



Manhattan-Elwood PUBLIC LIBRARY DISTRICT

POLICIES

MISSION STATEMENT

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

- 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.
- To serve the community as a center of reliable information.
- To support educational, civic, and cultural activities of groups and organizations.
- To provide opportunities and encouragement for children, young people, men and women to educate themselves continuously.
- To seek continually to identify community needs and work toward providing programs of service to meet such needs.
- To provide opportunity for recreation through the use of literature and other art forms as available funds permit.

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, systematic arrangements, and a careful observation of ethics in relations between Board Members and Staff.

STATEMENT OF PRINCIPLES

THE BOARD OF TRUSTEES FOR THE MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT APPROVES AND ACCEPTS THE PRINCIPLES AS STATED IN THE LIBRARY BILL OF RIGHTS (Exhibit 1), THE AMERICAN LIBRARY ASSOCIATION'S FREEDOM TO READ (Exhibit 2), AND THE AMERICAN LIBRARY ASSOCIATION'S FREEDOM TO VIEW (Exhibit 3).

In accordance with these principles, the Manhattan Elwood Public Library District provides uncensored access to a broad range of materials and information. Parents and guardians are responsible for the reading, listening and viewing choices of their child.

ADMINISTRATION

LIBRARY BOARD DUTIES AND RESPONSIBILITIES

- * The Board is the legal policy-making body.
- * The Board shall encourage improved public relations.
- * 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.
- * The Manhattan-Elwood Public Library District abides by its Ethic Acts Ordinance (Exhibit 7).

LIBRARY USE REGULATIONS

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

HOURS

- * It shall be the policy of this Library to remain open during such hours as best serve the needs of the community.
- * 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.
- * The library may close or alter hours in the event of severe weather.

USE OF LIBRARY PROPERTY

The Manhattan-Elwood Public Library District 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.

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 age 3 or older and whose application is co-signed by one parent or guardian shall be issued a library card. 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.

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. The non-resident fee shall be reviewed and/or changed annually.
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. A non-resident who displays a current real estate tax receipt for property within the Manhattan-Elwood Public Library District may receive a library card without charge pursuant to statute (75 ILCS 16/30 55.60).
4. All employees of the Library are entitled to a Manhattan-Elwood Public Library District card.

UNACCEPTABLE/DISRUPTIVE BEHAVIOR

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 phones or other sound generating devices
- Creating excessive noise
- Using threatening, intimidating, or abusive language
- Abusing, intimidating, or harassing Library staff or patrons
- Sexual harassment
- Overt signs of substance abuse, including drunkenness
- Use of cannabis or cannabis infused products is prohibited on Library property
- 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.
- Disruptive use communication devices (i.e. cell phones, tablets, laptops, walkie-talkies, etc.)
- Smoking within 15 feet of library doors or windows
- Bringing pets or animals other than service animals necessary for disabilities and animals which are part of library-sponsored programming. Please note that service animals as defined by the Americans with Disabilities Act, the Illinois Service Animal Access Act and White Cane Law are allowed in accordance with federal and Illinois law.

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

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.

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.

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.

UNATTENDED CHILDREN

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

- Preschool children may not be left unattended in the Library.
- 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.
- 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.

CONFIDENTIALITY OF LIBRARY RECORDS

1. The Manhattan-Elwood Public Library strictly adheres to the Council of the American Library Association's (ALA) recommendation for confidentiality of library records including any records identifying the names of library users to be confidential in nature and extending to patrons visiting the library regardless of age. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted regardless of the age of the patron.
2. Library employees understand that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative powers.
3. Upon receipt of such process, order or subpoena, the Library Director will consult with the Library's legal counsel to determine if such a process, order or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, prodder or subpoena in not in proper form or if good cause have not been shown, they will insist that such defects be cured. (Adopted 7/24/06)

4. 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.

FREEDOM OF INFORMATION ACT (Exhibit 4)

1. You may request the information and the records available to the public in the following manner.
 - *You may obtain a request form from Library staff.
 - *Return the completed request form to the Library to the attention of the Library Director.
 - *You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - *To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees: \$0.15 per page for employee copied records, \$0.25 per page for certification of records.
 - *The office will respond to a written request within five (5) business days or sooner if possible. An extension may be necessary for reasons identified in the Act.
 - *Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - *You may appeal the decision of the Library Director to the Library Board of Trustees.
 - *The place and times where the records will be available are during the Library's hours of operations.
2. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
 - * Monthly Financial Statements
 - * Annual Receipts and Disbursement Reports
 - * Budget and Appropriation Ordinances
 - * Levy Ordinances
 - * Operating Budgets
 - * Annual Audits
 - * Minutes of the Library Board of Trustees
 - * Library Policies, including Materials Selection

SEARCH WARRANT POLICY (75 ILCS 70/1) (From Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under a court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that could indicate materials borrowed, resources reviewed, or services used at the library. 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 the compliance with this section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

