



## **PARK RIDGE PUBLIC LIBRARY**

# **POLICIES AND PROCEDURES**

This document has been adopted by the Library Board of Trustees. It supports the Mission and Vision of the Library by defining policies and procedures for the Library's daily operations. These policies can be modified, in whole or in part, by a majority vote at a monthly meeting of the Library Board of Trustees.

A full review of this document will be conducted by the Library Board of Trustees every three years. A complete review was conducted in 2007; the next complete review is scheduled for spring 2010.

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**EXPENDITURES**

**POLICY:**

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. However, the Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules of the Board.

**RULES:**

1. The Library Director shall secure informal written proposals from suppliers and contractors when an expenditure for a single item of equipment or service is expected to be over \$5,000.00 but less than \$20,000.00. Such proposals shall be submitted to the Board for action through the appropriate committee.
2. The Library Director shall secure formal bids from suppliers and contractors when an expenditure for a single item of equipment or service is expected to exceed \$20,000.00. Such bids shall be submitted to the Board for action through the appropriate committee.
3. The Library Director is authorized to make purchases of supplies, materials, library resources, and other normal recurring items without prior Board approval so long as these purchases are covered within budgeted amounts. The Library Director is further authorized to purchase individual items of equipment and to authorize repairs up to \$5,000.00 without prior Board approval so long as these are covered within budgeted amounts.
4. The Library Director is authorized to obligate the library for expenses in excess of \$5,000.00 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting.
5. The Library Director shall not enter into any contract for services for a period exceeding one year or for an amount exceeding \$5,000.00 without appropriate committee discussion and subsequent Board action.

Revised May 15, 2007

Revised April 17, 2001

Revised June 20, 1995

Revised November 21, 1989

Revised July 16, 1985

Approved Mar 13, 1979

CONFIDENTIALITY OF LIBRARY RECORDS

POLICY:

The Park Ridge Public Library observes the provisions of the Illinois Freedom of Information Act pursuant to procedures established by the City of Park Ridge.

RULES:

1. All requests for information covered by the provisions of the Illinois Freedom of Information Act should be submitted in writing to the Library Director at the Library Business Office between 9:00 a.m. and 5:00 p.m. Monday-Friday.
2. Requests for information in Library personnel records will be accepted in keeping with policies governing such records as stated in the current City of Park Ridge Personnel Manual.
3. All such requests for information are subject to review by legal counsel.
4. Any charges to be incurred for copying of Library records must be paid by the requester in advance at the time of filing the request.

**CONFIDENTIALITY OF PATRON INFORMATION****POLICY:**

It is the policy of the Park Ridge Public Library to respect the right to privacy of patrons with regard to information contained on applications for library cards as well as circulation records in accordance with the Illinois Records Confidentiality Act (75ILSC 70/1-2).

The Library will generally refuse to disclose any patron-identifiable information unless required to do so by subpoena, court order, warrant or other process appropriate under the circumstances which is properly issued and authorized by federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

There are several limited exceptions, which permit or require the Library to voluntarily disclose information under the Federal Electronic Communication Privacy Act and the USA Patriot Act.

**RULES:**

1. All patron-identifiable information is confidential. This includes all records, files, computers and electronic media that might contain information that links a patron to use of the Library's materials or services. It does not include statistical records relating to the use of the Library or its materials and services that cannot be used to identify individual patrons.
2. Only the Library Director, Assistant Library Director or designated Privacy Officers are authorized to disclose any patron-identifiable information as required by law.
3. There are several limited exceptions which permit or even require the Library to voluntarily disclose certain electronic communications under the Federal Electronic Communication Privacy Act. This law permits the Library in certain circumstances to disclose the contents of certain electronic communications, such as email, temporary Internet files, and other content transmitted, received, viewed, downloaded or printed on a Library computer. Authorized staff (see above) may divulge the contents of an electronic communication:
  - a. To an addressee or intended recipient of the communication;
  - b. In any way consistent with the consent of the originator or an addressee or intended recipient of the communication; or
  - c. To a law enforcement agency:
    - a. If the contents were inadvertently obtained by the Library and appear to pertain to the commission of a crime; or
    - b. If the Library reasonably believes that an emergency involving immediate danger of death or serious injury to any person requires disclosure of this information without delay.

If law enforcement asks the Library to retain electronic communications in storage (such as on the computer hard drive, disk or other storage medium), it must preserve such communications for at least 90 days following the request, and for an additional 90 days if the request is being renewed. The Library will require the appropriate legal process before providing access to preserved communications.

### I A 3 (cont'd)

4. The USA Patriot Act contains a voluntary exception for emergency situations. Under this exception, if any Library personnel reasonably believe that an emergency involving immediate danger of death or serious physical injury to any person justifies the disclosure of certain information; such information may be disclosed to a law enforcement agency.
5. Federal law requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children ([www.cybertipline.com](http://www.cybertipline.com)). Reports received are forwarded to the appropriate law enforcement agencies. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.
6. Staff authorized to handle government officers' investigatory requests about Library patrons is limited to the Library Director and designated "Privacy Officers" - Department Managers that have special authority with respect to confidentiality and privacy issues. Designated "Privacy Officers" must be thoroughly familiar with the Library's policies and procedures and its Constitutional duties and mission, as well as the general requirements of applicable laws.
7. Staff, other than designated Privacy Officers, will under no circumstances disclose any patron-identifiable information about any patron to the public, the press, or to any government agency.

