

**MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT**  
**POLICIES**

**I. MISSION STATEMENT**

**A. GENERAL PURPOSE**

The general Library objectives of the Manhattan-Elwood Public Library District shall be:

1. To assemble, preserve and administer, in organized collections, books and related educational and recreational materials in order to promote an enlightened citizenship and enrich personal lives.
2. To serve the community as a center of reliable information.
3. To support educational, civic, and cultural activities of groups and organizations.
4. To provide opportunities and encouragement for children, young people, men and women to educate themselves continuously.
5. To seek continually to identify community needs and work toward providing programs of service to meet such needs.
6. To provide opportunity for recreation through the use of literature and other art forms as available funds permit.

**B. MEANS OF ATTAINMENT**

In maintaining these objectives, the following policies should be observed by the Board and Staff: a high degree of accuracy in records maintained and information given, cooperation with other civic organizations, an open-minded attitude toward new methods and improvements for better service, a high degree of attractiveness attained through neatness, order and systematic arrangements and a careful observation of ethics in relations between Board Members and Staff.

**II. STATEMENT OF PRINCIPLES**

**A. SELECTION OF LIBRARY MATERIALS**

1. The criterion for selection of materials for collection is to make available materials ordinarily provided by libraries that will meet the educational, technological, informational, cultural and recreational interests and the needs of the people of the Manhattan-Elwood Public Library District. To fulfill this purpose the Library endeavors to maintain a collection as such.
2. The Children's and Young Adult collections are selected to provide pleasure, and, insofar as possible, to provide information in all fields of knowledge which are of interest to children. It is selected for children of all ages and abilities.
3. Materials which are no longer useful, in the light of stated objectives of the Library, will be systematically removed from the collection according to accepted professional practices.

**B. LIBRARY BILL OF RIGHTS**

The Board of Trustees of the Manhattan-Elwood Public Library District approves and accepts the principles as stated in the Library Bill of Rights. (Exhibit 1) (Exhibit 1a)

**C. FREEDOM TO READ STATEMENT**

The "Freedom to Read Statement" taken from the STATEMENT OF PRINCIPLES of the American Library

Association, American Book Publishers Council, the American Booksellers Association, Book Manufacturer's Institute, and the National Educational Association, expresses the policy of the Board of Trustees of the Manhattan-Elwood Public Library District. (Exhibit 2)

D. FREEDOM TO VIEW  
(Exhibit 3)

E. FREEDOM OF INFORMATION ACT  
(Exhibit 4)

F. CONFIDENTIALITY OF LIBRARY RECORDS and SEARCH WARRANT POLICY- ILSC 70/1-2

1. (Exhibit 5 and 6)

2. In order to protect the privacy of all library patrons, regardless of age, patrons will not be summoned to the telephone. Library Staff will endeavor to locate the patron to give them a message but will not indicate to the caller whether or not the patron is on Library premises.

G. REFERENCE POLICY  
(Exhibit 7)

H. COMPUTER USERS AGREEMENT, INTERNET POLICY, ELECTRONIC NETWORKS, & WIRELESS ACCESS POLICIES  
(Exhibit 8, 9, 10 and 10a)

### III. LIBRARY USE REGULATIONS

A. GENERAL

The primary purpose of this Library is to provide library service to the residents of the Manhattan-Elwood Public Library District. Library service is also extended to residents of all other Library System members throughout the state

B. HOURS

1. It shall be the policy of this Library to remain open during such hours as best serve the needs of the community.

2. The library shall be closed to the public on the holidays of New Year's Eve Day, New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day (July 4), Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day when these days fall on regularly scheduled Library days. In the event that any one of the aforementioned holidays occurs on a Sunday or Monday, the holiday schedule may include either Saturday and/or Monday and if a Saturday, the holiday schedule may also include Monday as deemed appropriate by the Library Director. The Library will also be closed for in-service workshops.

