

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 1

### ELIGIBILITY POLICY

**RESIDENTS/PROPERTY OWNERS:** Those residing and/or paying taxes on property within the Prairie Skies Public Library District shall be eligible for library services. Patrons will need to prove residency in our library district by showing their tax bill or current utility bill. Non-resident tax-payers in our library district will need to show their tax bill or other proof they currently reside in the district (voter registration card. There will be no issuing or renewing of new patron cards over the phone or by mail, they may come into one of the library locations or renew on line if signature is on file. Resident/Property owner patrons should carry their own patron cards. Libraries should not keep the patron cards on file at the "home" library. Replacement cards cost \$3.00 each. Participation in this program has two very basic requirements if the privileges of all Alliance Library System library users are to be equalized:

- A. Each patron (6 years old and older) shall have a personal card for individual use.
- B. Each patron card should have an expiration date consisting of both month and year. (3 years from date of issue)

**RECIPROCAL BORROWING PLAN:** This plan considers the policies by which individuals that are currently supporting public library services with their local tax dollars may use the Prairie Skies Public Library District services on a year-to-year basis. The Alliance Library System membership criteria requires that public libraries in ILLINET extend reciprocal borrowing services to those supporting public libraries by residence or property ownership within a tax-supported library area. Library Patrons are responsible for all materials borrowed on a public library card, whether that card is issued to a resident or reciprocal borrower. Lending libraries are responsible for absorbing the costs for unreturned, unrecoverable materials borrowed by reciprocal borrowers.

**Non-Resident Card:** We participate in the non-resident card program. Anyone who does not live in a library district may purchase a card from the "closest public library". (See Addendum # 1, Illinois Library statute 75 ILCS 5/4-7#12) This card will be good for one year at a time for family members residing in a current household. The cost is reformulated each year based on the library income from local property taxes divided by service population equals \$/capita. Then the \$/Capita x Average family size (using latest census) = Cost of family card. The current fee is posted on our website.

**Prairie Skies Public Library District**  
Addendum #1  
(Policy Section #1)

SECRETARY OF STATE  
SECOND NOTICE  
TITLE 23  
SUBTITLE B: CULTURAL RESOURCES  
CHAPTER I: SECRETARY OF STATE  
PART 3050  
PUBLIC LIBRARY NON-RESIDENT SERVICES

Section

- 3050.10 Definitions
- 3050.20 Public Library Responsibilities
- 3050.25 Applying for a Non-Resident Library Card
- 3050.30 Regional Library System Responsibilities
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- 3050.90 State Mandates Act Exemption

AUTHORITY: Implementing and authorized by Section 4-17 of the Illinois Local Library Act [75 ILCS 5/4-7], and authorized by Section 30-55.60 of the Public Library District Act of 1991 [75 ILCS 16/30-55.60] and Section 8.25 of The State Mandates Act [30 ILCS 805/8.25]

SOURCE: Adopted at 26 Ill. Reg. 5974, effective July 1, 2002

**Section 3050.10 Definitions**

"Closest public library" means a participating public library that issues non-resident library cards that meet the conditions of Section 3050.25 of this Part. The factor for determining the closest public library for the non-resident shall be determined by the location of a participating public library.

"Commonality of community interests" means activities involving, but not limited to, education, retail commercial, cultural, civic, health facilities, financial institutions and recreation.

"Non-resident" means an individual residing in Illinois who does not have his or her principal residence within the territory of a public library service area.

"Non-resident library card" means the library card purchased by an individual residing in an area not taxed for public library service from a participating public library.

"Participating public library," means the public library whose board of trustees authorizes the issuance of non-resident library cards.

"Public library" means the same as defined at 23 Ill. Adm. Code 3030.10.

"Public library service area" means the legal territory served by the public library.

"School district" means high school district or unit district.

### **Section 3050.20 Public Library Responsibilities**

a) The public library board of trustees shall annually take action to decide whether to issue nonresident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.

b) The public library board of trustees shall notify the regional library system within 30 days of the action taken and effective dates and fee formula as determined in this Part.

c) The participating public library shall continue to honor the non-resident library cards it issued by the library for the full term of purchase.

d) Participating public libraries shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate nonresident service areas as stated in Section 3050.25 of this Part.

Nothing in this Part requires a public library to participate in the non-resident library card reciprocal borrowing program of a regional library system. Non-participation in the non-resident library card program does not preclude a public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with requirements of the specific grant program.

### **Section 3050.25 Applying for a Non-Resident Library Card**

a) A non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be determined by the residence of the non-resident. Nonresidents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.

b) If there are two or more public libraries in the school district in which a non-resident resides, the participating public libraries in that school district, in cooperation with the applicable regional library systems, shall determine the appropriate library service area for non-residents to make application for a non-resident library card.

c) If there is no participating public library in the school district in which the non-resident resides, the applicable regional library systems that serve the school district shall, in cooperation with participating libraries in the general area of the school district, determine the non-resident service area. The factor to be used for determining a non-resident service area shall be the commonality of community interests that influence the activities of all the residents of the service area.

### **Section 3050.30 Regional Library System Responsibilities**

a) The regional library systems, by September 1, 2002, shall submit to the Illinois State Library, and post on their Internet sites, the names of participating and non-participating public libraries. During this

period, the regional library systems shall assist public libraries in complying with Section 3050.25 of this Part.

b) Beginning in 2003, the regional library systems shall submit the names of participating and nonparticipating public libraries as of July 1 of each year in the annual report to the Illinois State Library. The report shall include the action public libraries take in compliance with Section 3050.20(a) of this Part.

c) The regional library systems shall maintain an up-to-date list on their Internet site of participating and non-participating public libraries and the effective dates of the 12-month period. This list shall also be available in print upon request and available for public inspection at the regional library system headquarters.

#### **Section 3050.40 Options for Non-Resident Library Cards**

a) The public library board of trustees' policy for service to non-residents, including a description of the public library's service areas and methods of calculating fees (if the library participates), shall be available for public inspection at the library.

b) A valid non-resident library card shall accord the non-resident library cardholder all the services the issuing public library provides to its residents including reciprocal borrowing privileges.

#### **Section 3050.50 Criteria for Non-Resident Library Cards**

a) The non-resident library card issued by a participating public library should include, at a minimum, the name of the library; the expiration date of the non-resident library card; and the words "Non-Resident". The non-resident library card shall be issued for 12 months subject to the exemptions in Section 30-55.60 of the Public Library District Act of 1991 [75 ILCS 16/30-55.60] and the Illinois Local Library Act [75 ILCS 5/4-7(8)].

b) A local use only card may not be issued to a non-resident whether or not a library participates in the non-resident library card program.