SOCIAL MEDIA POLICY

The Manhattan-Elwood Public Library District utilizes various social media tools to communicate information to its community about the Library's services, resources, upcoming events and other information about Library-related subjects. The Library's social media sites are not intended to be public forums. The library does not endorse the opinions expressed in posts and/or comments left by users on its social media sites. The Library reserves the right to decline to post or to remove any comments, photographs, links, or posts that it deems to be inappropriate including,

- Posts containing personal attacks, insults, profanity, obscenity, threatening language or harassment
- Posts that discriminate against specific individuals or groups on the basis of race, religion, national origin, or any other unlawful reason
- Spam and commercial posts
- Content that violates a copyright, trademark or any other law
- Private and/or personal information about an individual, group, or entity published without consent of that individual, group, or entity
- Comments that are irrelevant to the original topic
- Content in support of or in opposition to political campaigns or ballot measures.

Be advised that content or posts on the Library's social media sites that relate to Library business may be a public record and subject to disclosure under the Freedom of Information Act.

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.

- 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.
- Feature stories, news events, or other information for publication should be released by the Library Director.

- 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.
- Constant and consistent communication with the local newspaper and other mass media should be made.
- Advantage should be taken of all newsworthy events to create favorable publicity for the Library.
- Acknowledgment of gifts should be made promptly and publicized when appropriate. Attempts may be made to invite contributions.
- Maximum use of Library facilities and services should be encouraged, consistent with operating limitations.

IDENTITY PROTECTION ACT POLICY

The Manhattan-Elwood Public Library has adopted the Identity Protection Policy pursuant to the Identity Protection Act 5 ILCS 179/1 et seq. The complete policy and purposes are located in Exhibits 8 and 9.

COLLECTIONS AND CIRCULATION

COLLECTION DEVELOPMENT POLICY

- 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, 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.
- The Children's and Young Adult's 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.
- 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.

RECONSIDERATION OF MATERIALS

The Manhattan-Elwood Public Library District abides by the ALA's Freedom to Read (Exhibit 2) and Freedom to View (Exhibit 3) and therefore believes that, while an individual has the right to choose what he/she reads, he/she does not have the right to restrict what others are able to read or view. To that end, the Manhattan-Elwood Public Library District provides uncensored access to a broad range of materials and information. It is the responsibility of parents and/or legal guardians to monitor what their children are viewing.

Should a resident of the library district wish to file a complaint about library materials, they must review and complete a Reconsideration of Materials Packet. Materials will be reviewed by department managers and the library director. A written response will be delivered to the submitter. If they wish to appeal to the Board of Trustees, a written request must be made. All decisions by the Board of Trustees are final.

It shall be understood that the Manhattan-Elwood Public Library Board of Library Trustees, the Library Director, and the Library staff do not advocate all of the ideas presented in the collection.

DAMAGED MATERIALS POLICY

Patrons shall be liable for the cost of a damaged item or the item's packaging except where such damage is the result of normal wear and tear. Items that are damaged beyond repair and can no longer circulate are considered damaged items. Staff members regularly inspect circulating items at check-in to note damage or identify repairs that are needed. Damage is assessed at the discretion of the Circulation Manager. The following conditions do not constitute normal wear and may result in charges:

- Wet or liquid damaged books
- Stains
- Torn or chewed pages/covers
- Scratched or broken media items
- Missing parts of sets
- Missing pages or covers
- Writing, coloring or highlighting

The library also actively works towards pest prevention and containment to ensure the safety of library materials, facility, staff, and patrons. Materials returned to the library with detected presence of live or dead pests will be treated or discarded at the library's discretion. Discarded items will be considered damaged items under the Damaged Materials Policy. Library privileges of the user or any other cardholder at the same residence can be suspended until proof is provided that the residence has been successfully treated for and eradicated of the pests. Proof can consist of a notice of treatment or bill from an exterminator.

Any item that is being charged for replacement will be charged the full retail price plus a \$5 processing fee. Patrons may NOT purchase a replacement copy. Once the item has been paid for, it will be given to the patron.

The policy outlined above applies to items owned by the Manhattan-Elwood Public Library only. If an item is damaged that belongs to another library, it is at the discretion of the owning library whether or not to charge for replacement.

(Updated October 2019)

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT CARDHOLDERS

- Patrons must present a valid library card, a digital library card barcode, or a driver's license/photo id when checking out items. Exceptions may be made by qualified staff.
- Most library materials may be borrowed for a period of two weeks and may be renewed unless there is a waiting list. Materials borrowed through interlibrary loan may have varying loan periods and must be returned by the loaning library's due date. Loan periods and restrictions are listed in the table below:

● Materials	Loan Period	Renewals (as long as there are no holds); limit of 3 renewals	Limit of number of items borrowed	Overdue charges
Books	2 weeks	2 weeks	No limit	None
DVDs	One week	One week	No limit	None
DVDs – TV series	2 weeks	2 weeks	No limit	None
CDs – music or audio	2 weeks	2 weeks	No limit	None
Periodicals	One week	One week	No limit	None
Videogames	One week	One week	5	\$1 per day
Hotspots	2 weeks	No renewals	One per household	\$5 per day
Kits	4 weeks	1 renewal	No limit	\$1 per day
Toys, Games, Puzzles	2 weeks	1 renewal	No Limit	None
Out of system library loans	Depends on item type and owning library rules	Depends on item type and owning library rules	No limit	\$1 per day for DVDs \$0.25 per day for books

ITEMS WILL BE BILLED AT FULL PRICE PLUS \$5 PROCESSING FEE AT 28 DAYS OVERDUE.