C. RESIDENTS

1. Upon proper application, including evidence of residence, any resident age 14 or over, who has proper identification, shall be issued a library card. This card entitles use of the facilities of the Library and to borrow materials under Library rules and regulations.

2. Upon proper application, children entering kindergarten and whose application is co-signed by one parent or guardian shall be issued a library card no earlier than June 1<sup>st</sup> of the year that they begin kindergarten. This card entitles the uncensored use of the facilities of the Library and to borrow materials under Library rules and regulations. Parents or guardians are responsible for the reading, listening and viewing choices of their children.

D. NON-RESIDENTS

1. The Manhattan-Elwood Public Library District participates in the non-resident card reciprocal borrowing program as provided in ILCS 16/30-55.60. The charge for a non-resident card is \$250.00 per household.
2. A teacher of students in the Manhattan-Elwood Public Library District who does not live in the Manhattan – Elwood Public Library District may be issued a library card without charge.
3. Non-residents who display a current real estate tax receipt for property within the Manhattan-Elwood Public Library District may receive library cards without charge.
4. All employees of the Library are entitled to a Manhattan-Elwood Public Library District card.
5. The non-resident fee shall be reviewed and/or changed annually.

E. BORROWING/LENDING

1. Manhattan-Elwood Public Library District Cardholders

- a. Most Library materials not on the reference shelves may be borrowed for a period of two weeks and may be renewed unless there is a waiting list. DVDs, games and adult periodicals may be borrowed for a period of one week and may only be renewed by a staff over-ride if no one else is waiting for the item. A maximum of three DVDs and/or ten CDs may be checked out on a patron's card at any given time.
- b. Due to the high cost and demand of audio visual items, the Library has the discretion to limit the number of items checked out at any given time. Holds on all audio visual materials will be limited to 25 holds per patron card.
- c. Materials borrowed through interlibrary loan may have varying loan periods and must be returned by their due date. Patrons who have requested interlibrary loan items and have not picked them up within five days will be charged \$1.00 per item. There will be a 2 working-day grace period for overdue out-of-system inter-library loan materials, after which a fine of \$1.00 per day per item will be charged. Abuse of inter-library loan regulations may result in the loss of the privilege indefinitely. Patrons age 14 and over are encouraged to place their own holds. Library staff will assist those not willing to do so.
- d. Cardholders must be present whenever their library card is used.
- e. Materials shall not be checked out without a valid library card. Exceptions may be made by qualified staff.
- f. The Library accepts a responsibility for securing information beyond its system's resources by borrowing materials which cannot be purchased, or materials for which the demand does not justify purchase from sources out-of-system or out-of-state. The requesting patron will be charged \$3.00 for every out-of-state inter-library loan item received in order to cover shipping costs. The requesting patron will also be responsible for any costs that might be incurred in securing the items for them such as, borrowing fees, faxes, etc.
- g. Staff-initiated requests for out-of-system inter-library loans will be provided to all reciprocal borrowers, regardless of whether they hold a Manhattan-Elwood Public Library District card or not. However, in times of high demand, those patrons who hold a library card from another library or another library system may experience a longer fulfillment time for their out-of-system inter-library loans.
- h. Pre-loaded E-readers are available for check-out to patrons age 14 and older after a usage agreement has been signed. (exhibit 18)

2. Borrowing Libraries (Inter-Library Loan)

- a. New audio visual materials, at the discretion of the Library Director and/or Department Managers, and in accordance with the library system automation regulations, may remain exclusively ours for a period of not

more than three months thereby making them not available for inter-library loan.