Staff will not permit anyone access to, or a view of, any non public computers, files, or records which might contain patron-identifiable information.

Staff is not authorized to accept any subpoenas, warrants, court orders, and other investigatory documents directed to the Park Ridge Public Library or pertaining to Library property.

Staff is required to know the location of a Privacy and Confidentiality Policy Card kept in every department and are encouraged to present the card to any government officer, to indicate the Library's policy and demonstrate that the staff member does not intend to be uncooperative.

NAMING POLICY

POLICY:

The Park Ridge Public Library Board of Trustees shall have the sole responsibility for naming the Library building, spaces within and immediately outside of the Library.

RULES:

1. In the event of a major addition/renovation to the existing Library or for the construction of a new Library, the Board of Trustees will consider naming the building after a donor who requests naming rights and who contributes a minimum of 51% of the total project cost.
2. No naming opportunities will be considered for corporations, religious or political entities.
3. While it is the intent that all such names will be used for many years to come, the Board cannot promise that a name will be used in perpetuity.
4. The Board of Trustees and the Library Director will be responsible for determining the manner in which the name is recognized.
5. Other naming opportunities may be available within the existing facility or within a new or renovated and expanded facility, and could include such areas as meeting rooms, reading areas, collections, equipment, gardens or other interior and exterior spaces.
6. Naming opportunities for interior and exterior spaces are available for individuals, families and foundations making a significant contribution to the project as determined by the Board of Trustees.

## ADMINISTRATION

I A 5

### BUY A BRICK POLICY

#### POLICY:

To raise funds for special projects that are not part of the regular operating budget, the Park Ridge Public Library will sell engraved bricks that will be installed in the new Reading Garden Area in front of the Library.

#### RULES:

1. Bricks will be available in three sizes:
  - a. 4" x 7"        \$75
  - b. 7" x 8"        \$150
  - c. 8" x 13"      \$250

Bricks may be engraved with names, date and/or any of the following messages:

"\_\_\_\_\_ grade class, \_\_\_\_\_ School", "Best Wishes", "Book Lover", "Class of (year)", "Congratulations (to our)", "In Appreciation", "In Gratitude," "Love", "Reader", "Thank You", "With love", "In Honor of (our)", "In Memory of (our)", "In Loving Memory of (our)", "Happy Birthday", "Happy Anniversary," "In Recognition of (our)", "The Family of," and "The (insert family name) Family. Bricks may also include titles for family members (such as mother, father, grandmother) or official military designations (such as U.S. Army, USAF, USMC).

2. Company names, dates, and/or logos are permitted. Logos may be added for an additional charge of \$50 on 8" x 13" bricks.
3. When all spaces in the Reading Garden Area are filled, bricks may be installed in other areas of the property around the Library at the discretion of the Board of Trustees/Library Director.
4. The Library Director will review all applications. The Library Director will notify the Board of Trustees of any message that does not comply with this policy. The Board of Trustees will make the final decision regarding whether a message complies with this policy. Any message that does not comply with this policy will be rejected by the Board of Trustees and any money accepted by the Library will be returned to the applicant.

Revised: September 18, 2007

Revised: October 17, 2006

Revised: May 16, 2006

Approved: February 21, 2006

ANNUAL LIBRARY AWARD POLICY

POLICY:

A Library Award will be presented to honor an individual who has performed extraordinary service to the Library.

RULES:

1. The annual presentation will be held during National Library Week in April.
2. The honoree may be selected either for service during the past year or for service over a period of years.
3. Except for past honorees and current members of the Board of Trustees, anyone is eligible for the award.
4. The Marketing and Fund Raising Committee will solicit nominations from the public, staff and Board members.
5. All nominations will be due one week prior to the March Committee meeting.
6. The Marketing and Fund Raising Committee will review the nominations and make a recommendation for approval by the full Board at their regular meeting in March.
7. The honoree will be presented with an inscribed award.
8. A perpetual plaque inscribed with the names of each annual honoree will be displayed in a place of prominence in the Library.

Revised May 15, 2007

Revised May 16, 2006

Approved: January 17, 2006

## **ADMINISTRATION**

**IA7**

### LIBRARY FUND

#### POLICY:

The Board of Trustees will maintain adequate reserves in the Library Fund to support operations in the event that revenues are not realized or expenditures exceed expectations.

#### RULES:

1. The Board will review the cash report at their regular monthly meeting and confirm that adequate funds exist to maintain operations.
2. The Library Director will keep the Board informed on issues that affect the Library Fund such as a delay in the receipt of anticipated revenues.
3. The Library Fund may only be used for one time capital expenses and emergencies with the approval of the Board.
4. All unspent funds from the annual operating budget will remain in the Library Fund.
5. At year-end the Library Fund will have reserves equal to six months of operating expenses.

Approved April 21, 2009

## ADMINISTRATION

I A 8

### GIFTS AND DONATIONS

#### POLICY:

The Park Ridge Public Library accepts gifts and monetary donations that enhance the Library's collections, services, programs and facility as deemed appropriate and fit within the Library's mission. All gifts are accepted at the discretion of the Library Director or Board of Trustees as specified in the rules.

#### RULES:

##### MONETARY GIFTS

1. Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Board of Trustees and the Library Director deem appropriate.
2. Monetary gifts to the Restricted Gift Fund will be used as specified by the donor with the approval of the Library Director.
3. Monetary gifts to the Endowment Fund will become a permanent part of the Library's Endowment Fund. Interest earned from the Endowment Fund is used to purchase materials for the Library's collections.
4. Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before such gifts are accepted by the Board.