3 days before due date	7 days after due date	14 days after due date	21 days after due date	28 days after due date
Courtesy reminder that item is due soon	Friendly reminder to return item	Reminder sent to account holder. Card is blocked until items are returned, renewed, or library staff is contacted.	Final overdue sent to patron	Bill for the full cost of the item plus \$5 processing fee will be charged to the account. The card will remain blocked until account is cleared.

- All materials will have a due date. Overdue fees will only be collected on overdue out of system inter-library loans, videogames, hotspots, and kits. If an item is not returned before 28 days overdue, the full cost of the item plus a \$5 processing fee will be charged to the patron account.

- Patrons who have requested out-of-system 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 privileges indefinitely.
- 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 \$5.00 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.
- Manhattan-Elwood Library Cardholders in good standing are eligible to check out a WIFI Hotspot after a usage agreement has been signed. (Exhibit 11)

BORROWING LIBRARIES (INTER-LIBRARY LOAN)

- New 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.
- Reference materials and/or Microfilm will not be circulated for an inter-library loan request. Microfilm photocopy requests will be processed within 5-7 working days.
- No items six (6) months or newer will be loaned to an Online Computer Library Center (OCLC) request.
- 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.

FEES, FINES, AND CHARGES

In accordance with The American Library Association’s view that fines create a barrier to library services, the Manhattan-Elwood Public Library District will no longer collect late fees on most library materials. Out of system inter-library loans (materials belonging to other libraries), videogames, hotspots, and kits will be the only items that will incur overdue fees if not returned by their due dates.

- Fees, fines, and charges shall be determined accordingly for materials and services available at and through the Library. Inter-library loans, videogames, and circulating kits will have overdue charges of \$1 per day. Hotspots will have overdue charges of \$5 per day. Fines shall be applicable for only the days the Library is open. Replacement costs of materials are the list price plus a \$5 processing fee and 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. Loan rules are located in Borrowing/Lending policy.

●	Copier Fees	\$0.25 B/W \$0.50 Color
	Poster Printing	\$20 per poster
	Fax Fees	\$1 per page
	Hotspot	\$5 per day overdue, \$100 replacement

- Once an item is 14 days overdue, the patron’s account will be blocked until the item is returned, renewed, or

library staff is contacted. We also reserve the right to put a block on patron cards with accrued fees, fines, or charges of \$10.00 or more. The cards of those who have signed as responsible parties may also be blocked until charges are paid. Patrons whose cards have been blocked may not participate in Library programs or utilize other services or equipment. Library privileges will resume when charges are paid in full.

- Once an item reaches 28 days overdue and is billed to the account, and borrowing privileges will be suspended until the account is paid in full. Returns of items that are 90 days overdue will not be accepted by the library and the full replacement value plus the \$5 processing fee plus the collection agency's fee will remain on the patron's account. Replacement copies will not be accepted in lieu of paying for a lost or damaged item.
- 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.
- The Library reserves the right to charge a 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.
- At the discretion of the Library Director charges 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. Once an account is turned over to collections, the library will no longer adjust any balances or accept any long overdue items.
- The Manhattan-Elwood Public Library District will charge a flat fee of \$15.00 per hour to proctor an exam for both residents and non-residents in the Library District.
- The Manhattan-Elwood Library District will charge a fee of \$20 for the printing of posters for both residents and non-residents of the district. Printing services may not be available at all times and appointments are encouraged. (Adopted Jan.2022)

DONATIONS/SPECIAL COLLECTIONS

The Library welcomes gifts of books and other materials that are in excellent condition. 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.

Because there is limited space at the library, items that cannot be accepted by the library include encyclopedias, all textbooks, book sets (such as Time Life books or Reader's Digest Condensed), dated books particularly computer/medical/legal books, water damaged or mildewed books. The library also cannot accept magazines, VHS or cassette tapes.

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.

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.

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 donate to organizations within the Library District if such donations further the Library's mission. The Library may also offer fines and fees amnesty programs in an effort to support local causes.

LIBRARY OF THINGS-BORROWING RULES, GUIDELINES, AND WAIVER

The Manhattan-Elwood Public Library District makes available for loan and/or in-house use non-traditional materials which may include equipment, kits, tools, and devices. Due to space constraints, some equipment may not be available during all open hours.