- b. We reserve the right to restrict special display/programming materials for inter-library loan regardless of the item's age or "Location" in the computer.
  - c. Reference materials and any other non-circulating materials will not be circulated for an inter-library loan request. Photocopies may be sent at the judgment of staff and in keeping with copyright law.
  - d. No items six (6) months or newer will be loaned to an Online Computer Library Center (OCLC) request.
  - e. Requests made by fax, mail, email, or phone for material which is currently checked out will not be kept on file to be fulfilled at a later date; requests will need to be resubmitted.
  - f. Microfilm will not be sent out of the library. Photocopy requests will be processed within 5-7 working days.
  - g. AV materials will be sent out-of-state only on a limited basis for checkout time and at the discretion of the Staff.
  - h. Periodicals will be loaned, but will only be loaned for one week with no renewals. New periodicals will be loaned at the discretion of the Circulation Manager.
  - i. In-state loans for an out-of-system request will be made for 4 weeks; out-of-state loans will be made for 5 weeks.
  - j. Renewals will be granted on a case-by-case basis at the discretion of staff. If granted, a renewal will be for 2 weeks, with a maximum of 1 renewal allowed.
3. Genealogy Searches
- a. A patron will be given a general assessment of a genealogy search question within 2 business days.
  - b. In-depth searches will take place as staff time permits.
  - c. All requests which utilize resources immediately available within the Library will be provided within 24 hours, Monday through Thursday.

#### F. FEES, FINES, AND CHARGES

1. Fees, fines, and charges shall be determined accordingly for materials and services available at and through the Library. Fines shall be applicable for only the days the Library is open. Materials borrowed via any mechanism are the responsibility of the library patron. Original cost plus a processing fee is the responsibility of any patron who borrows and loses or damages any Library material. In the case of children under the age of 18, it is the parents' responsibility to pay.
2. Claims returned are items that the library has not received but the patron claims that they have been returned. A maximum of 4 claims returned items are allowed per library card. Once that threshold has been reached, the patron will be charged for any subsequent items that are not returned.
3. We reserve the right to put a block on patron cards with accrued fees, fines, or charges of \$5.00 or more, as well as those who have signed as responsible parties. Patrons whose cards have been blocked may not participate in Library programs. All Library fines must be paid in full to use the public access computers or to have exams proctored. Library privileges will resume when fines are paid in full.
4. Patrons who have demonstrated wanton disregard for library materials and/or equipment may have their borrowing/usage privileges revoked for a period of not less than six months from the time that restitution is

made. Reinstatement of library privileges may resume upon submission of a request for reinstatement and review by the Library Director.

5. The Library reserves the right to charge a refundable fee to Library patrons, as determined by program type, for program registration. This fee will be charged to ensure that patrons who register for programs make an effort to attend. If the patron does not show-up for a program in which they have enrolled, the fee will be forfeited to the Library in its entirety as recompense. Patrons who attend the programs for which they have given a refundable fee will be able to recoup the fee upon attendance to the program.
6. Fees, fines, and charges shall be reviewed a minimum of once a year by the Library Director and adopted by the Board to take effect at the beginning of the fiscal year.
7. We reserve the right to check for counterfeit bills, as the Library Staff deems necessary. In the event that a counterfeit bill is detected, the Manhattan Police Department will be notified and appropriate action will be taken.
8. At the discretion of the Library Director overdue fines in excess of \$10.00 will be turned over to an agency for collection. Attorney and collection agency's fees will be added to the total amount of the fees owed by the delinquent patron.
9. The Manhattan-Elwood Public Library District will charge a flat fee of \$15.00 to proctor an exam for both residents and non-residents in the Library District.

#### IV. EQUIPMENT USE

The following equipment is for in-library use only with these specific requirements:

##### A. PUBLIC USE COMPUTERS

1. Fees will be posted.
2. Patron must have a valid public library card or ID.
3. Patron may not have outstanding fines.
4. Patron must be able to demonstrate knowledge of using a computer.
5. Computer Users Agreement must be signed at the Library by adults for their use and by adults/guardians for student use.
6. Patrons will be held accountable for all posted rules and fees (see attached).
7. Computer Users Agreement must be signed at the Library by patrons 14 and older for their use and by parents/guardians for student use under age 14.
8. Patrons may be limited to one hour per day on Internet computers with the exception of research.
9. See Sexual Predators and Library Internet Services (Exhibit 16 and 17)
10. Adults may not use the computers in the Youth Services Department unless accompanied by a child
11. Computers in the Youth Services Department are exclusively reserved for children, teens and their accompanying parent.
12. Computers in the Adult Department are reserved for anyone over the age of 14.