##### HISTORICAL DOCUMENTS

1. Historical documents of local significance including newspapers, letters, journals, diaries and photographs will be accepted for the Library's historical collection.
2. Donors will be required to sign a Gift Agreement form, transferring sole and exclusive ownership of the documents to the Library.

##### ARTWORK

1. Donations of art work will be accepted at the discretion of the Board and the Director who reserve the right to determine the location and means of display.
2. The Board may require that an art work be accompanied by a current appraisal of value.
3. A Gift Agreement form, transferring sole and exclusive ownership of the art work to the Library will be required.

#### EQUIPMENT AND FURNISHINGS

1. Donations of equipment and furnishings will be accepted at the discretion of the Library Director.
2. A Gift Agreement form, transferring sole and exclusive ownership of the equipment or furnishings to the Library will be required.

#### OWNERSHIP

1. Once a gift is accepted by the Library, it becomes the property of the Library, to be used or disposed of in accordance with the policies established by the Board of Trustees.

#### ACKNOWLEDGEMENT

1. Donations may be acknowledged with a letter from the Director.
2. Donations to the Endowment Fund will have the name of the donor(s) added to the Endowment Fund Registry.
3. Public recognition of significant gifts may include a press release and/or photographs submitted to the local media outlets or posted on the Library's website, as determined by the Library Director or Board of Trustees.

#### TAX DEDUCTIONS

1. While gifts to the Library as a governmental unit qualify as tax deductible, donors should seek the tax advice of counsel or their accountant.

See Policy I E 3 regarding donations of books and other materials.

Approved July 21, 2009

# GIFT AGREEMENT FORM

Donor \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Description of material donated:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Unrestricted gift      \_\_\_\_\_ Restrictions (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

This Gift Agreement transfers legal title of the gift to the Park Ridge Public Library. I have read the gift policy provisions of the Park Ridge Public Library and agree that they are acceptable.

Donor signature: \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

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For special restrictions only:

\_\_\_\_\_ Date \_\_\_\_\_  
President of Library Board signature

\_\_\_\_\_ Date \_\_\_\_\_  
Secretary of Library Board signature

Date of Board Approval \_\_\_\_\_

**SPONSORSHIPS**

The Library welcomes sponsorships of programs, projects and events from individuals and groups including but not limited to businesses and service organizations. All sponsorships are accepted at the discretion of the Library Director or Board of Trustees as specified in the rules.

**RULES:**

1. Sponsorships must be approved by the Board or Library Director. In assessing the suitability of the sponsorship, the Board and Director will consider the public image of the sponsor, its line of business, and all of its products and services.
2. Sponsorships are pursued if the Board or Director determines that an association between the potential sponsor and the Library is suitable and will positively affect the public image that the Library has established in the community.
3. Individual projects may have more specific guidelines for sponsorship as determined by the Board and Director.
4. Public recognition of the sponsor may include:
  - a. A statement of the sponsor's name and logo on the Library's promotional materials for the sponsored service or event
  - b. An announcement or short article in the Library newsletter
  - c. A verbal announcement at the beginning of the program
  - d. A press release and/or photograph submitted to the local media outlets
  - e. A notice on the Library website

as determined by the Library Director or Board of Trustees.

**PAYMENTS & MONETARY DONATIONS**

**POLICY:**

The Park Ridge Public Library offers several ways to pay for late fees, lost or damaged items and to make monetary donations to the Library.

**RULES:**

1. The Library accepts cash, personal checks, Visa, Master Card and Discover credit cards at the Circulation Desk for the following:
  - Late Fees
  - Lost or damaged items
  - Replacement library cards
  - Non-resident library cards
  - Book bags
  - Monetary donations to the Library
  
2. Library patrons may use their Visa, Master Card and American Express credit cards with the online Illinois ePay system for the following:
  - Late fees
  - Monetary donations to the Library
  
3. The Library accepts cash or personal checks at the Reference, Reader Services and Children's Services Desks for the following:
  - Ear buds
  - USB Drives
  
4. The Library accepts cash or personal checks at the Reference Desk for test proctoring fees. (see policy I B 4)
  
5. The Library accepts cash or personal checks at the Circulation Desk for used books and magazines from the Friends of the Library Sale Corner.

## ADMINISTRATION

I A 11

### LOANS OF ART WORK

#### POLICY:

The Park Ridge Public Library may accept, for a limited loan period, items that enhance the educational, cultural and historical mission of the Library. All items are accepted at the discretion of the Library Board of Trustees as specified in the rules.

#### RULES:

#### ARTWORK

1. Loans of art work will be accepted at the discretion of the Board who reserve the right to determine the location, means and length of display.
2. The lender must sign the loan agreement prepared and authorized by the Library Board of Trustees or its designee.
3. The Library agrees to maintain all items within the facility at 20 S. Prospect Ave. and will provide the same care given all Library property.
4. The Library Board of Trustees, staff and City of Park Ridge will not be held responsible for loss or damage in excess of one thousand dollars (\$1000.00).
5. The item(s) on loan will not be covered by the Library's Fine Art insurance policy.
6. The Board may require that an art work be accompanied by a current appraisal of its value.
7. The lender's name will be posted with the item(s) unless the lender wishes to be anonymous.
8. The lender will be encouraged to provide historical and cultural information on the item(s) that may be used in the display or in publicity on the loaned material.
9. The Library or the lender may terminate the loan with 30 days notice. The lender must withdraw the item(s) within sixty days following termination of the agreement.
10. Any item left after sixty days shall become the property of the Library.