#### **Section 3050.60 Non-Resident Fee Formula**

There are three options that a public library can use to determine its non-resident fee *according to the formula established by the Illinois State Library* [75 ILCS 5/4-7 (12) and 75 ILCS 16/30-55.60]. In subsections (a) and (b) of this Section, the non-resident fee shall be equitable and proportionate to the fee paid by residents.

a) General Mathematical Formula:

- 1) To determine the minimum non-resident fee, a local library should divide the library income from local property tax sources or its equivalent by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a family card. The most recent federal census information available shall be used in determining population and household size.
- 2) Library income from local property tax sources excludes State and federal funds.

b) Tax Bill Methods:

- 1) Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

- 2) Non-Resident Renter: The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
- c) Adoption of the Average Non-Resident Fee in the System Area:
- 1) In public library service areas with a disproportionately large share of the property valuation in agricultural, industrial, mining, commercial or other non-residential property, the library board of trustees may ask the Library Administrator of the Illinois State Library for authorization to adopt as its nonresident fee the average non-resident fee in the system in which the library is located. Such average will be taken from "Illinois Public Library Statistics: Analyses, 2001-2002" produced by the Library Research Center, University of Illinois at Urbana-Champaign, 501 E. Daniel Street, Champaign IL 61820, (<http://lrc/lis.uiuc.edu/IPLAR/form>, 2001-2002, no later editions or revisions included.
  - 3) This exception is not a general alternative to the formula, and will apply only under the conditions stated above, with the approval of the Illinois State Library.

#### **Section 3050.70 Non-Resident Property Owner**

- a) The non-resident fee shall not apply to a *non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, provided that the privileges and use of the library is extended to only one such non-resident for each parcel of taxable property.* [75 ILCS 5/4-7 (12) and 75 ILCS 16/30-55.60(3)]
- b) The library card shall accord avail the non-resident property owner cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

#### **Section 3050.80 Contractual Services**

The rules providing for non-resident status shall not apply to any person residing in any territory for which the corporate authority of that territory, or a private corporation, has contracted for library service on behalf of the residents with a public library as provided in Section 4-7(8) of the Illinois Local Library Act [75 ILCS 5/4-7(8)] and Section 30-55.40 of the Public Library District Act of 1991 [75 ILCS 16/30-55.40].

#### **Section 3050.90 State Mandates Act Exemption**

No reimbursement is required by the State for the implementation of any mandate created by this Part as provided in Section 8 of the State Mandates Act [30 ILCS 805/8.25].

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 2

### USAGE/FINES/REPLACEMENTS OF MATERIALS:

Standard checkout of materials is a two-week period. Patrons will be assessed fines if materials are not returned.

Fines are levied for books and materials that are overdue at the rate of 10 cents for adult materials and 5 cents for children's materials for each day after the date shown on the charge receipt. Days are counted according to those on which the library is open. Fines for Video Tapes are \$1.00 per day per tape.

#### Overdue Notice Schedule

2 weeks overdue - first notice

4 weeks overdue - second notice

6 weeks overdue - first letter (bill)

8 weeks overdue - second letter (certified) signature required

#### i. Reinstatement Fee

Reinstatement fee of \$10.00 will be assessed per patron upon issuance of certified letter (8<sup>th</sup> week overdue notice). A waiting period of 2 weeks will be observed before issuance of card.

If a patron has not returned books or materials, or paid fines for same, a bill will be sent after a period of 8 weeks. After the 8 weeks notice is sent, the patron is then liable by law for fine or the price of replacing the book or other material. The fine can never exceed the price of replacement. Late books, which are returned through the book drop outside of the library hours, are still subject to fines if returned after the due date.

Books or materials that are defaced, excessively torn, broken or ruined for regular use are the responsibility of the patron, who must reimburse the library for the cost of replacing the item or items. The same rule applies to books or materials, which have been lost by a patron. Books that are loaned to someone else by a library patron and subsequently are lost or damaged are still the responsibility of said patron for fines or replacement.

Patrons who have not paid their fines, returned books or materials, or ignored notices will have their cards suspended, and will not be allowed to use the library until their reimbursement, or other arrangement (i.e., making monthly payments) has been made. Their library cards may be permanently revoked upon board review. A list of those who are not to use the library will be kept so that the librarian and his/her assistants will be more able to cooperate with this ruling. Persons will be banned from getting books from any other library within the system.

**THEFT ACT**—On August 14, 1992 Governor Edgar signed into law H.B. 3165 (now P.A. 87-0898). This new law amends the Library Theft Act of the Criminal Code and lowers from \$200 to \$50 the aggregate value of unreturned library materials for prosecution of library theft. It also requires the library to serve notice by registered mail, and allows recovery of attorney's fees and postage. This Act, which serves mainly as a deterrent to theft, will make it easier and less expensive for libraries to enforce.

Whereas the Prairie Skies Public Library District accepts grants and other financial aid from the State and the Federal Government, the affairs of the library must be carried out in a legal and business-like way. Therefore, in case a patron ignores the notices of fines and/or does not return property belonging to said library, the Board of Trustees are within their legal rights to have the State's Attorney intervene in the collection of fines or losses warrants, will be turned into a collection agency and the case may be settled in the small claims court in Cass County, Virginia, IL at the discretion of the Board of Trustees.

(AMENDED 03/2008)

PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

ADDENDUM #2  
(POLICY SECTION 2)

Barcode: D \_\_\_\_\_ Card Expiration: \_\_\_\_\_

Pin number \_\_\_\_\_ (new patrons only need 1 Type of identification for proof of residency/or tax payer. Please mark and make copy for records.)

Voters Registration card  Tax bill  Current piece of Mail with address  Dr. Lic. Only if it has new address on it  Current Library card

Reciprocal Borrower Bar code: \_\_\_\_\_ Name of Reciprocal Library \_\_\_\_\_

**NOTE: DO NOT WRITE ABOVE THIS LINE LIBRARIAN USE ONLY**

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**PATRON REGISTRATION** (*Please print/ All information is required and must be complete, Thank you.*) Note: This is a legal document. The library abides by the Illinois Library Records Confidentiality Act Emergency Release of Information Identifying Individuals pursuant to PA 95-0040. Law enforcement officials requesting information are asked to submit an Officer's Request for Confidential Library Information form.

Legal Name: \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Date of Birth (example 01/01/1900) \_\_\_\_\_

(*Mark Notification Preference for books requested or other important information by placing x in box of first choice.*)

Daytime Phone #: \_\_\_\_\_  Cell Phone#: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

E-mail Address (if using for notification must be one checked on a very regular basis):  
\_\_\_\_\_

I acknowledge that I am responsible for all materials borrowed on this card and have been given a copy of the Materials & Equipment Agreements in brief. I will abide by all Policies and By-Laws of the Prairie Skies Public Library District. (Complete copies can be read in full at either library location or online at <http://prairieskieslibrary.com/>).

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Parent/Guardian Signature (if under 14 years of age) \_\_\_\_\_

Librarians Initials \_\_\_\_\_  
(revised 03/2008)

## MATERIALS & EQUIPMENT USAGE AGREEMENTS IN BRIEF

Borrowers are responsible for all materials checked out on their card and should not let someone else use their card. This includes any fines, fees, replacement cost due to damage, theft, or loss of items. They are to be returned in the same condition in which they received the item.

Children's Cards (users under 14 years) checkouts are limited to Books only.

