitors to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker will be asked to 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. Each person is allowed a maximum of three (3) minutes to speak. Comments should be brief and to the point. 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.

2) SCHEDULE

(reviewed: April 9, 2012)

(revised: October 13, 2014)

(revised: February 20, 2018) (revised October 21, 2019)

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. - 7 p.m.
SATURDAY.....10:00 a.m. - 6 p.m.
SUNDAY.....Closed

The Library will be closed on the following days:

JANUARY 1 New Year's Day
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. In the event that Christmas Eve or New Year's Eve fall on a Sunday, the library will be close at 3pm the proceeding Saturday. In the event Christmas Day or New Year's Day fall on a Sunday, the library will be closed the following Monday.

3) OPEN MEETINGS ACT

(adopted February 13, 2012)

(revised January 13, 2014) (revised October 21, 2019)

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.

B) PATRONS

1) LIBRARY CARD

(Revised January 13, 2014)

(Revised May 9, 2016)

(Revised August 20, 2018) (revised October 21, 2019)

The North Riverside Public Library provides an opportunity for patrons to explore its materials via rental. Materials available for rental are printed as well as digitally accessible. In order to access these materials patrons must furnish a NRPL library card. There are different types of library cards available in order to access materials. A library staff member will be best suited to guide you through the steps by which you may obtain a North Riverside Public Library card. Below you will see an overview of various cards offered.

1. Resident cards:

- a. **Immediate issue:** Residents over 18 years of age may register for a library card at the library with either:
 - i. a current updated government issued photo ID or
 - ii. an unexpired government ID AND one of the items in column 2 A
- b. **Mailed Cards:** Residents over 18 may apply with one government issued photo ID which is not updated (i.e. no current address) and opt to have their card mailed to the residence listed on their ID to fulfill residency verification.
- c. **On-Line:** Over 18 may apply online and pick up their card the following day. All cards must be picked up within 30 days. A current updated government ID or a non-updated government ID and an item from column 2 A will be required for verification.
- d. **High school students:** may apply using their current school issued ID. Students may pick up a library card application at the library, bring it home for parent's signature and information, return the application to the library. Librarians will verify parent/guardian's information by phone and their library card will be mailed to their residence.
- e. **Age requirement:** Children ages 0-high school must have a parent apply for their card. There is no age restrictions for library card issuance.
- f. **Expiration:** Resident library cards are valid for 2 years from the issuing date and must be renewed with a government ID at the library after that time.

Column 1:	Column 2:
Verify Identification	Verify Residency
A) Government issued Photo ID	A) Showing one:
- Must show responsible party's name	- Current lease or mortgage statement
- Must be either State or Federal and not expired	- Utility bill, revolving account, or bank statement issued within 30 days
	- Official first class mail postmarked within 30 days ("Or current resident" not accepted)
	- Current car registration or auto insurance
B) High School Issued Photo ID	B) Having card mailed to residence
- Must show responsible party's name	- Initial restrictions apply outlined below*
- Must be the current school year	

*Residents may choose to verify their residency by having the library card mailed to their residence. Library cards will not be mailed to Post Office Boxes; library notices may be mailed to a PO Box at the patron's request but patron residence must remain on file. If at any time a library card or notice is returned to the library through the post office, the patron's account may be stopped and the patron asked to provide proof of residence from column 2 A above.

2. Non-resident tax payer cards:

- a. **Non-resident tax payers** must provide a copy of their tax bill and may be issued one card per property.
- b. **Expiration:** Cards will be valid for 2 years.

3. Non-resident cards:

- a. **A non-resident** is anyone who lives in Illinois and who does not have their principal residence in the North Riverside Library's district. A card may be purchased based on the

formula set by the Illinois State Library. Those applying must provide their most recent tax bill.

b. **Expiration:** Cards are valid for 1 year.

4. Business Cards:

a. **Business cards** will be issued to any organizational entity, profit or non-profit, that owns or rents property in the North Riverside Public Library District's boundaries. Businesses must:

i. Fill out an application.

ii. Apply with a letter on business letterhead requesting a library card stating who the designated card holder will be and who is responsible for any charges accrued on the card.

b. **Expiration:** Business cards a valid for one (1) year and must be renewed with an updated letter noting any changes to the designated card holder.

c. **Fines and fees** apply as they do to any other card. The business will be responsible for those charges.