Approved November 17, 2009



## AGREEMENT FORM FOR LOAN OF ART WORK

Name of Lender: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Description of item(s) including historical, educational or cultural significance to the community:

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I agree to loan the item(s) described above to the Park Ridge Public Library for a period of \_\_\_\_\_ from the date of this agreement according to the rules of Policy I A 11 of the Park Ridge Public Library. I understand that the Library may terminate this loan, upon providing thirty (30) days written notice. If the Library provides such written notice to the Lender, I understand that the item(s) must be removed within sixty (60) days of receiving such written notice and that if I fail to remove the item(s) during the sixty (60) day-period, the item(s) shall become the property of the Library. I also agree that the Library's limit of liability for any damage to the item(s) after installation shall not exceed the value of the item(s) or one thousand dollars (\$1,000.00), whichever is less.

Park Ridge Public Library:

Lender:

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

## **LIBRARY SERVICES**

**I B 1**

### LIBRARY PROGRAMS

#### POLICY:

As part of its goal of providing information to the community, the Park Ridge Public Library provides programs in addition to its collections of Library materials.

#### RULES:

1. Adult and Young Adult programs are planned by the Reader Services Department to appeal to different age groups and to individuals with varying interests. The Children's Department is responsible for programs pertaining to children from birth through sixth grade programs on parenting and programs for educators. The Young Adult librarian is responsible for programs for middle and high school age students.
2. Some programs may be limited to a given number of participants if the nature of the program so demands. In most cases, however, number of participants is limited only by the authorized capacity of the room.
3. No fee or donation is charged or solicited for programs presented. Only in a workshop situation is the participant charged for the cost of materials used.
4. The Reader Services Department and the Children's Department shall be responsible for coordinating publicity for their respective programs.

Revised May 15, 2007  
Revised May 17, 2005  
Revised April 18, 2000  
Revised July 16, 1985  
Approved June 12, 1979

## **LIBRARY SERVICES**

**I B 2**

### PAGING PATRONS

#### POLICY:

It is the policy of the Park Ridge Public Library not to page patrons except in an emergency or in special situations as deemed necessary by the appropriate library supervisor.

#### RULES:

1. If, in the opinion of the staff member answering the telephone, a critical situation exists, efforts are made to contact the patron and convey a message.
2. Library telephones are available for public use in the event of an emergency, or at the discretion of the staff on duty.
3. Because of the relatively compact area occupied by the Children's Department and the ability of the staff there to have personal contact with many of the children, the staff will attempt to transmit messages to children from parents who call the Children's Department with a reasonable request. Children may use the telephone in the event of an emergency or to call for a ride.

Revised April 21, 2009  
Revised May 16, 2006  
Revised July 16, 1985  
Approved March 13, 1979

## **LIBRARY SERVICES**

**I B 3**

### LIBRARY MATERIALS DEPOSITORIES

#### POLICY:

As a service to patrons, the Park Ridge Public Library shall maintain depositories for library materials.

#### RULES:

1. The building depositories adjacent to the Prospect Avenue entrance are open during the hours the Library is closed.
2. The drive-by depositories in the parking lot are open at all times except when the Library will be closed the following day.
3. All materials may be returned through the depositories except bi-focal kits, big books, theme bags, music kits, parenting kits, magnifiers and MP3 players.

Revised April 21, 2009  
Revised May 17, 2005  
Revised May 21, 2002  
Revised February 21, 1995  
Revised April 18, 1991  
Revised July 16, 1985  
Approved March 13, 1979

## **LIBRARY SERVICES**

**I B 4**

### TEST PROCTORING

#### POLICY:

The Reference Services Department will proctor written tests for a fee of \$5 per test.

#### RULES:

1. The Reference Services staff will proctor written tests only.
2. In addition to the \$5.00 fee per test, the student will be responsible for any incidental costs, such as postage to mail the exam.
3. The Library reserves the right to deny this service at the discretion of the Reference Services Manager if s/he deems the proctoring request to be unreasonable in its demands or too burdensome to administer. The Library cannot provide proctoring if a librarian is required to be with the student during the entire exam.
4. Tests will be returned to the institute issuing the test the next business day by mail, FAX or prepaid delivery service. The Library is not responsible for completed examinations which go astray due to postal delays or problems.

Revised April 21, 2009  
Revised May 15, 2007  
Approved May 20, 2003

## USE OF LIBRARY FACILITIES

IC 1

### MEETING ROOMS

#### POLICY:

In keeping with the American Library Association's Library Bill of Rights, meeting space at the Park Ridge Public Library is available to non-profit organizations engaged in educational, cultural, intellectual or charitable activities serving the Park Ridge community on a reservation basis.

All meetings must be open to the public.

There may be some charges for the use of the meeting room, as indicated below.

In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse any position expressed by any group using the rooms. Any situation not specifically covered by this Policy will be resolved by the Library Director or designee.

### RESERVATIONS

Reservations can be made by calling the Business Office between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete a meeting room use application. Application forms and policies are available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Services, Use of Our Facility, Meeting Rooms". Applications should be returned to the Business Office no later than two weeks after the form is received. If the form is not returned within two weeks, the room will be released for another reservation. Completed applications are reviewed by the Library Director and returned to the applicant, with the Meeting Room Application Approval and Attendance Recording Form, indicating the status.