##### B. FAX MACHINE

1. Fees will be posted.
2. Staff members will operate the fax unit for patrons.

##### C. TYPEWRITER, MICROFILM MACHINE, AND PHOTOCOPY MACHINE

1. Fees will be posted.
2. Supplies will not be provided for the typewriter.

#### V. UNACCEPTABLE/DISRUPTIVE BEHAVIOR

A. The Manhattan-Elwood Public Library District accepts the responsibility for maintaining order and safety on Library property. The Library does not permit behavior which is incompatible with the use of the Library. The Library prohibits the

following conduct on its premises. Behaviors not permitted include, but are not limited to the following:

- Soliciting Library patron or staff for donations, purchase, etc.
- Buying or selling goods or services of any kind
- Passing petitions to Library patrons, conducting unauthorized surveys, distributing pamphlets, or other materials directly to Library patrons or staff
- Using ipods, mp3 players or other sound generating devices
- Creating excessive noise
- Using threatening, intimidating, or abusive language
- Abusing or intimidating Library staff or patrons
- Sexual harassment
- Overt signs of substance abuse, including drunkenness
- Overt sexual behavior
- Bringing weapons, simulated or real, into any Library facility
- Using skateboards, skates or roller blades
- Fighting or other rowdy behavior
- Loitering is strictly prohibited in or on Library premises.
- Use of Voice communication devices (i.e. cell phones, walkie-talkies, etc.)

A patron who engages in any activity which disrupts the use of Library facilities, collections, services by patrons or disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by Library personnel.

In order to provide an optimum environment for using the Library, patrons are asked to conduct cell phone or other voice communication device conversations in the entryway and turn off ringers while in the Library. Users who fail to adhere to this policy will be asked to leave the Library. Repeat abusers may be subjected to loss of Library privileges.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, they will be required to leave the Library premises immediately for the balance of that calendar day. If they fail to leave, the police will be summoned and Library privileges will be suspended.

B. Policy on Carrying Guns - The Manhattan-Elwood Public Library District follows Illinois State Law which prohibits the carrying of any weapon concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building, driveways and parking areas of the Library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

#### VI. UNATTENDED CHILDREN

The Library will establish the limits of its responsibility for unattended and/or disruptive children.

- A. Preschool children may not be left unattended in the Library.
- B. Disruptive school age children will be asked to leave if after one warning the behavior has not been altered; parents will be called and asked to pick up the child. Police may be called if parents are unavailable.
- C. If the Library is closing and an unattended child is left at the Library without transport home, the Library Staff will remain with the child until appropriate arrangements can be made. If parents or an appropriate adult cannot be reached, police will be called and the child will be placed in their care. Under no circumstances will a child be transported by a Staff Member.

#### VII. TORNADO WARNINGS/ INCLEMENT WEATHER

It is the policy of the Manhattan-Elwood Public Library District that adult patrons in the Library during a tornado alert/warning will be asked if they would like to move to the interior spaces within the building. which are the 2 bathrooms. Adults wishing to leave the premises during this time will be allowed to do so. Unattended children will not be allowed to leave the Library building and will be escorted to the interior spaces where a Staff Member will remain with them until the immediate danger has passed.

If it is required that the Library close due to an emergency, an attempt to notify the parents of unattended children will be

made. If parents or an appropriate adult cannot be reached, police will be called and the child will be placed in their care.