Eligible Borrowers

- The Library of Things (LOT) is limited to Manhattan-Elwood Public Library District card holders only
- The patron account must be in good standing and patron must be age 18 or older

Borrowing Guidelines

- Not all items are available for checkout and must be used in the library
- Items must be checked out at the Circulation Desk
- LOT items are checked out for 2 weeks, with no renewals
- Holds can be placed on LOT items
- Items shall be used only as they were designed to be used. Patrons shall follow all instructions and guidelines for items borrowed
- A patron must wait one day before borrowing the same item again
- Staff are not available to assist or make projects on demand for patrons
- The library cannot guarantee quality and is not responsible for: materials, patron satisfaction, equipment availability or stability, damage to a project, if a project does not work, or if a user's personal equipment is damaged or destroyed while using the library's machines or tools.

Return Guidelines

- Return all LOT items to the Circulation Desk at the Manhattan Branch.
- A \$5 fee will be assessed for each item returned in the bookdrop
- Return the item with all parts, components, and instructions.
- Clean all items before returning, if applicable
- Staff will inspect items upon return. If any parts are damaged or missing, charges will be assessed to the borrowing patron
- Patrons are responsible for the full cost of the item if the item is not returned
- Overdue charges will accrue at \$1 per day

Rules and Waivers are included as Exhibit 13.

(added January 26, 2026)

SERVICES

REFERENCE POLICY

The Manhattan-Elwood Public Library District serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standard document, *Serving Our Public for Illinois Public Libraries*, provides the model for this reference policy.

The board of trustees and the library director of the Manhattan-Elwood Public Library District encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing, techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons even though they do not reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry but not limited to patrons in the library, the telephone, fax and email. The reference questions of the patrons visiting the library are given first priority. All requests for information receive an answer or status report within one working day. Questions may be answered using print and non-print sources, such as the internet, online databases, Virtual Reference Services, etc.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials, regardless of format, may not be removed from the library. (10/27/99, amended 4/19/04)

COMPUTER USERS AGREEMENT, INTERNET POLICY, ELECTRONIC NETWORKS, & WIRELESS ACCESS POLICIES

INTERNET USE POLICY

Use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Misuse or abuse of internet access computers or access via wireless connection will result in the suspension of internet access privileges. Patrons are limited to one hour per day if there is a waiting list on internet computers.

The Manhattan-Elwood Public Library District assumes no responsibility for the use of the internet by children. The Library does not monitor, and has no control over the information accessed through the internet and cannot be held responsible for its content. Not all information available via the internet is accurate, current or complete.

The Manhattan-Elwood Public Library District requires that library patrons using electronic information networks such as the internet do so within the guidelines of acceptable use. The following unacceptable activities include but are not limited to:

1. Use of electronic information networks for any purpose which results in the harassment of other users.
2. Destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures,
3. Use of electronic information networks in any way which violates a Federal or State law,
4. Use of electronic information networks in any way which violates licensing and payment agreements between this library and network/database providers,
5. Unauthorized duplication of copy-protected software or violation of software license agreements,
6. Violation of system security
7. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.
8. Viewing obscene or sexually explicit material
9. Harassment, libel, slander, misrepresentation, solicitation, or cyber bullying
10. Viewing or engaging in behavior that is harmful to minors (720 ILCS 5/11-25)

Not abiding by this rule will cause internet privileges to be revoked for three (3) months on a first offense. If a second offense occurs, privileges will be revoked for a longer period determined by the Library Director.

WIRELESS ACCESS POLICY

The wireless internet access we offer is unfiltered. By choosing to use this free service, you agree to abide by the Library District's Internet Use Policy. This policy states the limitation of internet access, your responsibilities for using that access, and provides examples and unacceptable uses.

The Library District's wireless network is not secure. Information sent to and from your (wireless device) may be captured by anyone else with a wireless device and the appropriate software.

Library staff are not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The Library District assumes no responsibility for the safety of equipment or for (a device's) configurations, security, or data files resulting from connection to the Library District's wireless access.

It is the policy of the Manhattan-Elwood Public Library District to provide free and equal access to our library resources and information. In order to protect the patron's right of access, ensure the safety of public and staff, and protect library resources and facilities, the Library District prohibits certain activities that in the judgment of management constitute unacceptable use of the library, as described in our Internet Use Policy.

PUBLIC ACCESS TO ELECTRONIC INFORMATION NETWORKS

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Manhattan-Elwood Public Library District is committed to networking, which represents good public policy by maximizing the use of resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Manhattan-Elwood Public Library District and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

1. Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the states.
2. Access to the wealth of information resources available via the internet.
3. Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.