1. You have access to your Library Account 24/7 online at <http://prairieskieslibrary.com/http://prairieskieslibrary.com/>. You can renew, see what you have checked out, see what you have on hold, make corrections to your account and even renew your card if we have your electronic signature on file. All you need is your bar code number and pin number. (Check with librarian for assistance).
2. Everything has a 2 week check out period and there are no limits. (Exception to rule is having been placed on probation or blocked. Arrangements may be made with Library Administrator to clear up matter.)
3. Renewals
  - a. Materials may be renewed in person, by phone or online @ <http://prairieskieslibrary.com/>.
  - b. There is a limit of 4 renewals per item. We might request the return of the material with only one renewal if there are several holds on the item even if it is not considered a new book.
  - c. The only materials that cannot be renewed are "NEW BOOKS", "BOOKS LOANED FROM OTHER LIBRARIES, including Interlibrary Loans, "DVD'S, and VIDEO TAPES.
4. Returns
  - a. All materials may be returned in to either location in Ashland or the Plains Branch. Both of these locations have a return slot for returning materials during after hours. We also have drop boxes at two other places. One is outside the Gardner Township hall on Bradfordton Road and the other is at the farthest north entrance of the Farmingdale Grade school on Farmingdale Road. Note: Discovery Kits are only thing that must be returned in person and not put in the drop boxes.
5. Fines and other fees
  - a. Adult materials are fined .10 a day for every day over due; children's materials are .05, up to a maximum of \$25.00. Audio and Visual media, including DVD's and Discovery Kits are \$1.00 a day up to a maximum of \$75.00. Interlibrary loans are .25 a day up to a maximum of the replacement cost. Lost or severely damage items will be billed for the replacement cost
6. Placing and Receiving books on hold
  - a. Books may be placed on hold 2 ways. You may request the item from one of our librarians or (starting sometime in the spring of 2008) you may place your own request on line.
  - b. When the item comes in you will be notified in the manner you requested on your application and you will have 5 working days to pick up the materials. After which time they will either go to next person on list or returned to the library they came from to be reshelved.

(Revised 03/2008)

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 3

A. **Conduct Ordinance:** The Prairie Skies Public Library District is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.” The Board of Library Trustees of the Prairie Skies Public Library establishes its conduct ordinance as follows:

- Section 1: A patron who engages in any activity, which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties, shall cease such activity immediately upon request by library personnel.
- Section 2: In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.
- Section 3: If, following a request, the patron fails or refuses to comply or responds to the request in an abusive manner, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.
- Section 4: Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Library Administrator shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.
- Section 5: Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.
- Section 6: 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 and informed of the prior action.
- Section 7: In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Library Administrator shall report to the Board of Library Trustees such conduct following prior exclusion of that patron.
- Section 8: In the case the police must be summoned to remove a disruptive patron, the patron will be barred indefinitely.
- Section 9: This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

*(Conduct Ordinance taken from Administrative Ready Reference, Illinois State Library 2000)*

## **B. Patron Behavior**

- Limited eating and drinking in the library at Library Administrator's discretion.
- Patrons shall not be permitted to enter the building without a shirt or other covering of their upper bodies or without shoes or other footwear.
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- No smoking in the library.
- No tutoring to expelled school students that have been in violation of the law, unless parent or guardian can be in attendance with tutor during sessions.
- Patrons shall respect the rights of others and shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others in monologues, or by behaving in a manner which reasonably can be expected to disturb other patrons.
- Respectful of library property.

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 4

**LATCHKEY CHILDREN:** Children under the age of 12 who are unaccompanied by an adult may not be left in the library for over an hour. An attempt to contact the parent/guardian will be made to resolve the situation. (Adopted 4/92)

### POLICY SECTION # 4.1

**UNATTENDED CHILDREN:** Parents are responsible for the behavior of their children while they are in the Library. The Prairie Skies Public Library District staff is committed to help children with activities related to recreational and educational purpose. It is not the responsibility of the Library staff to supervise unattended children at any time. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent/guardian of incidents involving an unattended child.

Verbal Warning / Written Warning

(Form follows)

Children under the age of 8 must be accompanied and directly supervised at all times by a parent/guardian or other responsible caregiver. When the safety of a child is in doubt, or the parent or responsible caregiver cannot be located (i.e. if the Library is closing) Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time the Prairie Skies Public Library District provides programs designed for attendance by children with parental supervision. Such program announcements will so indicate.

Children over the age of 8 may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct and demeanor.

(REV. 10-06)

**PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**

ADDENDUM #3  
(POLICY SECTION 4.1)

UNATTENDED CHILDREN PARENT/GUARDIAN NOTIFICATION LETTER:

Dear \_\_\_\_\_,

The Prairie Skies Public Library District has recently experienced an incident involving your child, \_\_\_\_\_ . He/she was on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of your children as well as the proper operation of the Library is our responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

\_\_\_\_\_  
Board President or Library Administrator

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### **POLICY # 5 MATERIALS SELECTION**

#### Introduction

The purpose in building a collection is to make available to all people who enter the library as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and the needs of the community. The library recognizes that the needs of the community are of primary importance in selection, and because the community is a conglomerate of individuals, each individual's needs will be considered in conjunction with the majority of the present and potential patronage. Diverse collections are important, but no more so than the individual's select needs within the whole of the community. An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. An open shelf policy will be followed at all times.

#### I. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Prairie Skies Public Library. Within these guidelines, the library administrator uses his/her professional judgment to determine the materials which best meet the objectives of the Library and the needs of its patrons.

#### II. Objectives in Materials Selections

The general objectives in materials selection are to carry out the Library's goals of providing the community with a variety of significant media to meet their informational, educational, and recreational needs.

#### III. Responsibility for Selection

Overall responsibility for collection development rests with the Library Administrator who operates within this framework of policies determined by the Board of Library Trustees. Typically, the Library Administrator delegates or shares this responsibility with designated members of the staff. However, all members of the staff and patrons may recommend titles for consideration, and recommendations for materials from citizens of the community should be encouraged.

Suggestions for materials to be purchased are always welcome from any Board member or library staff member, and patrons are encouraged to make suggestions by filling out a "Materials Request Form" card at any of the service desks.

All requests are given serious consideration, and the patron will be informed of the Library's decision. An attempt will be made to borrow through interlibrary loan any requested item which is out of print, or that the Library determines does not meet the criteria for purchase.

#### IV. Criteria for Selection

The general criteria considered in selecting materials include: 1) significance and permanent value to the existing collection, 2) qualifications of author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or timeliness, if applicable, 6) demand by patrons, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials in other libraries, and 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

#### V. Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in standard sources. Other selection aids, such as "Notable Book" lists chosen by the American Library Association, National Book Awards lists, Pulitzer Prize lists, and published lists of bestsellers may also be used as required.

#### VI. Scope of Collection

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

#### VII. Statement of Specific Policies in Selected Areas

##### Materials for Children and Youth

The Prairie Skies Public Library subscribes to the following policy: "Free Access to Libraries for Minors," an Interpretation of the Library Bill of Rights (as adopted by the ALA Council, 1981). At the Prairie Skies Public Library, children and young people have access to all parts of the Library; however, collections in Youth Services serve children and young people from first through eighth grades and collections in the Children's Center serve preschool and kindergarten children and their parents and caregivers.

Materials appropriate for the interests and needs of the ages served are chosen for these collections.

Collections in Youth Services include beginning readers, junior non-fiction, junior fiction, young adult fiction, periodicals, and non-book materials. The young adult fiction collection is selected especially for the needs and interests of 7th and 8th graders. It contains some duplication of classic titles found in both the adult and junior fiction collections, but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12- to 14- year-olds. Young people in the 7th and 8th grades are expected to use non-fiction materials throughout the Library in preparing school assignments or for any other reason.

## VII. Statement of Specific Policies in Selected Areas

### Materials for Children and Youth

Books and materials in the Children's Center include a wide range of non-book materials, the traditional picture book collection, and a collection on parenting. This last collection contains some duplication of materials on parenting found in the adult collection. A sampling of children's books in a variety of foreign languages is selected for the Youth Services department. To serve the needs of Spanish-speaking families in the community, we have a collection of Spanish-language materials available in the Children's and Youth Services department.