Blocked cards:

- Patrons and businesses who hold cards are eligible to check out material and use the North Riverside Public Library's digital resources until their card reaches a \$5 in fines. Cards are then restricted until the fines are paid below \$5. Patrons may check out material at the library if they pay something to reduce their fines even if that does not bring their total below \$5 in most circumstances.

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) (revised October 21, 2019)

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 a patron will occur when abusive or inappropriate behavior occurs. The first occurrence will result in a verbal warning. The second occurrence will result in 7 day expulsion. The third occurrence will result in 31 day expulsion. The fourth occurrence will result in an indefinite expulsion. A patrons who have been indefinitely expelled may petition the Library Board of Trustees for readmission after 180 days.
- Violent or threatening behavior will result in a one year expulsion and filing a police report. The second occurrence will result in indefinite expulsion.
- Infractions of the Library’s internet police will result in banning from use of the computers at the Library. The first occurrence will result in a verbal warning. The second occurrence will result in a 31 day ban. The third occurrence will result in a 6 month ban. And the fourth occurrence will result in a permanent ban from use of the internet on Library computers. A patron who has been indefinitely banned may petition the Library Board of Trustees for access 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.

3) LIBRARY FOOD AND DRINK POLICY

(adopted September 10, 2012) (revised October 21, 2019)

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.

Consumption of food is not allowed in the Library. Non-alcoholic beverages are permitted in the Library.

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.

4) IDENTITY PROTECTION ACT

(adopted April 11, 2011)

(reviewed March 14, 2012)

(reviewed January 27, 2014) (revised October 21, 2019)

The North Riverside Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act (5 ILCS 179). 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 and

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.

C) COLLECTION

(revised October 21, 2019)

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.

2) RECONSIDERATION OF MATERIAL

(revised October 21, 2019)

The choice of library resources by a library user is an individual matter. While a person may reject resources for oneself, he or she may not restrict access to those resources by other library users.

The North Riverside Public Library recognizes that certain resources are controversial and that any given item may offend some library user. The procedures enumerated below have been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

A library user who requests the reconsideration of a library resource will be referred immediately to the department manager. This staff member will discuss the Selection of Materials Policy and the application of selection principles.

If a library user insists that an item be withdrawn from the collection, the library's procedure for reconsideration will be carefully explained and followed. A separate Request for Reconsideration of a Library Resource form must be filled out for each item.

The procedure for the reconsideration of a library resource consists of the following:

- The library user must complete the Request for Reconsideration of a Library Resource Form which will be submitted to the appropriate department manager.
- The Request will be reviewed using the general criteria of the Resource Selection Policy and reviews from recognized evaluative sources to determine whether retention of the item would be in violation of the Resource Selection Policy.
- The library director will respond in writing to the library user regarding the recommendation of professional librarian staff.

An appeal of this recommendation may be made to the Library Board of Trustees. Such appeal must not exceed two pages and must include copies of both the original Request for Reconsideration of a Library Resource form and the library director's written response. The Library Board will review the staff decision based on whether or not the particular item conforms to the General Criteria outlined in the Resource Selection Policy. The Board of

Trustees will then make the final determination of the matter, notifying the library user in writing of this action, in a timely manner.

The decision on reconsideration of a specific item will remain in effect for three years.

During the review process the Library will take appropriate action to insure that the item will continue to be available.

3) CIRCULATION

(revised October 12, 2009)

(revised May 12, 2014)

(revised February 1, 2016)

(revised December 18, 2017) (revised October 21, 2019)

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

All periodicals, except at the discretion of the administrative staff, will check out for 1 week at a time and are not renewable.

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.

The fine amount for overdue books, periodicals, compact discs is 10 cents per item per day. Fines do not accrue on days when the library is closed.

The maximum fine for most materials is \$5.00 per item. Some materials may accrue larger fines.

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.

All non-new movies are due in one week.