Library patrons have certain rights with respect to use of electronic information networks such as the internet. This library will work with other libraries. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

COMPUTER/INTERNET USE AGREEMENT

1. Computer users within the consortia must have a valid reciprocal library card and less than \$5 in outstanding fines. Those outside of the system must show some form of valid ID.
2. Patrons will have access to internet services for one continuous hour per day. Internet access needed for research may be allowed more time per day.
3. Computer users shall demonstrate a working knowledge of computers similar to house owned and maintained by the library district. One on one instruction or group instruction by members of the public to patrons is not permitted.
4. Parents should be aware that library personnel do not monitor computer usage
5. Children under the age of 11 may use the computer if they demonstrate a working knowledge of computers.
6. Staff will attempt to trouble shoot equipment problems only and cannot provide intensive, on demand training on individual programs to patrons.
7. Computer users are to use only the programs already installed and must supply their own method of data storage.
8. The use of the computer is subject to all library rules and regulations. In addition, tampering with the hardware, copying of copyrighted materials, and tampering with the printer are not permitted. Persons violating these rules will be barred from use of the computer.
9. The Manhattan-Elwood Public Library District, its staff and board make NO GUARANTEES, expressed or implied, as to the functioning of any computer equipment or program for any particular purpose. In no event shall the library be responsible for any loss of data, failure of equipment/programs to operate, damage to a Computer Users equipment, power failures, etc. Although we utilize checking software, this is not a guarantee that you will be completely protected from viruses.
10. Caution: Sites accessed may remain on the computer's hard drive thereby allowing access by subsequent users, negating your confidentiality.
11. Certain information obtained via the internet may be considered controversial by some library patrons.
12. Violations of this agreement by the signed user will result in disciplinary action, which may include permanent revocation of computer use at the Manhattan-Elwood Public Library.

The Manhattan-Elwood Public Library District urges library patrons to be informed consumers and carefully evaluate information obtained via the internet. Library staff may be available to assist patrons in making judgements about the reliability or currency of certain types of internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the internet. Information found on the Internet may or may not be reliable, accurate, relevant or up to date.

The library is not responsible for damages, indirect or direct, arising from a library patron's use of internet information resources.

EQUIPMENT USE

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

PUBLIC USE COMPUTERS

1. Fees will be posted.
2. Patron must have a valid public library card or ID.
3. Patron may not have fees exceeding \$5.00.
4. Patron must be able to demonstrate knowledge of using a computer.
5. Patrons will be held accountable for all posted rules and fees.
6. All computer users must accept the Computer Users Agreement when logging in the public computers.
7. Patrons may be limited to one hour per day on Internet computers with the exception of research.
8. Adults may not use the computers in the Youth Services Department unless accompanied by a child.
9. Computers in the Youth Services Department are exclusively reserved for children, teens and their accompanying parent.
10. Computers in the Adult Department are reserved for anyone over the age of 14.

FAX MACHINE

1. Fees will be posted and must be paid in full at time of service.
2. Staff members will operate the fax unit for patrons.

TYPEWRITER, MICROFILM MACHINE, PHOTO SCANNER, DOCUMENT SCANNER AND PHOTOCOPY MACHINE

1. Fees, where applicable, will be posted and must be paid in full at time of service.
2. Supplies will not be provided for the machinery.

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.

PUBLIC LIBRARY/SCHOOL LIBRARY RELATIONS

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.

- 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.
- 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.
- Teachers are encouraged to alert the Library two weeks in advance of assignments requiring Library assistance.

FACILITIES

LIBRARY USE OF PHOTOGRAPHY

The library may take photographs in the public areas of the library to be used in the promotion of the library or its programs and services through print materials, website, or social media. No names or other identifying information will be used with the photographs. If photographing a single person, library staff must get verbal consent from that person or that person's parent to use the photograph in library publicity. Any person has the opportunity to decline being photographed and staff will honor that request.

SECURITY CAMERAS

Use of security cameras is intended to enhance the safety and security of Library District users and staff by discouraging violations of the Library District's Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

GUIDELINES

- A. Video recording cameras will be used in public spaces of the Library. Audio recording will not be used.
- B. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as the pavilion, entrances, seating areas, and service desks and areas where money is stored or handled.
- C. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- D. Signs will be posted at entrances to the Library informing the public and staff that security cameras are in use.

- E. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library District is not responsible for loss of property or personal injury.
- F. Recorded data is confidential and secured in a controlled area. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
- G. Cameras will not be used for the purpose of routine staff performance evaluations.

USE/DISCLOSURE

- A. Access to archived footage is restricted to designated staff, i.e., the Library Director and Administrative Assistant.
- B. Designated staff may have access to real-time images viewable on desktop monitors in secure areas. The Library District expects that the frequency of viewing and the amount of video viewed will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident.
- C. Access to footage by law enforcement will be provided pursuant to a Subpoena, Court Order, or as determined by the Library District.
- D. Access to footage by the public may be provided pursuant to the Freedom of Information Act.
- E. Video images will be maintained as determined by the Library District. Recordings shall be kept for 14 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.
- F. Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library District property, or actions which are disruptive to Library District operations.
- G. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period.
- H. A breach of this Policy by staff may result in disciplinary action up to and including dismissal.
- I. Any Library District employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director.

DISCLAIMER

- A copy of this Policy may be provided to any patron or staff member upon request.
- This Policy is posted on the Library District's website.
- Questions from the public may be directed to the Library Director or the Business Office.
- The Library District disclaims any liability for use of video data.