In order for the Library to obtain valid statistics of the use of our facilities, the Attendance Recording Form should be completed by the person responsible for reserving the room and returned to the Library not later than 1 week after the organization has used the meeting room.

Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group.

### ROOM CAPACITIES

Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

Attendance Capacity:

- Large meeting room (1st floor) = 90 seated. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested (see charts below)
- Small meeting room (3rd floor) = 20.

### ACCESSIBILITY

Meeting rooms are accessible to the disabled. All meetings must comply with current the Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.

PRIORITIES FOR USE

Priorities for use of the meeting rooms are:

1. Library-sponsored meetings or programs
2. Library-related meetings or programs
3. Meetings sponsored by agencies of the City of Park Ridge
4. Educational, cultural, intellectual or charitable meetings or programs of non-profit organizations serving Park Ridge

HOURS

Meetings may be held in Library meeting rooms between the following hours on days the Library is open.

Monday - Thursday	9:30 a.m. - 9:00 p.m.
Friday	9:30 a.m. - 6:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday	12:30 p.m. - 5:00 p.m.

If additional time is needed, it should be requested at the time of application for the use of the rooms.

A rate of \$20 per hour will be charged for extension of time beyond closing. Since it will be necessary for the Library to make staffing provisions to accommodate these requests, arrangements must be made and all fees paid in advance. These requirements will not be waived. A Library employee must be in the Library at all times the meeting rooms are in use.

EQUIPMENT AVAILABLE

The following equipment will be provided by the Library upon request:

Available in first floor meeting room:

card tables (limit 8)	projection cart
chairs limit 90 depending on setup	projection screen, ceiling mounted
DVD player /CD player/VCR ***	projection system (PC only, not Mac; user must provide laptop) ***
easel	slide projector
grand piano (See I C 10.)	8' tables (limit 9)
lectern/podium	television
microphone	white board/ flip chart
overhead projector (transparencies)	wireless connection (user will provide own laptop with wireless capability)

Available in third floor meeting room:

Chairs and board table	slide projector
DVD player /CD player/VCR	television
easel	overhead projector (transparencies)
LCD Projector (PC only, not Mac, user must provide laptop)***	white board/ flip chart
projection screen	wireless connection (user will provide own laptop with wireless capability)

Because some electronic equipment requires Library staff setup and monitoring, use of this equipment (designated with \*\*\*) will require a \$20 charge per reservation, payable in advance.

The Library does not provide porter services for groups meeting in the building nor storage space for their property.

### POLITICAL MEETINGS

The Library's meeting rooms may be used for political activities in conformance with City Ordinances related to an election, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

1. All candidates are invited to attend.
2. The forum is sponsored by a non-partisan group.
3. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.

### RULES:

1. Only one meeting is allowed per quarter. Meeting room requests cannot be submitted more than three months in advance.
2. No admission fee may be charged, or donations collected, for programs presented in the Library.
3. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library.
4. THE USE OF THE MEETING ROOMS MAY NOT INTERFERE WITH NORMAL OPERATION OF THE LIBRARY.
5. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate officer of the organization as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
6. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. The Library will post any suitable publicity on the 2nd floor community bulletin board only as determined by Library Administrator. Groups must be identified on all publicity as sponsoring the meeting. Publicity may not imply that the Park Ridge Public Library is in any manner connected with the meeting except for providing meeting space.

## IC 1 (cont'd)

Wording must appear on all publicity for meetings in the meeting rooms follows: "Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."

7. With the exception of the Friends of the Library, organizations meeting in the Library may not use the Library's mailing address or telephone number to conduct their business. Keys to the building are not available to user groups.
8. Non-alcoholic beverages and prepared food may be served in the 1<sup>st</sup> floor meeting room subject to the approval of the Library Director. Major food preparation is not permitted except at designated Library events. There is a \$20.00 fee, payable in advance, for the privilege of serving food.

Beverages or foods which may stain the carpeting, such as red punch, should not be served. Food is not permitted outside the meeting rooms.

There is a small kitchen with a sink and counter adjacent to the first floor meeting room which may be used as a work area and for cleanup. The group must provide all necessary supplies, coffee pots, serving pieces, utensils, cleaning supplies etc. (Library supplies may not be used for the event.) The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or extra cleanup required.

Individual, covered beverages may be brought to the 3<sup>rd</sup> floor meeting room; however no food or beverages may be served.

9. The Library is a smoke-free environment conforming to the Smoke Free Illinois Act. Smoking is not permitted in the Library or within fifteen feet of the entrances.
10. Participating groups are responsible for the cost of repairing or replacing any item that is damaged during its assigned time through careless or malicious usage. The cost of damage will be determined by the Library Director.
11. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
12. For the safety of our patrons only staff are allowed to rearrange or set up equipment and furnishings

Failure to comply with the above Library Meeting Room policy may prohibit future use of the rooms

Revised April 15, 2008  
Revised May 15, 2007  
Revised January 16, 2007  
Revised June 20, 2006  
Revised August 17, 2004  
Revised May 21, 2002

Revised September 19, 2000  
Revised April 18, 2000  
Revised November 16, 1999  
Revised November 18, 1997  
Revised October 30, 1997  
Revised October 21, 1997

Revised February 25, 1992  
Revised January 17, 1989  
Revised July 16, 1985  
Revised April 19, 1983  
Revised May 13, 1980  
Approved May 8, 1979

## USE OF LIBRARY FACILITIES

IC 2

### HERITAGE ROOM

#### POLICY:

The Heritage Room was established as a Bicentennial project to provide a centralized source for material relating to the history of Park Ridge, Maine Township, the Chicago metropolitan area, and the State of Illinois.