## VIII. MEETINGS (Exhibit 11 and 12)

### A. POLICIES

1. The meeting room is provided primarily for Library-related activities (such as discussion groups, exhibits and programs and other activities sponsored or co-sponsored by the Library to further the Library's educational program and to make substantial use of Library materials. Library activities will have priority of the meeting room.
2. Permission to use the meeting room will not be granted for meetings for purely social purposes, personal use by an individual or for a for-profit business.
3. The meeting room is available for use by civic, educational and cultural groups within the Library's jurisdiction. This accommodation is an additional service available under conditions set by the Library Board of Trustees.
4. Meetings which would interfere with the work of the Library because of noise or other factors will not be permitted.
5. A non-library authorized program does not constitute endorsement by the Library of points of view expressed by participants in the program.

### B. REGULATIONS

1. Applications from organizations for the use of the meeting room are to be made on the Library's request form at least 2 (two) weeks prior to the meeting date. Requests will be granted under the purview of the Library Director. Requests will be considered in the order in which they are received. The Library Director reserves the right to review, accept, or reject any or all applications without reason given.
2. Reservations will be made by a responsible member of the organization who will see that all regulations are followed.
3. All programs must be open to the public, subject to space limitations.
4. Groups of high school age and under must be sponsored and their meetings attended by an adult.
5. The applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage.
6. The room is to be left in an orderly condition. The organization will clear away any clutter or untidiness caused by its activities. The Library reserves the right to charge a fee if special janitorial services are required.
7. No smoking will be allowed in any area of the Library building.
8. The Library will not provide storage for the property of organizations which meet in the Library nor may the Library be used as the official address or headquarters of any organization.
9. Only light refreshments may be served, such as desserts, coffee, tea, or cold drinks, which must be served in disposable tableware. Alcoholic beverages are not allowed to be served on Library premises.
10. The Library is not responsible for equipment, supplies, or other items owned by a group or individual and used in the Library, all of which must be removed from the Library at the end of the meeting for which they are used.
11. The meeting room will be available during regular Library hours only.

12. A security deposit may be required at the discretion of the Library Director.
13. Any person or group not complying with any of the above regulations will forfeit any further use of the Library building facilities.

#### IX. EXHIBITS

1. Due to limited space availability, bulletin board postings in the Library's entryway will not be accepted.

#### X. USE OF LIBRARY PROPERTY

To prevent hazardous conditions from arising, the Manhattan-Elwood Public Library District, concerned about the safety of Library patrons, does not allow selling, peddling; passing out materials including but not limited to pamphlets, survey, petitions; actions including but not limited to skateboarding, bike riding, playing, skating, etc. on Library property.

#### XI. SEXUAL HARASSMENT

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991, as well as of state discrimination laws and municipal statutes. (Exhibit 13)

#### XII. LIBRARY BOARD DUTIES AND RESPONSIBILITIES

1. The Board is the legal policy-making body.
2. The Board shall encourage improved public relations.
3. The Board shall lead the way in maintaining an ample budget which will enable the Library to meet its ever-increasing needs for service. It shall also be responsible for the administration of the budget.

#### XIII. DONATIONS AND SPECIAL COLLECTIONS TO THE MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT

The Library welcomes gifts of books, and other materials. Such gifts may be added to the collection in accordance with the standards ordinarily used by the Library in selection of materials and with the understanding of the donor that items may be sold in the Library's book sale or will be disposed of under the purview of the Library Director.

The Library also welcomes monetary gifts, bequests, memorials as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the Library.

When the Library receives a cash gift for the purchase of memorials, tributes, or other materials, the selection may be made by the donor or the Library Director within the subject area requested. The general nature of the book, or its subject area may be based upon the interest of the deceased or donor, and the needs of the Library.

Gifts of books that shall be considered 'In Memorials' or 'Honorariums' will be accepted at any time. Other gift donations, which shall include used materials or books, shall be accepted as prescribed by a schedule developed at the discretion of the Library Director.

Records of memorial or honorarium gifts will be maintained. Gift books will be shelved with the regular collection until the time of withdrawal if necessary. Special provision is made to label honorariums, memorials, or bequests.

Special collections, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the Library only if provisions can be made for their use.