### Materials for Young Adults and Teens

We have a collection of books for young adults and teens which are selected primarily to serve the young adults who read adult books but want material relating to their age group. Books from the Lincoln Awards are given large consideration for this group as well as popular best sellers for High School and College students.

### Materials for Adults

The materials in Adult Services are selected primarily to serve the needs of adults and high school students; consideration is also given to the non-fiction needs of the middle school students. The collection includes reference and circulating non-fiction books, fiction books, and non-book materials.

#### A. Fiction

The fiction collection provides books for a wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

#### B. Genealogy

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

#### C. Blind and Physically Handicapped

Any juvenile or adult who cannot read or handle conventional printed matter because of a physical disability is eligible for services of the Homebound Delivery Service, specially selected library resources such as large print or audio cassettes, support services of Interlibrary Loan through the Library System, Talking Books, or special materials supported by the Library of Congress.

#### D. Foreign Language Materials

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the library may be served by requests through interlibrary loan.

## VII. Statement of Specific Policies in Selected Areas

### Materials for Adults

#### F. Literacy

Materials in the Literacy collection are selected to serve the needs of new adult readers and persons for whom English is a second language. There is heavy emphasis on materials teaching the basics of the English language and grammar, materials on coping with everyday life situations, and other high-interest, low reading-level fiction and non-fiction.

#### G. Textbooks

Although the Library tries to serve students' needs as much as possible, textbooks are not purchased unless they are the best source of information on a given subject. The library policy is to purchase materials which will also supplement and complement the curriculum offerings of the public and private schools within the library.

### Non-Book Materials

The criteria for and the methods of selection of non-book materials are listed in Section IV.

Non-book items purchased by the library for in-house use or for circulation may include pamphlets, study prints, art prints, computer software, microfilm, compact discs and cassettes, recordings of books on cassette, cassette/filmstrip and cassette/book kits, games, toys, puzzles, puppets and etc.

## VIII. Complaints

Strong objection to any library materials must be made in writing according to "Procedures for Handling Complaints about Library Materials" provided at the end of this section. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained in the department where the material in question is housed, or in the Administration office.

The Prairie Skies Public Library subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it. (See addendums # 5 & # 6)

IX. Collection Maintenance

A. Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

B. Weeding

In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

A complete weeding of the entire collection is accomplished on an annual basis. Items discarded are plainly marked and may be donated to the Friends of the Library for sale.

X. Revision of Selection Policy

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every three years.

PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS

1. If patrons wish to file a complaint about library materials, Addendum 4, "Request for Reconsideration about Library Materials", should be completed. This form stays on file with the Library Administrator. The Administrator will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may submit a written request to the Administrator.
3. When the Request is completely filled out and returned to the library, the Administrator will review the complaint and the material to determine whether the item should remain or be removed from the collection. The Library Administrator should be informed of the complaint and of the decision.
4. The Administrator will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Administrator.
5. After an interview with the Library Administrator, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who has final authority.

(Revised 03/208)

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**Prairie Skies Public Library District**  
**Addendum # 4**  
**(Policy Section 5)**

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher  
or  
Distributor: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

- Request represents:     Individual
- Organization, list name \_\_\_\_\_
- Other, list name \_\_\_\_\_

1.    Have you read or viewed the entire work? \_\_\_\_\_  
      If not, what parts? \_\_\_\_\_
2.    To what in the material do you object? (Please be specific; cite pages or sections)  
      \_\_\_\_\_  
      \_\_\_\_\_
3.    What good or valuable features do you find in the material? \_\_\_\_\_  
      \_\_\_\_\_
4.    What do you believe is the theme of this work? \_\_\_\_\_  
      \_\_\_\_\_

What do you feel might be the result of reading or viewing this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read any reviews of this material? \_\_\_\_\_

If yes, specify: \_\_\_\_\_

\_\_\_\_\_

Do you think this material would be more appropriate for a different age group? Please explain:

\_\_\_\_\_

What would you like the library to do about this material? \_\_\_\_\_

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated?  Yes or

No If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Print your name \_\_\_\_\_

---

**RECONSIDERATION BY LIBRARY ADMINISTRATOR**

Date \_\_\_\_\_

Comments:

---

Signature of Library Administrator

**FINAL CONSIDERATION OF LIBRARY BOARD OF TRUSTEES**

Date \_\_\_\_\_

Comments:

---

Signature of Library Board of Trustee, President

ACTION TAKEN:

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**PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**  
**ADDENDUM #5**  
**(POLICY SECTION 5)**  
**AMERICAN LIBRARY ASSOCIATION**  
**FREEDOM TO READ STATEMENT**

## **The Freedom to Read Statement**

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no

freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

---

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

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

**PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**  
**ADDENDUM #6**  
**(POLICY SECTION 5)**  
**AMERICAN LIBRARY ASSOCIATION**

## **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

**[AMERICAN LIBRARY ASSOCIATION](#)**

50 E. Huron Chicago, IL 60611 Call Us Toll Free 1-800-545-2433

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**Note: These documents were current at the time of printing. Please contact the ALA Office of Intellectual Freedom for additional information including interpretations of the statements.**

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 6

### INTERLIBRARY LOAN POLICY:

Interlibrary loans can be made at the Prairie Skies Public Library District for materials not within our system in any of the following ways:

When the material cannot be found in our own data base or that of the RSA/CAT (Resource Sharing Alliance catalogue), which is a library System database with over 3 million items. Intralibrary loans can be requested either by the librarian or the patron from a computer with internet access if they have a current library card and pin number. The Alliance Library System maintains this database.

The patron or the librarian may go to the First Search O.C.L.C. (Online World Catalogue provided by the Illinois State Library) and have the librarian request a book from here.

1. First Search is a database of OCLC member libraries, which is nation-wide. The Illinois State Library is currently funding this access by a grant.
2. A patron with internet access can search data bases for materials available outside our Library system. These items have to be requested by their home library.
3. In order to request interlibrary loan materials, the patron must be a current card holder in good standing of PSPLD. Patron must abide by the lending rules.
4. Patron will be notified when the material has arrived in the manner specified on their registration form. Requested items will be held for 3 days after notification. If the item or items are not picked up they will be sent back to the lending library.
5. Interlibrary loans will have a 2 week check out period, unless otherwise specified by the lending library. They may not be renewed. A \$.25 per day fine will incur for each day it is overdue.

(Revised 03/2008)

# **PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**

## **POLICY SECTION # 7**

### **GIFTS POLICY:**

The Prairie Skies Public Library District will accept gifts, which can be effectively utilized; however, the donor must sign an agreement and abide by the terms therein.

Per Addendum # 7 (form to be signed)

# **PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**

## **ADDENDUM #7 (POLICY SECTION 7)**

### **GIFTS AGREEMENT:**

The Prairie Skies Public Library District will accept gifts, which can be effectively utilized only with the signed consent of the donor to the following terms:

**DONATION OF PRINTED MATERIALS WITH HISTORICAL VALUE, AUDIOVISUAL MATERIALS, ART OBJECTS, ANTIQUITIES, ETC.:**

The Library reserves the privilege of accepting or rejecting any donation. Out-dated, duplicates or materials in poor physical condition will not be accepted.