#### RULES:

1. The collection is designed to include the following types of materials:
  - A. Books and pamphlets concerning the geographical areas outlined above; local city and telephone directories; yearbooks of local schools; local memorabilia.
  - B. Park Ridge newspapers, either in paper or microform; periodicals relating to the history of the area covered.
  - C. Maps of Maine Township and local communities which show topographical, political, street and geographical features; a selected number of similar maps of the metropolitan area and the State.
  - D. Photographs of people, places, and events important in Park Ridge history.
  - E. Printed materials published by Park Ridge clubs, organizations, and governmental bodies.
  - F. Digital records of documents, photographs and books on Park Ridge history.
2. Because of space limitations, the Library cannot accept bulky artifacts such as furniture and clothing.
3. All material donated will become the property of the Park Ridge Public Library and will be used or disposed of at the discretion of the Library.
4. Unless otherwise designated, material will be considered reference information and will not be available for circulation.

Revised May 15, 2007  
Revised May 16, 2006  
Revised July 16, 1985  
Approved May 8, 1979

## USE OF LIBRARY FACILITIES

I C 3

### DISPLAY CASES/EXHIBITS

#### POLICY:

Display cases for exhibits of different forms of art and collections or special exhibits for non-commercial organizations are available at the Park Ridge Public Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and furnish an opportunity for individuals and non-commercial organizations to display artistic and educational materials.

#### RULES:

1. Display case request forms and policies are available from the Business Office.
2. Materials which may be displayed are limited to items of general interest such as arts and crafts, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a non-commercial nature.
3. Priority for use of the display cases is given to Park Ridge residents and to non-commercial organizations that meet in Park Ridge.
4. Exhibits will normally be limited to a one-month period with definite dates established in advance.
5. Each exhibitor shall furnish a brief informative article and photo, if desired, adaptable for publicity purposes.
6. Works which are for sale may be purchased from the artist, but only outside the Library at his or her home or studio. No price tags may be affixed to the works exhibited. A small notice may be placed in the display case for identification:

"Displayed by \_\_\_\_\_  
For further information call \_\_\_\_\_"

7. Hanging and arrangement of exhibits shall be the responsibility of the artist under the supervision of the Library Staff Artist.
8. The Library assumes no responsibility for the safety of any items placed on exhibit. Items on display in the Library are provided the same security as the library collection and equipment; the glass cases are locked but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the displaying artist. Prior to the display the artist/owner will sign a Waiver of Liability listing a description and price/value for each item, releasing the Library from all responsibility.
9. Acceptance of an exhibit will be determined by the Library Director.

THE DISPLAY CASE REQUEST FORM



Park Ridge Public Library 20 S. Prospect Park Ridge, IL 60068 (847) 825-3123

**Request for Use of 2<sup>nd</sup> Floor Display Case**

Name: \_\_\_\_\_  
(Full legal name of Organization, if applicable)

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

Phone: Day \_\_\_\_\_

Evening \_\_\_\_\_

Type of Exhibit (describe briefly): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Month Preference: \_\_\_\_\_ (The Library does not guarantee that this preference can be accommodated.)

I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

\_\_\_\_\_  
Signature

Approved  
Display Date: \_\_\_\_\_

\_\_\_\_\_  
Library Staff Artist (Signature)

\_\_\_\_\_  
Date

Revised April 18, 2000  
Revised July 16, 1985  
Approved March 13, 1979



## **USE OF LIBRARY FACILITIES**

**IC 4**

### **COMMUNITY BULLETIN BOARD**

#### **POLICY:**

The community bulletin board is available for the display of posters and notices.

#### **RULES:**

1. Material displayed is restricted to announcements of:
  - A. Library-related programs and services.
  - B. Cultural events of community-wide interest with local community events taking precedence when space is limited.
  - C. Non-commercial events of community-wide interest and available to the general public.
  - D. Items in general support of community service organizations.
2. In general, announcements of events devoted primarily to fund-raising are not acceptable.
3. Size and appearance of material are taken into consideration.
4. Though every attempt will be made to return materials after posting, the Library is not responsible for materials displayed.
5. Final approval for postings will be the responsibility of the Library Director and may be subject to approval by the Library Board of Trustees.

Revised May 17, 2005  
Revised May 21, 2002  
Revised July 16, 1985  
Approved March 13, 1979

## **USE OF LIBRARY FACILITIES**

**IC 5**

### **HORTICULTURAL DISPLAYS**

#### **POLICY:**

Suitable horticultural displays (bouquets, plants, dried arrangements, etc.) will be encouraged in order to provide an aesthetic environment.

#### **RULES:**

1. Organizations wishing to arrange for horticultural displays shall submit plans and schedules to the Library Director so that suitable materials can be attractively displayed within the limits of library working patterns.
2. Plants or arrangements must be provided with appropriate containers which should be both attractive and protective of library furnishings.
3. Care of such displays will be the responsibility of the submitting organization which must provide necessary watering, fertilization, or other care on a regular basis.
4. Final judgment regarding the acceptability of such displays will be the responsibility of the Library Director.