Adopted January 2019

POLICIES/REGULATIONS FOR PUBLIC USE OF MEETING ROOM

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. Library activities and programs will have priority when requests for the room are made. Permission to use the meeting room will not be granted for personal use by individuals or profitable businesses.

Regulations:

1. Applications from organizations for the use of the meeting room are to be made two weeks prior to the requested date. Requests will be granted by the Library Director in the order in which they are received. The Library Director reserves the right to review, accept, or deny any or all applications without reason given.
2. Person submitting the application will be responsible for meeting room regulations as specified. Applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage(s) incurred.
3. The meeting room will be available ONLY during regular library hours. Room must be vacated at least 15 minutes prior to closing.
4. Only light refreshments may be served, such as desserts, coffee, tea, or cold drinks, which must be served in disposable dishes. No alcoholic beverages will be allowed.
5. The library is not responsible for equipment, supplies, or other items owned by a group or individual and used in the library. All items used during reserved time must be removed from the library at the conclusion of the program.
6. The room is to be left in an orderly condition, with all garbage and clutter caused by activities being removed. The Library reserves the right to charge a fee if special janitorial services are required.
7. All programs must be open to the public.
8. Groups of high school age and under must be sponsored and their meeting attended by an adult.
9. Any person or group not complying with any of the above regulations will forfeit any further use of the library building facilities.
10. No smoking is allowed in any area of the library.
11. A security deposit may be required at the discretion of the Library Director.
12. The use of cooking, heating or crafting elements with a heating element is prohibited.
13. Any person or group not complying with any of the above regulations will forfeit any further use of the Library building facilities.

EXHIBITS

Due to limited space availability, bulletin board postings in the Library's entryway must be approved by library staff.

POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION (and Procedures for Reporting and Investigating Complaints)

The Library is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any patron, supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and

officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct. All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

A. Discrimination

Prohibited Conduct. The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities

1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status
- Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either

explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

- a. Either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- b. Physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
- c. Sexual propositions, sexual innuendo, suggestive comments;
- d. Continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
- e. Displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
- f. Sexually oriented kidding, teasing, practical jokes, or threats;
- g. Referring to or calling a person a sexualized name;
- h. Telling sexual jokes or using sexually vulgar or explicit language;
- i. Making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- j. Harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
- k. Off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of this Policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

1. Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Human Resources Department, the Executive Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately: Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

6. Confidentiality: To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of

employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights Equal Employment Opportunity Commission

**100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200**

**500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713**

AMENDMENTS

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
Amended 4-25-16
Amended 9-26-16
Amended 1-22-18
Amended 7-23-18
Amended 1-27-20
Amended 9-27-21
Amended 2-28-22
Amended 2-27-23
Amended 1-26-26

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

FREEDOM TO READ

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.

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 guarantees 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.

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT

Freedom of Information Request

Requestor's Name (or business name, if applicable)	Date of Request	Phone Number
Street Address	Certification Requested: _____ Yes _____ No	
City	State	Zip
Description of Records Requested:		
Is the reason for this request a "commercial purpose" as defined in the Act? _____ Yes _____ No		
<i>Library Response (Requestor does not fill in below this line)</i>		

A P P R O V E D	<p><input type="checkbox"/> The documents requested are enclosed.</p> <p><input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____.</p> <p><input type="checkbox"/> You may inspect the records at _____ on the date of _____.</p> <p><input type="checkbox"/> For “commercial requests” only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.</p>
--------------------------------------	--

D E N I E D	<p><input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</p> <p><input type="checkbox"/> The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons: _____ _____ _____</p> <p>Individual(s) that determined request to be denied: _____ _____ _____</p> <p><input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____</p>
----------------------------	--

	<p>You will be notified by the date of _____ as to the action taken on your request.</p> <p>In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705. Or you have the right to judicial review under section 11 of FOIA</p>
<p>NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly process.</p>	
<p>FOIA Officer</p>	<p>Date of Reply:</p>

EXHIBIT 5

Exhibit 5 was incorporated into Section G.

EXHIBIT 6

This exhibit contained information about sexual harassment. Ordinance #18-1 (Policy Prohibiting Harassment) was adopted on 1-22-18 and this policy is now included under "Section X" on page 17 of the By-Laws.