### **MONETARY DONATIONS:**

Donations will be utilized for purchases of equipment, materials or special projects that are acceptable to the donor.

### **RECOGNITION OF GIFTS:**

The Library Administrator or Board of Library Trustees will make formal recognition of all donations.

### **USE OF GIFTS:**

All gifts are accepted with the understanding that they become the sole property and responsibility of the Library.

Whereas, it is not feasible for the Library to be expected to house or display all donations indefinitely all donors and donors' families must be aware that through their donation, they relinquish any ownership or entitlement to the objects and/or materials or any money obtained by the Library from the sale of such objects. Of course, no donation will be disposed of in a careless manner and every donor can be assured that the Library will respect his/her donation and house it as long as feasible.

**AGREEMENT:**

I have read the Gift Agreement provisions of the Prairie Skies Public Library District and agree that they are acceptable.

PRINTED NAME \_\_\_\_\_

DONOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Librarians initials: \_\_\_\_\_

**DOLLAR AMOUNT (As needed for charitable contribution)**

\$ \_\_\_\_\_

DESCRIPTION OF DONATION (provided by the donor):

PHOTO (where applicable):

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 8

**MEMORIALS:** Records will be kept on Memorial monies received, which will be put into the special memorial account. The Library Administrator will decide on appropriate expenditures under \$50.00. All amounts over \$50.00 will be presented to the Board for consideration.

### MEMORIAL/HONOR BOOKS:

A card of acknowledgement will be sent to the family.

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 9

#### COMPUTER POLICIES:

Persons using the computers are liable for any damage incurred to the hardware or software due to either careless or intentional actions on the part of the user. The library may seek restitution for damages. Improper use of equipment or any violation of the library rules will result in a loss of computer privileges.

1. There is no charge for use of the computers.
2. Sessions are limited to 1 hour during peak times. You must check in with the librarian on duty before usage.
3. No one under the age of **12** may use the Internet without a responsible adult beside them.
4. As of 07/01/04 filters **are present on Public Computers. One Computer at each location for patrons over 17 who need an unfiltered computer.** Proof of age could be required.
5. **Outlook Express is not to** be used for e-mails. These are public computers.
6. Children who cannot read **MUST** have an adult or older child to assist them with computer usage.
7. No computer software may be copied or loaned.
8. **Nothing may be downloaded to the hard drives.** Downloading is only permitted to disc, memory stick or flash drive. (Note: *Patrons must supply their own.*)
9. The charge for printing pages is \$0.25 per page whether the library provides paper or the Patron uses their own paper.
10. Materials may be protected by copyright law (Title 17 U.S. Code)

(REV 09/08)

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 9.1

#### GAMING SYSTEM POLICY:

Persons using the Gaming System, games and its equipment are liable for any damage incurred to the hardware or software due to either careless or intentional actions on the part of the user. The library may seek restitution for damages. Improper use of equipment or any violation of the library rules will result in a loss of privileges. (Refer to Policy # 3 Conduct Policy). Prairie Skies Public Library is not responsible for any injury resulting from intentional misuse of the equipment or carelessness.

11. There is no charge for use of the System.
12. You will need a valid library card (in good standing) to use the gaming system. Games and equipment must be checked out from the Librarian. (**Only** games & equipment provided by the library maybe used on system.)
13. Gaming System, games, equipment and its parts may **not** be removed from the library. (IN HOUSE USE ONLY!)
14. Gaming System is to be shut down properly. All games and equipment returned to circulation desk at the end of your session.
15. Sessions are limited to 1 hour during peak time. Limit of 4 players to a session.
16. No one under the age of 12 may check out the system.
17. Parents or Legal guardian is responsible for children under 12 and must remain with them during usage.

(Adopted 9/2008)

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 10 (Ashland location)

### POLICY AND REGULATIONS CONCERNING USE OF THE BROWSING ROOM

#### Library Board of Trustees Policy

The browsing room may be reserved for use by educational, civic, cultural and governmental groups, which are non-profit and non-commercial. Priority for room use will be given to library sponsored or related programs.

#### Regulations Concerning Use of the Browsing Room

1. Applications from organizations for the use of the browsing room only, are to be made on the library's request form at least one week prior to the meeting date with a \$50.00 refundable deposit. The Library Administrator or Library Board reserves the right to accept or reject any applications.
2. Reservations will be made by a responsible member of the organization who will see to it that all regulations are followed. Groups of high school age and under must be sponsored by and their meetings attended by an adult.
3. The Library will inform groups using this room that they will comply with American Disabilities Act (ADA), and are responsible for providing their own qualified interpreters or auxiliary aids.
4. It is requested that neither regular scheduled meetings (such as monthly business meetings) nor scheduled use of the room be made more than three months in advance. Exceptions can be made at the discretion of the Library Administrator or Library Board.
5. The applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage.
6. The applicant is responsible for setting up the room ahead of time. Library furnishings and equipment will be available in the room one hour before scheduled use prior to the closing of library hours.
7. The browsing room must be left clean and orderly.
8. The library is not responsible for equipment or supplies owned by the group and used in the library, all of which must be moved in and out by the organization using the room.
9. No smoking or alcoholic beverages are allowed on the premises. (Unless pre-approved by Board of Trustees, i.e., special programming)
10. The browsing room is available during regular library hours only. Room use must not disrupt regular library business.
11. Exclusive use of the browsing room is ONLY available during hours the library is not open to the public. For this type of use there will be a rental fee of \$15.00 per hour (one hour minimum). Incremental portions will be considered as full hour for payment. This will pay for the library's cost of maintaining a salaried library employee on duty and utilities during the program. A deposit of \$15.00 is required at time of application with balance due at the conclusion of the meeting.

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 10 (Pleasant Plains Branch)

#### POLICY AND REGULATIONS CONCERNING USE OF THE BROWSING ROOM

##### Library Board of Trustees Policy

The browsing room may be reserved for use by educational, civic, cultural and governmental groups, which are non-profit and non-commercial. Priority for room use will be given to library sponsored or related programs.

##### Regulations Concerning Use of the Browsing Room

1. Applications from organizations for the use of the browsing room only, are to be made on the library's request form at least one week prior to the meeting date with a \$50.00 refundable deposit. The Library Administrator or Library Board reserves the right to accept or reject any applications.
2. Reservations will be made by a responsible member of the organization who will see to it that all regulations are followed. Groups of high school age and under must be sponsored by and their meetings attended by an adult.
3. The Library will inform groups using this room that they will comply with American Disabilities Act (ADA), and are responsible for providing their own qualified interpreters or auxiliary aids.
4. It is requested that neither regular scheduled meetings (such as monthly business meetings) nor scheduled use of the room be made more than three months in advance. Exceptions can be made at the discretion of the Library Administrator or Library Board.
5. The applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage.
6. The applicant is responsible for setting up the room ahead of time. Library furnishings and equipment will be available in the room one hour before scheduled use prior to the closing of library hours.
7. The browsing room must be left clean and orderly.
8. The library is not responsible for equipment or supplies owned by the group and used in the library, all of which must be moved in and out by the organization using the room.
9. No smoking or alcoholic beverages are allowed on the premises. (Unless pre-approved by Board of Trustees, i.e., special programming)
10. The browsing room is available during regular library hours only. Room use must not disrupt library business.
11. The browsing room is available after regular library hours. Arrangements to obtain a key must be made in advance.
12. A padded envelope is provided to return key in book drop.

**PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**

**APPLICATION FOR USE OF THE BROWSING ROOM**

Branch location \_\_\_\_\_

Date of application \_\_\_\_\_ (At least one week prior to room use)

Date of browsing room use \_\_\_\_\_

Time of use: From \_\_\_\_\_ to \_\_\_\_\_

Name of organization or group \_\_\_\_\_

Expected attendance \_\_\_\_\_ (Occupancy limited by room size)

What equipment will be brought into the browsing room by the organization?

\_\_\_\_\_

THE APPLICANT IS RESPONSIBLE FOR ARRANGING THE ROOM AS REQUIRED FOR THE MEETING. ALL FURNITURE AND EQUIPMENT WILL BE AVAILABLE IN THE ROOM ONE HOUR BEFORE THE SCHEDULED USE TIME PRIOR TO THE CLOSING OF LIBRARY HOURS.

Is this organization non-profit and non-commercial? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this meeting open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

I have read and understand the attached policy regulating the use of the browsing room and agree to use the room in accordance with the regulations established by the Library Board of Trustees.

\_\_\_\_\_  
Print name Signature

Day Phone &/Or Cell Phone # \_\_\_\_\_

Position in Organization \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Library Administrator

Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Date/Amt Fee returned \_\_\_\_\_

(REV. 10-06)

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## **POLICY SECTION # 11**

### **USE OF THE HISTORICAL ROOM:**

1. Books and materials in the historical room are for in house use only.
2. Some items can be handled only by Librarians; other items may require use of white cotton gloves.  
(Check with librarian on duty.)
3. There will be No INTERLIBRARY LOAN checkout of these materials.

(Revised 03-2008)

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 12

#### USE OF THE COPIER:

1. Public use of the copier is allowed under supervision of library staff.
2. There is a 15-cent charge per side. (*i.e.* 2 sides of 1 page 30 cents).
3. Public is prohibited from using their own paper.

(REV. 03-08)

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 13

### USE OF THE TYPEWRITERS:

1. Patrons in the library may use the typewriters.
2. Patrons must provide their own supplies (i.e., paper, white out, etc.) Typing paper can be purchased from the librarian for 15 cents per sheet.
3. The library staff will supervise the use of these typewriters, but will not teach patrons how to use them.
4. Typewriters cannot be taken out of the library.

(REV. 10-06)

## **POLICY SECTION # 14**

### **USE OF ELECTORNIC EQUIPMENT (i.e. TELEVISION, PROJECTOR AND VCR/DVD PLAYER):**

1. The Television and Projector is to be used for viewing educational or instructional materials only. (Library Staff discretion).
2. The electronic equipment may not be loaned out of the library.
3. There is no charge for usage.
4. The Video Room and/or equipment may be reserved for group viewing at the circulation desk.
5. The library staff will supervise the use of all electronic equipment.

(REV. 10-09)

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### POLICY SECTION # 15

#### USE OF THE FAX MACHINE:

- There will be public use of the FAX Machine.
- There will be a charge, of \$1.00, to send a Fax up to 10 pages. Additional Sheets will be faxed for 25 cents per page.
- Faxes to 1-800, 1-888, 626, 476, or Springfield numbers are at no cost sent from **Plains Location**. Faxes to 1-800, 1-888 or 476 numbers are at no cost to send from **Ashland Location**.
- Operation of Fax machine is by library staff only.
- To receive a FAX, the charge will be \$1.00 per FAX (up to 5 pages) each additional page will be 25 cents per page.
- The FAX Machine will be left ON at all times to receive messages.
- The library staff will call patrons if a FAX message is received for them. (Messages will not be relayed)
- There will be a \$15.00 charge for an international fax.

(REV. 10-06)

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 16

### USE OF THE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) PHONE:

(At the Ashland location only)

1. There will be public use of the TDD Phone with no charges (not to exceed 10 minutes-----Staff Discretion)
2. The library staff will assist the patrons using the TDD Phone.

(REV 10-06)

## **PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**

### **POLICY SECTION # 17**

#### **USE OF THE PHONE:**

The Library phone is for library business ONLY by the Board of Trustees and staff. Public access is limited to emergency use only.

#### **CELL PHONE USEAGE IN THE LIBRARY:**

All cell phone ring tones are to be put on vibrate or muted while inside the library as not to disturb other patrons.

Use cell phone etiquette by speaking in low tones or taking your conversation outside.

Cell phones are to be turned off in the computer rooms as not to interfere with the computers.

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 18

### FREEDOM OF INFORMATION:

#### Administrative Procedure - Access to Library District's Public Records

The following procedures shall be followed when a person seeks access to information under the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

1. Inspection of Library District records not excluded from the Illinois Freedom of Information Act will be permitted between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, on days the Library District is open for business.
2. Records are inspected at the Library District building, 125 West Editor Street, Ashland, Illinois. Records are not to be removed from the building.
3. Requests to inspect Library District records will be submitted in writing to the Library Administrator or designee. The Library District will either comply with or deny written request for public records within seven working days. Under circumstances specified in Section 3 of the Act, the time for responding may be extended by not more than seven working days.
4. Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the records.
5. Requests must specify Library District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.
6. Should the requested records be classified as exempt but contain information which is not exempt, the Library Administrator or designee shall delete the exempt material and release the remaining information for inspection and copying.
7. The Library Administrator or designee shall be present during inspection or copying of Library District records.
8. Upon request, copies of the requested Library District public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the Library District for the actual costs of reproducing and certifying public records, may be charged

Pursuant to the provisions of Section 5 of the Illinois Freedom of Information Act (5 ILCS 140/5), the following documents are available for public review and inspection:

#### 1. Financial Records:

Tentative Combined Annual Budget and Appropriation Ordinance  
Combined Annual Budget and Appropriation Ordinance  
Tax Levy Ordinance  
Annual Statement of Receipts and Disbursements  
Estimate of Revenues by Source  
Annual Audit Report  
Bills  
Vouchers  
Canceled Checks

Utility Bills  
Salary Schedules

**2. General Records:**

Board Minutes  
Board Ordinances and Resolutions  
Board Policies and Administrative Procedures  
Annual Schedule of Meeting Dates of Board of Library Trustees  
Administrative Instructions to Staff (unless exempt under Section 7 of the Act)  
Personnel Code  
Bidding Specifications  
Personnel Names, Salaries, Titles and Dates of Employment  
Office Equipment  
Insurance Policies  
Capital Equipment  
Real Estate  
Legal Notices  
Newspaper Articles  
Applications for Contracts, Permits, Grants or Agreement (unless exempt under Section 7 of the Act)  
Consulting Contracts  
Contracts for Capital Equipment  
Contracts for Office Supplies  
Contracts for Maintenance and Repair  
Official Bonds

# PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

## POLICY SECTION # 19

### **Confidentiality and Coping with Law Enforcement Inquiries Guidelines for the Library and its Staff**

Increased visits to libraries by law enforcement agents, including FBI agents and officers of state, county and municipal police departments are raising considerable concern among the public and the library community. These visits are not only a result of the increased surveillance and investigation prompted by the events of September 11, 2001 and the subsequent passage of the USA Patriot Act, but also a result of law enforcement officers investigating computer crimes, including email threats and possible violations of the laws addressing online obscenity and child pornography.