Revised July 16, 1985  
Approved May 8, 1979

## USE OF LIBRARY FACILITIES

I C 6

### PUBLIC ACCESS COMPUTERS

#### POLICY:

The Park Ridge Public Library provides computers for use by the general public. Some provide Internet access (Internet Access policy I C 6a) and word processing software, presentation software, and spreadsheet software; others provide access to the library's online catalog. Several computers in the Children's Services Department provide access to educational games and special rules apply (see below)

#### RULES

1. The Library has an automated PC reservation system for most public computer stations. Reservations may be made in person or by phone.
2. Occasionally, the computers may be down for reasons beyond our control. Lost time will not be added on or given to anyone who has lost scheduled time. Staff on duty has the right to cancel or interrupt use of the computer at any time.
3. The Library reserves the right to determine which peripherals can be used with our computers.
4. Patrons may not bring their own programs to use on the computers.
5. The Library is not responsible for damage to peripherals that a patron brings into the Library for use on the computers.
6. Most programs include self-explanatory directions. While the library staff is available for guidance, they cannot provide in-depth instruction.
7. Printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library will not provide refunds for pages printed in error.
8. USB drives are available for purchase at the Information Desks for saving patron work.
9. The Law forbids duplication of copyrighted software. Library software may not be copied
10. The Library has the right to restrict usage by those people who do not abide by the general regulations of the Library or the specific regulations governing the computers.

#### EDUCATIONAL GAME COMPUTERS IN CHILDREN'S SERVICES

1. Reservations may be made in person or by phone at the Information Desk in the Children's Services Department for either ½ hour or a full hour. Reservations will be held for 10 minutes after which the computer will be made available.
2. Children must be at least 2 years of age or older to use the computers.
3. Educational Game computers may be used for one hour per day.
4. There is no printing available through the game computers.

Revised April 21, 2009  
Revised May 15, 2007  
Revised May 16, 2006  
Revised May 17, 2005

Revised February 17, 2004  
Revised May 20, 2003  
Revised April 18, 2000  
Revised February 18, 1997

Revised May 18, 1993  
Approved September 17, 1985

## USE OF LIBRARY FACILITIES

I C 6a

### PUBLIC INTERNET ACCESS

#### POLICY:

The Park Ridge Public Library provides access to the Internet as an information-gathering tool to further enhance the library's resources.

#### RULES:

1. The Internet consists of resources outside the Park Ridge Public Library. Some material may not be completely accurate, complete or current; some material may be considered offensive. Except for its own pages on the Park Ridge Community Network, Park Ridge Public Library has no control over the material on the Internet and cannot assure the validity of all information, nor can it protect the public from offensive material. The Library also cannot assure access to all resources at any given time; they may be busy, available only to authorized people, or closed.
2. The Library has installed filtering software on all Internet workstations, to help filter out those sites that may be considered objectionable by the majority of the public. However, the use of filtering software cannot guarantee that all sites a person might consider objectionable are filtered out. Parents have the ultimate responsibility to supervise and guide the use of the Internet by their children. To assist parents with this, the Library links to sites that are intended for children.
3. It is not appropriate to use Internet privileges to interfere with or disrupt other users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, harassment, propagation of computer worms or viruses, or use of the network to make unauthorized entry to any other machine. Patrons will not use the Internet for any illegal activity, or place any text, data, graphics, images, messages, communication(s), files or other material related to any illegal activity on the Internet.
4. Park Ridge Public Library may suspend or terminate Internet privileges if the Library reasonably believes that any user has violated these policy guidelines. Park Ridge Public Library will review these matters on a case-by-case basis.
5. The Library is not liable for costs incurred through patron use of fee-based services.
6. Printing is charged at \$.10 per page. Color printing is charged at \$1.00 per page. The Library will not provide refunds for pages printed in error. Printing from iBistro catalog pages, the Park Ridge Public Library and the City of Park Ridge websites will be offered at no charge. There is a charge for printing from subscription databases, subject links and other external links.
7. Users must comply with the United States copyright law and all other applicable laws.

Revised April 21, 2009  
Revised May 15, 2007  
Revised May 16, 2006  
Revised February 17, 2004

Revised May 20, 2003  
Revised April 18, 2000  
Revised April 20, 1999  
Revised November 11, 1998

Revised May 20, 1997  
Revised February 18, 1997  
Approved April 18, 1995

## **USE OF LIBRARY FACILITIES**

**IC 7**

### **PUBLIC ACCESS TYPEWRITERS**

#### **POLICY:**

The Park Ridge Public Library provides a typewriter for use by the general public in the Reader Services Department.

#### **RULES:**

1. The public access typewriter is available to all adult patrons and students.
2. Use of the typewriter is on a first come, first served basis; there will be no advance booking.
3. The Library will provide limited supplies. Patrons are expected to use their own materials with the typewriter.
4. Occasionally, the typewriter may not be available due to damage. The Library will not furnish substitute equipment.
5. The Library has the right to restrict usage by those patrons who do not abide with the general regulations of the Library or the specific rules governing the use of the typewriter.

Revised May 15, 2007  
Revised May 17, 2005  
Revised May 20, 2003  
Revised May 21, 2002  
Approved July 19, 1988

## **USE OF LIBRARY FACILITIES**

**IC 8**

### **IN-HOUSE AUDIO-VISUAL EQUIPMENT**

#### **POLICY:**

The Park Ridge Public Library provides audio-visual equipment for patron use in the Adult and Children's Departments of the Library.