The overdue fine for DVDs and video games is \$0.25 per day; new DVD's and video games will accrue fines of \$1 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.)

D) FAXES

(revised October 21, 2019)

Faxing through the scanner/fax machine is freely available to patrons. Staff will help patrons learn how to use the scanner/fax machine. If patrons need to make a copy of materials to facilitate faxing, those copies are charged at the rate of any other copy.

E) PUBLIC SPACE

1) UNATTENDED CHILD POLICY

(revised May 12, 2014) (revised October 21, 2019)

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.

Children under the age of 8 years must be continually accompanied by a parent, legal guardian or caregiver age 16 or older.

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 8 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.

F) MEETING SPACE/EXHIBIT SPACE

(revised October 21, 2019)

1) PROGRAMS

The North Riverside Public Library District offers programs for all ages as a means to encourage library usage, to promote library materials, to provide information, and to extend library service to the community.

Due to the nature of some programs, such as Pre-School Story Time, the Summer Reading Program, craft programs, etc., advance registration is required.

The North Riverside Public Library will not be held liable for the consequences of any information presented by a speaker during a Library Program. The Library does not necessarily endorse the philosophies or statements expressed in any program held at the library.

All programs held at the Library shall provide unbiased information to the public and shall be of general interest to the Community. Businesses may hold programs at the Library only if they are being held as a public service to the community. No advertising is permitted during the program or

through follow-ups of those in attendance. (A business credit will be given in advertising for the program only as specified by the Library Director.)

Programs advocating a single religious belief cannot be held at the Library.

Programs advocating discrimination on the basis of sex, race, religion, or age cannot be held at the Library.

2) MEETING ROOMS POLICY

(revised April 11, 2011)

(revised February 13, 2012) (revised October 21, 2019)

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 under conditions established by the North Riverside Public Library District Board of Trustees. The North Riverside Public Library welcomes use of its meeting rooms by persons or organizations for informational, educational, cultural, and civic meetings. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, sex, race, religion, marital status, political affiliation, national origin, disabling condition, or any legally protected category.

Meeting rooms shall be used for programs of an educational or civic nature and shall not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

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 – No charge

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 or on our website.

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 will be reviewed as soon as possible and assigned a space as availability allows.

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

3) DISPLAYS AND EXHIBITS

(revised October 21, 2019)

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.

4) PUBLIC POSTING POLICY

(adopted April 15, 2010) (revised October 21, 2019)

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.

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.

G) INTERNET/TECHNOLOGY

1) INTERNET ACCESS/PUBLIC COMPUTERS

(revised January 10, 2010)

(revised November 12, 2012)

(revised July 18, 2015) (revised October 21, 2019)

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.

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.

Age Restrictions:

Children under 8 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.

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 depending on availability.

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 computers will be unavailable.

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.

2) WIRELESS INTERNET POLICY

(revised November 12, 2012) (revised October 21, 2019)

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

Library users must provide their own device with wireless capability.

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.

The North Riverside Public Library also makes available wireless hotspot devices to the public which will also provide unfiltered access to the internet. Hotspots may be checked out by any North Riverside Library card holder 18 years of age or older. Each hotspot circulates in a case with a micro-USB cord, AC charger, and instruction manual. The patron is responsible for the cost of repair or replacement of the hotspot if it is lost, returned damaged, or missing parts. Hotspots will circulate for 3 weeks, with up to two renewals (if no one else has placed it on hold). A \$1.00 per day fine will be assessed if the hotspot is returned late. The hotspot will be turned off and wireless service will be terminated if the hotspot is not returned on the due date. Hotspots must be returned to a staff member at the Circulation Desk. They may not be returned to book drops or to another library. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library is not responsible for personal information that is shared over the Internet. Hotspot users are expected to comply with the guidelines specified in the Library's Internet Access Policy.

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, harassment or discriminatory remarks of any kind.
- Behaving in a manner that is disruptive to other users.
- Attempting or gaining unauthorized access to resources or entities.
- 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 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.

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.

4) Makerspace/Library of Things

H) EMERGENCY CLOSING POLICY

(Adopted April 14, 2014) (revised October 21, 2019)

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.