XIV. DONATIONS FROM THE MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT

The Library is a taxing body and receives its income from property taxes to be spent to benefit the residents who live in the Library District. The Library may choose to donate to organizations within the Library District as means to provide good public relations with said organizations and to promote the Library within the District. The Library may also offer fines and fees amnesty programs in an effort to support local causes.

XV. ETHICS ACT (See Ethics Acts Ordinance Public Acts 93-615 and 93-617) Exhibit 14

XVI. PUBLIC RELATIONS

It shall be the responsibility of the Library Board of Trustees and the Library Director to encourage and implement sound public relations policies with the community, individual citizens, civic groups, organizations, schools, and public officials.

A. OBJECTIVES

1. To encourage and promote the use of the Library and its services.
2. To maintain and insist upon high standards of personnel performance.
3. To initiate co-operation with community organizations and individuals.
4. To keep the Library Director and staff informed of community trends and interests.
5. To present the Library to the public and to actively work toward the attainment of public support of the Library.
6. To be constantly concerned about and strive to create favorable public opinion.

B. POLICIES

1. Responsibility for representing the Library to the press rests solely with the Library Director. No other employee may act as spokesman for the Library unless specifically delegated by the Library Director.
2. Feature stories, news events, or other information for publication should be released by the Library Director.
3. Personnel associated with the Library will, as public servants, be friendly and courteous and will conduct themselves in such manner as reflects credit to the Library.
4. Constant and consistent communication with the local newspaper and other mass media should be made.
5. Advantage should be taken of all newsworthy events to create favorable publicity for the Library.
6. Acknowledgment of gifts should be made promptly and publicized when appropriate. Attempts may be made to invite contributions.
7. Maximum use of Library facilities and services should be encouraged, consistent with operating limitations.

XVII. PERSONNEL POLICIES

A. PERSONNEL POLICIES- (See Personal Policy Manual)

B. IMMIGRATION COMPLIANCE

The Manhattan-Elwood Public Library District complies with the requirements of federal immigration law, and for all employees hired after 1988; the Library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

XVIII. PUBLIC LIBRARY/SCHOOL LIBRARY RELATIONS

A. GENERAL

The Manhattan-Elwood Public Library District is aware of the important role a public library plays in serving school children. Within the limits dictated by the responsibility of the public library to serve the full community, the Library considers such services among its most important functions. The public library encourages the development of adequate school library facilities and tries to provide a selection of literature and reference materials which will supplement rather than duplicate those offered by the schools.

B. SPECIFIC SERVICES

1. Within the resources of the collection, loans to teachers may be arranged. These may be kept for classroom use for a period of four to six weeks.
2. The Library will accommodate visits of classroom groups to the Library. Such visits should be scheduled one week in advance. It is suggested that the teacher concerned consult the Library for instructional materials available to aid in planning a visit. A teacher must be present at all times.
3. Teachers are encouraged to alert the Library two weeks in advance of assignments requiring Library assistance.

XVIX. VOLUNTEERS

The Manhattan-Elwood Public Library District recognizes and appreciates the hard work and unique talents the volunteers of the district offer to the Manhattan-Elwood Public Library District throughout the year. All work performed by volunteers is done without compensation and at the risk of the volunteer. The library does not carry insurance which protects the volunteer in the case of accidental injury.

XX. IDENTITY PROTECTION ACT POLICY

(See Identity Protection Act (P.A. 96-874) Exhibit 15 and 15a.

Amended and Adopted 4-93  
Amended 12-94  
Amended 11-95  
Amended 3-96  
Amended 10-96  
Amended 2-97  
Amended 12-98  
Amended 9-99  
Amended 4-00  
Amended 8-23-00

Amended 4-19-04  
Adopted 4-26-04  
Amended 7-25-05  
Amended 7-24-06  
Amended 7-23-07  
Amended 8-25-08  
Amended 6-22-09  
Amended 3-28-11  
Amended 6-25-12  
Amended 6-24-13

Amended 7-28-14