These guidelines, developed to assist libraries and library staff in dealing with law enforcement inquiries, rely upon the ALA's *Policy on the Confidentiality of Library Records*, its *Policy Concerning Confidentiality of Personally Identifiable Information*, and the *Code of Ethics*.

### **Fundamental Principles**

Librarians' professional ethics require that personally identifiable information about library users be kept confidential. This principle is reflected in Article III of the *Code of Ethics*, which states that "[librarians] protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted." (While library registration records are not included in this policy, libraries must be cautious about making these records available to third parties.)

Currently, 48 states and the District of Columbia have laws protecting the confidentiality of library records, and the Attorneys General of the remaining two states, Hawaii and Kentucky, have ruled that library records are confidential and may not be disclosed under the laws governing open records. Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after showing of good cause by the law enforcement agency or person seeking the records.

### **General Guidelines**

Confidentiality of library records is a basic principle of librarianship. As a matter of policy or procedure, the library administrator should ensure that:

- The library staff and governing board are familiar with the *ALA Policy on Confidentiality of Library Records*, the *Policy Concerning Confidentiality of Personally Identifiable Information About Library Users*, and other ALA documents on users' privacy and confidentiality.
- The library staff and governing board are familiar with their state's library confidentiality statute or attorney general's opinion.
- The library adopts a policy on users' privacy and confidentiality, which includes procedures for the staff and board to follow if the library is served with a court order for records or if law enforcement agents conduct inquiries in the library.

- The library staff is familiar with the library's policy on confidentiality and its procedures for handling court orders and law enforcement inquiries.

## **Library Procedures Affect Confidentiality**

Law enforcement visits aside, be aware that library operating procedures have an impact on confidentiality. The following recommendations are suggestions to bring library procedures into compliance with most state confidentiality statutes, ALA policies on confidentiality and its *Code of Ethics*:

- Avoid creating unnecessary records. Only record a user's personally identifiable information when necessary for the efficient operation of the library.
- Avoid retaining records that are not needed for efficient operation of the library. Check with your local governing body to learn if there are laws or policies addressing record retention and in conformity with these laws or policies on the length of time necessary to retain a record. Assure that all kinds and types of records are covered by the policy, including data-related logs, digital records, and system backups.
- Be aware of library practices and procedures that place information on public view, e.g., the use of postcards for overdue notices or requested materials, staff terminals placed so that the screens can be read by the public, sign-in sheets to use computers or other devices, and the provision of titles of reserve requests or interlibrary loans provided over the telephone to the user's family members or answering machines.

## **Recommended Procedures for Law Enforcement Visits**

### Before any visit:

- Designate the person or persons who will be responsible for handling law enforcement requests. In most circumstances, it should be the Library Administrator, and, if available, the library's legal counsel.
- Train all library staff, including volunteers, on the library's procedure for handling law enforcement requests. They should understand that it is lawful to refer the agent or officer to an administrator in charge of the library, and that they do not need to respond immediately to any request.
- Review the library's confidentiality policy and state confidentiality law with library counsel.
- A court order may require the removal of a computer workstation or other computer storage device from the library. Have plans in place to address service interruptions and any necessary backups for equipment and software.

### During the visit:

- Staff should immediately ask for identification if they are approached by an agent or officer, and then immediately refer the agent or officer to the Library Administrator or other designated officer of the institution.
- The Library Administrator or officer should meet with the agent with library counsel or another colleague in attendance.

- If the agent or officer does not have a court order compelling the production of records, the Library Administrator or officer should explain the library's confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.
- Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to question, other than the name and address of the person speaking to the agent or officer. If the agent or officer persists, or makes an appeal to patriotism, the Library Administrator or officer should explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms, and state law.
- If the agent or officer presents a court order, the Library Administrator or officer should immediately refer the court order to the library's legal counsel for review.

If the court order is in the form of a subpoena:

- Counsel should examine the subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena. (Usually, the library can file a motion to quash the subpoena or a motion for a protective order. Normally, a hearing is held where the court will decide if good cause exists for the subpoena or if it is defective, and then decide whether the library must comply with the subpoena. Consult with counsel on all issues, including the payment of costs if the library is the unsuccessful party.)
- Through legal counsel, insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.
- Require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.
- Review all information that may be produced in response to the subpoena before releasing the information. Follow the subpoena strictly and do not provide any information that is not specifically requested on it.
- If disclosure is required, ask the court to enter a protective order (drafted by the library's counsel) keeping the information confidential and limiting its use to the particular case. Ask that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant:

- A search warrant is executable immediately, unlike a subpoena. The agent or officer may begin a search of library records as soon as the Library Administrator or officer is served with the court's order.
- Ask to have library counsel present before the search begins in order to allow library counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant.

- Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other user's records are viewed or scanned.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act Amendment):

- The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.
- The library and its staff must comply with this order. No information can be disclosed to any other party; including the patron whose records are the subjects of the search warrant.
- The gag order does not change a library's right to legal representation during the search. The library can still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant.
- If the library does not have legal counsel and wishes legal advice, the library can still obtain assistance from Jenner & Block, the Freedom to Read Foundation's legal counsel. Simply call the Office for Intellectual Freedom (1-800-545-2433, ext. 4223) and inform the staff that you need legal advice. OIF staff will assure that an attorney from Jenner & Block returns your call. You do not have to and should not inform OIF staff of the existence of the warrant.

After the visit:

- Review the court order with library counsel to ensure that the library complies with any remaining requirements, including restrictions on sharing information with others.
- Review library policies and staff response and make any necessary revisions in light of experience.
- Be prepared to communicate with the news media. Develop a public information statement detailing the principles upholding library confidentiality that includes an explanation of the chilling effect on First Amendment rights caused by public access to users' personally identifiable information.
- If possible, notify the ALA about your experience by calling the Office for Intellectual Freedom at 800-545-2433. Extension 4223.

Policy taken from <http://www.ala.org/alaorg/oif/guidelineslibrary.html>

**American Library Association Office for Intellectual Freedom April 2002**

## Prairie Skies Public Library District

### Policy section # 19 B

The PSPLD abides by the Illinois Library Records Confidentiality Act Emergency Release of Information Identifying Individuals pursuant to PA 95-0040. Law enforcement officials requesting information are asked to submit an Officer's Request for Confidential Library information form. (See addendum # 8)

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The Illinois library Records confidentiality Act requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation:
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed:
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime: and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library:

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

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October 2007 / ILA Reporter

(Adopted by the board 03/11/08)

**Prairie Skies Public Library District  
Addendum # 8  
(Policy # 19 B)**

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**OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION**

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1. This is a request under the Illinois Library Records Confidentiality Act 75 ILCS70/1 (copy attached) for information contained in the library in the library's registration and /or circulation records.
2. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
3. As the basis for this request, I represent the following:
  - a. I am a sworn law enforcement officer.
  - b. As a result of an emergency I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
4. The information I request relates to the following (Description of information sought):

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**Officer's Acknowledgment**

I acknowledge receipt from the library of  
Prairie Skies Public Library District the information I requested.