EXHIBIT 7

ETHICS ACT

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT

ARTICE I – DEFINITIONS

Section 1-1 The following terms shall be given these definitions:

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state or local public office or office a political organization, or the selection, nomination, or lection of Presidential or Vice-Presidential electors, but does not include activities, (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3)

“Collective bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts towards any minimum work time requirement imposed as a condition of his or her employment, but for purposed of this Ordinance, does not include any designated holidays, vacation period, personal time, compensatory time off or any period when the employee is on leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on premised under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4)

“Employee” means a person employed by the Manhattan-Elwood Public Library District whether on a full time or part-time basis or pursuant to a contract. Whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

“Employer” means the Manhattan-Elwood Public Library District.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated_ that is required to file a statement of organization with the State Board of Election or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective offices.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or with an employee, or with the office or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5 _ PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Manhattan-Elwood Public Library District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee’s duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation, or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his/her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this ordinance,

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards or a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10- GIFT BAN

Section 10-1 Gift Ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employees, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Education materials and missions

(5) Travel expenses for a meeting to discuss business

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and

including the father, mother, grandfather, or grandmother of the individual's spouse, and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshment not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employees, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c) (3) of the Internal Revenue code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15 – ETHICS ADVISOR

Section 15-1. The President of the Board of Trustees, with the advice and consent of the Board of Library Trustees shall designate an Ethics Advisor for the Manhattan-Elwood Public Library District. The duties of the Ethic Advisor may be delegated to an officer or employee of the Library District unless the position has been created as an office by the Manhattan-Elwood Public Library District.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the Manhattan-Elwood Public Library District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Library Trustees.

ARTICLE 25- PENALTIES

Section 25-1. Penalties

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violets any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the States' Attorney or any other law enforcement official may be punished by a term or incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Manhattan-Elwood Public Library District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Manhattan-Elwood Public Library District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

EXHIBIT 8

IDENTITY PROTECTION POLICY

Manhattan-Elwood Public Library District (Library) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires unit of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs)

against unauthorized access as SSNs can be used to facilitate Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Social Security Number Protections

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request. A sample statement of purpose is attached as Exhibit 15A.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Library, shall not: 1

1. Collect, use or disclose a SSN from an individual unless:
 - (i) Required to do so under State or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - (ii) The need and purpose for the SSN number is documented before the collection of the SSN, and
 - (iii) The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Library shall comply with the provision of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individuals' SSN. The Library shall redact SSN's from the information or documents before allowing the public inspection or copying of the information or documents.

1. These prohibitions do not apply in the following circumstances:

(1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first received from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets for the how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.

(2) The disclosure of Social Security numbers pursuant to a court order, warrant or subpoena.

(3) The collection, use, or disclosure of Social Security number in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency and facility.

(4) The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes.

(5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation nor the prevention of fraud.

(6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

EXHIBIT 9

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act, 5 ILCS 179/1 et seq. requires each unit of a local government to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN).

This statement of purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why does the Library collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- * Complaint mediation or investigation
- * Crime prevention compensation
- * Vendor services, such as executing contracts and/or billing
- * Law enforcement investigation
- * Child support collection
- * Internal verification
- * Administrative services; and/or
- * Other _____

What does the Library do with your Social Security Number?

*We will only use your SSN for the purpose(s) for which it was collected;

*We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or publicly display your SSN
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy to your SSN.

Questions or Complaints about this Statement of Purpose

Write to the Library, Attn.: Library Director

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

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



Manhattan-Elwood PUBLIC LIBRARY DISTRICT

eReader Checkout Agreement Form

The Manhattan-Elwood Public Library District (MPLD) has eReaders available for its cardholders.

Users must sign MPLD's "eReader Checkout Agreement Form" prior to the first checkout, which will be kept on file. A note will be placed in your library record stating that you have eReader checkout privileges. Users may only checkout an eReader if their record is clear of all fines and fees.

The eReader check out limit is for **two weeks and may not be renewed**. Only one eReader may be checked out per person at a time. Overdue fees will be assessed at \$1.00 per day.

If the eReader or accessories are not returned, stolen or damaged while checked out on your library card, you will be held responsible for all costs involved up to the maximum amount of \$200.00.

Items **MUST** be returned to a library staff member at the Circulation Desk. **If returned in the book drop, a \$25.00 fee will be charged to your library card.**

I, _____ (print full name), verify I have read and understand the Manhattan-Elwood Public Library District's eReader Checkout Agreement and I agree to abide by all the terms.

Name (please print): _____

Library Card Number: _____

Signature: _____

For cardholders under 14 years:

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Staff initials: _____



Manhattan-Elwood PUBLIC LIBRARY DISTRICT

Hotspot Checkout Agreement Form

The Manhattan-Elwood Public Library District (MPLD) has Wi-Fi hotspots available for Manhattan-Elwood Public Library cardholders who are at least 14 years of age. Cardholders under the age of 18 must have a parent or legal guardian sign the agreement form and they will be financially responsible if the hotspot is not returned, is stolen, or is damaged.

Users must sign MPLD's "Hotspot Checkout Agreement Form" prior to the first checkout, which will be kept on file. A note will be placed in your library record stating that you have hotspot checkout privileges. Users may only checkout a hotspot if their record is clear of all fines and fees.

Equipment is checked out as a bagged kit and all pieces must be returned together. The hotspot check out limit is for **two weeks and may not be renewed**. Only one hotspot may be checked out per family at a time. Overdue fees will be assessed at \$5.00 per day, with a maximum of \$20. If the item reaches 10 days overdue, the hotspot will be shut off and any reactivation and replacement fees will be charged to the patron's account.