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|                        |                             |                     |
|------------------------|-----------------------------|---------------------|
| Officer's printer name | Officer's Agency/Department | Officer's signature |
|------------------------|-----------------------------|---------------------|

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|                        |             |             |
|------------------------|-------------|-------------|
| Officer's badge number | Time Signed | Date signed |
|------------------------|-------------|-------------|

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**(Library Use Only)**

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

(Draft taken from the LIA Reporter/ October 2007)

(Adopted by the board 03/11/08)

## **PRAIRIE SKIES PUBLIC LIBRARY DISTRICT**

### **POLICY SECTION # 20**

#### **FILTERING POLICY**

In compliance with the Children's Internet Protection Act (CIPA), the Prairie Skies Public Library District has begun filtering Internet computers, effective July 1, 2004. This screening software is intended to block sites deemed to be inappropriate for general audiences.

Adults (17 years old and older) may request to use an unfiltered computer. No adult may sit at an unfiltered Internet computer with a minor child present.

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### Policy # 21

#### Disposal of Surplus Library Materials

Library Property (i.e., print and non-print materials, equipment and supplies) no longer necessary or useful for library purposes may be disposed of.

Property having a current value of less than \$100.00 may be discarded at the Library Administrators' discretion.

Items having a current value of more than \$100.00 but less than \$1,000.00 the board may authorize disposal of in accordance with the provisions of the Illinois Library Act.

Any items valued in excess of \$1,000.00 will be displayed at the Library. A notice of its availability and terms of the proposed sale shall be posted.

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

## PRAIRIE SKIES PUBLIC LIBRARY DISTRICT

### Policy # 22

#### **Trustee Orientation Policy** (Adopted 8/14/2007)

Before your first meeting, the Library Administrator will give you a tour of the library, including areas that are not commonly seen by the public. (I.e. storage closets, the furnace, electrical connections.) You will be given copies of the following items. If not, feel free to ask for them, as these items will help you understand the library and your role in it.

Items you should be given include:

1. Last 6 to 12 months of board minutes
2. Current budget.
3. Financial reports for the last 6 to 12 months, including expenditures to date.
4. List of other board members with their addresses, phone numbers and e-mail address.
5. Board Member Job Description.
6. An annual calendar of major board and library activities
7. Annual budget calendar
8. Library Administrator
9. Evaluation tool used for the Library Administrator
10. Committees, committee job descriptions, and current committee members
11. Board policy manual
12. Personnel policy manual
13. Board bylaws
14. List of staff member names and positions
15. Organizational chart
16. Long range plan and mission statement
17. List of common library acronyms
18. Copy of the Illinois Library Laws, the most recent
19. copy of the Open Meetings Guide
20. Brief history of the library
21. Latest Annual Report
22. Library brochures and pamphlets

Other information that you can search for and read yourself:

1. Illinois State Library Web Page <http://www.cyberdriveillinois.com/departments/library/>
2. Other online sites for Trustees you will be given are "Administrative Ready Reference" which includes copies of "Trustee Facts File" and "Serving Our Public, revised edition, the current standards for public libraries in the state. All three of these titles are worth reading thoroughly, but not necessarily before your first meeting.
3. Check out the Alliance Library System website: <http://www.alliancelibrarysystem.com/>. Sections that are especially important for a new trustee to check out are "News" for late breaking news, "Publications" which includes online issues of Trustee Connections (which can fill you in on many trustee related topics.) At First Glance, the systems biweekly newsletter, and Basics Manual which will explain how the system functions.

4. On our own library website: <http://prairieskieslibrary.com/> contains information on upcoming board meeting dates and committee meetings, including shortcuts to the Alliance website, the ILA and the ALA and other valuable information.
5. You will also receive a copy of the most current Roberts Rules of Order.

Don't expect to know everything immediately. A good trustee is always learning new things and is open to new ideas. Give yourself time to really absorb this basic information. We encourage you to attend system workshops and meetings.

## Prairie Skies Public Library District

### Policy # 23

#### New Employees Orientation Policy

Welcome!

Congratulations, you have just been hired as part of PSPLD team. Now you are ready to learn about becoming a welcome asset to our library,

You will be given a tour of the library facility where you will be working and meet your co-workers. Due to the fact that most of our employees are part-time and work in 2 locations it might take a while to meet everybody. In the beginning you will be assigned to either the main or the branch location. Later you will be expected to become familiar with and work at both locations.

First things first!

Before you begin you should have completed the following:

1. W-4 Forms for both State and Federal.
2. Employment Eligibility Verification Form
  - a. Have documents to show proof
3. A voided check from where you want your paycheck deposited.
  - a. See Personnel Manual regarding Payroll Policies.

Getting Started!

On your first day you will meet with the Library Administrator and receive the following:

1. Your own copy of the Personnel Policies Handbook.
  - a. A signature is required upon receipt of the handbook. The acknowledgment guide is in the back and is to be given to the library administrator.
  - b. Please make yourself familiar with this handbook. It explains overtime, leaves of absence, and other pertinent policies.
2. You will be shown the opening and closing procedures and have someone go over them with you.
  - a. You will be given keys to the building when you are ready to be on your own.
3. We have a disaster policy. You will be shown where it is located and expected to familiarize yourself with it before you are left to work alone.
4. A copy of your job description.
  - a. The administrator will go over this with you. Your goals and expectations will be set at this time.
  - b. You will be in training for 3 months for the basics and will be given a written evaluation at the end of this time. Any necessary adjustments or changes will be made at this time.
  - c. You will then be given a written evaluation by the administrator every year. Your goals will be reviewed and new goals set at that time.
5. We work on a Fiscal year which runs from July 1<sup>st</sup> to June 30<sup>th</sup>. A budget is set by the Administrator and Board in early May or June for the next year. It is at that time any raises are decided upon and set in the budget. Applicable raises will occur on July 1<sup>st</sup> of each year.

What is expected!

- Your first week will be familiarizing yourself with the library and how it works. The number one priority is that the patrons always come first. Second never be afraid to ask questions. We all have been where you are at.

- The only person you report to is the Library Administrator. If you have any problems or conflicts he/she is the person you go to. He/she reports to the Library Board. We are a library District and are governed by a Board which is part of the Alliance Library System. The system is governed by the Illinois State Library.
- As part of that system we have a set of By-Laws, Policies, Technology and Long-Range Plans we must enforce. You will be shown where these are located. You will need to read them and become familiar with them.
- You will be given someone to job shadow the first week. We believe in hands on experience. The more you do it the more familiar it will become. Don't try to take on too much at one time. (Different employees have different expertise so you may be working with a different person each time you learn something new.)
- Take notes! You will be given a tickler file and will be expected to fill it out as you learn. This is to be brought with you when you have evaluations or discussions with the library administrator and at all staff meetings.
- We are a small organization so everyone must wear many hats. You will be learning several jobs even though you might not do them on a regular basis. As you become comfortable in your job you will be given more responsibility. This is an ongoing process.
- Once a month you will be required to attend staff meetings. It is at this time we receive information about ongoing changes in laws, requirements, educational information and learn in a group setting. We also bring up any problems or questions we may have.
- You will be required to have an e-mail address to sign up for CLEO (Continuous Learning Opportunities). From time to time you may be asked to attend workshops outside of the library, sometimes through Alliance, Illinois State Library and Reaching Forward South. We are a big believer in ongoing education.
- You will also from time to time receive work related e-mails from the Library Administrator. Since the majority of the employees work part-time and are off different days it is the easiest way to reach all of the employees at the same time with important business related information. (If you do not have an e-mail address you will be shown how to set up one for no cost.)