If the hotspot or its accessories are not returned or are damaged while checked out on your library card, you will be held responsible for all costs involved up to the maximum amount of \$100.00. Patrons are responsible for reporting any problems with the equipment immediately by contacting the library.

Items **MUST** be returned to a library staff member at the Circulation Desk. **If returned in the book drop, a \$5.00 fee will be charged to your library card.**

The library is not responsible for any consequences incurred when patrons' personal information is shared over the internet, and the library is not responsible for sites patrons encounter on the web while using these hotspots. Parents or guardians of minors assume responsibility of a minor's use of these devices. The Manhattan-Elwood Public Library is also not responsible for any malfunction in the equipment.

You must be in an area covered by the Sprint Mobile network (not roaming) or you may experience connection problems

I, _____ (print full name), verify I have read and understand the Manhattan-Elwood Public Library District's Hotspot Checkout Agreement and I agree to abide by all the terms.

Signature: _____ Library Card Number: _____

For cardholders under 18 years:

Name of Parent or Guardian (print): _____

Signature of Parent or Guardian: _____

Staff initials: _____

EXHIBIT 12



Manhattan-Elwood
PUBLIC LIBRARY DISTRICT

LIBRARY OF THINGS BORROWING RULES, GUIDELINES, AND WAIVER

The Manhattan-Elwood Public Library District makes available for loan and/or in-house use non-traditional materials which may include equipment, kits, tools, and devices. Due to space constraints, some equipment may not be available during all open hours.

Eligible Borrowers

- The Library of Things (LOT) is limited to Manhattan-Elwood Public Library District card holders only
- The patron account must be in good standing and patron must be age 18 or older

Borrowing Guidelines

- Not all items are available for checkout and must be used in the library
- Items must be checked out at the Circulation Desk

- LOT items are checked out for 2 weeks, with no renewals
- Holds can be placed on LOT items
- Items shall be used only as they were designed to be used. Patrons shall follow all instructions and guidelines for items borrowed
- A patron must wait one day before borrowing the same item again
- Staff are not available to assist or make projects on demand for patrons
- The library cannot guarantee quality and is not responsible for: materials, patron satisfaction, equipment availability or stability, damage to a project, if a project does not work, or if a user's personal equipment is damaged or destroyed while using the library's machines or tools.

Return Guidelines

- Return all LOT items to the Circulation Desk at the Manhattan Branch.
- A \$5 fee will be assessed for each item returned in the bookdrop
- Return the item with all parts, components, and instructions.
- Clean all items before returning, if applicable
- Staff will inspect items upon return. If any parts are damaged or missing, charges will be assessed to the borrowing patron
- Patrons are responsible for the full cost of the item if the item is not returned
- Overdue charges will accrue at \$1 per day

Name: _____ Date Signed: _____

Signature: _____

Library Card Number: _____

WAIVER OF LIABILITY, ASSUMPTION OF RISK & INDEMNITY AGREEMENT FOR LIBRARY OF THINGS -

In consideration of the Library agreeing to lend me item(s) from the Library's Library of Things (LOT) collection, for myself, my heirs, personal representatives and/or assigns, I hereby release, waive, discharge and covenant not to sue the Library, its officers, employees or agents (collectively the "Library Representatives") from all liability arising from any and all damages, claims (whether based on property damage, personal injury or death) related in any way to the use of the LOT item(s) by me or others.

ASSUMPTION OF RISK I assume full responsibility for any and all personal injuries or property damage which I may suffer or which may occur during or related to my use, check out or possession of items from the LOT, up to and including my death. Further, I check out and use items from the LOT voluntarily and at my own risk and I have actively chosen to use or check out said items despite the risks and potential dangers.

INDEMNIFICATION AND HOLD HARMLESS: I agree to INDEMNIFY AND HOLD HARMLESS the Library Representatives from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees and defense costs, brought as a result of the use of the LOT items by me or others while said item(s) are loaned to me, and to reimburse Library Representatives for any such expenses incurred.

RETURN OF LOT ITEMS: I agree to return said LOT item(s) upon expiration of the loan period in the same condition as when I took possession of said item(s), normal wear and tear excepted. I shall be responsible for any loss or cost incurred by the Library for repair or replacement.

SEVERABILITY: This Agreement is intended to be as broad and inclusive as is permitted by the laws of Illinois. Any portion of this Agreement which is held invalid or unenforceable shall not affect the enforceability or validity of any other provisions hereof.

LIBRARY POLICIES APPLY: All present and future Library collection and circulation policies are applicable to the loan of the LOT items and are supplemental to the provisions of this Agreement.

ACKNOWLEDGEMENT OF UNDERSTANDING: I have read this document and fully understand its terms and legal significance. I understand I am giving up my right to sue for damages relating to my borrowing of the LOT item(s). I acknowledge I am signing this document freely and voluntarily. I intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Name: _____ Date Signed: _____

Signature: _____

Library Card Number: _____