#### **RULES:**

1. Patrons must present a valid library card or identification to the staff member on duty in the Reader Services Department to use the portable equipment. The card will be kept while the patron is using the equipment. The Children's Services Department does not require identification to use the equipment. Use of this equipment is available on a first come, first served basis.
2. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing the equipment.
3. Patrons are liable for library materials or equipment damaged through careless or malicious use. The cost of the damage will be determined by the Library Director.

Revised May 15, 2007  
Revised May 17, 2005  
Revised May 20, 2003  
Approved May 17, 1988

## USE OF LIBRARY FACILITIES

I C 9

### GRAND PIANO

#### POLICY:

To encourage musical programs, the Park Ridge Public Library provides a piano for use in the large meeting room.

#### RULES:

1. Patrons wishing to use the piano must schedule the meeting room according to the Library's policy. (See I C 1)
2. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning must request this service at least two weeks prior to the scheduled program. Library staff will then employ a qualified piano technician to tune the piano at the patron's expense. This bill must be paid prior to the program.
3. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.

Revised February 25 1992  
Approved January 17, 1989

## USE OF LIBRARY FACILITIES

I C 10

### PRINTING SERVICES

#### POLICY:

The Park Ridge Public Library provides black and white and color digital copy machines in the Children's Services, Reader Services and Reference Services Departments for making photocopies and for printing from the Library's computers.

#### RULES:

1. Black and white photocopying and printing will be charged at \$0.10 per page. Color photocopying and printing will be charged at \$1.00 per copy. The Library will not provide refunds for pages printed in error.
2. Printing from catalog pages, the Park Ridge Public Library and the City of Park Ridge websites will be offered at no charge, though there will be a charge for printing from subscription databases, subject links and other external links.
3. Photocopies may be paid by coin, currency or vend card.
4. Printing from the Library's computers will be paid through use of vend cards only.
5. Library cardholders will receive a library card/vend card when they apply for or renew their library card. The card will be free of charge.
6. Vend cards for non-cardholders may be purchased at the card service center in the Reference Department.
7. The Library is not responsible for lost and/or damaged cards.

Revised April 21, 2009  
Revised May 16, 2006  
Revised May 17, 2005  
Approved May 20, 2003

## **USE OF LIBRARY FACILITIES**

**IC 11**

### **SPECIAL SERVICES ROOM & EQUIPMENT**

#### **POLICY:**

The Park Ridge Public Library provides a Special Services Room with assistive technology for the handicapped and visually impaired.

#### **RULES:**

1. The Special Services Room is available to handicapped and visually impaired patrons of all ages. No identification is required to use the equipment.
2. Use of equipment is available either by reservation or on a first come, first served basis. Staff assistance can be arranged through the Reader Services Department.
3. There are self-explanatory directions for the various software programs. While Library staff is available for guidance, they cannot provide in-depth instruction.
4. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing the equipment.
5. Patrons are liable for library materials or equipment damaged through careless or malicious use. The cost of the damage will be determined by the Library Director.

Revised April 21, 2009  
Revised May 15, 2007  
Approved May 17, 2005

## LOANS OF BOOKS AND OTHER MATERIALS

ID 1

### PERSONS ENTITLED TO BORROWING PRIVILEGES

#### POLICY:

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to certain qualified non-residents. Borrowing privileges shall also be granted to authorized institutions.

#### RULES:

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and is not delinquent.
2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.
3. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library rules or for other reasonable cause.
4. The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

A. Resident - valid for three years:

Any legal resident of Park Ridge may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. In the case of a child who has not yet entered seventh grade, the child's parent or legal guardian must countersign the application.

Children who have not attained seventh grade will be issued an unrestricted card that will entitle them to check out materials from the Library. Parents may restrict their children's borrowing to the Children's Department on request at registration.

B. Free Non-resident - valid for three years:

Individuals not legally residing in Park Ridge shall, upon proper application, be entitled to a free non-resident borrower's card under the following conditions:

1. Any person who pays real estate property taxes to support the Park Ridge Public Library.
2. Any individual, partner, principal stockholder or other joint owner who owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property upon presentation of a recent tax bill or lease for property in Park Ridge.

Only one non-resident card will be issued for each parcel of taxable property or leased property.

C. Purchased Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law.

5. Authorized institutions within the City of Park Ridge will not be issued library cards but may borrow materials from the Park Ridge Public Library. Authorized institutions include schools, preschools, licensed day care facilities and other educational institutions.
6. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.
7. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.
8. Any person losing a Library card must notify the Park Ridge Public Library immediately. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Revised May 15, 2007  
Revised April 18, 2006  
Revised October 21, 2003  
Revised May 21, 2002  
Revised February 20, 2001  
Revised April 18, 2000  
Revised April 19, 1988

Revised December 16, 1986  
Revised July 16, 1985  
Revised August 17, 1982  
Revised February 10, 1981  
Revised October 14, 1980  
Revised May 13, 1980  
Approved March 13, 1979

## **LOANS OF BOOKS AND OTHER MATERIALS**

**I D 1a**

### **STUDENT CARDS**

#### **POLICY:**

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the City of Park Ridge to provide limited borrowing privileges to students that reside in a community outside of the North Suburban Library System or in an unincorporated area that is not taxed for library service so these students may borrow materials for school use.

#### **RULES:**

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a list of all eligible students at the beginning of each school year and will keep this list current by notifying the Library of any new students or students that have left the school.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of ten items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library rules or for other reasonable cause.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

Approved December 16, 2003

## LOANS OF BOOKS AND OTHER MATERIALS

ID 2

### CIRCULATING MATERIALS/SCHEDULE OF CHARGES

#### POLICY:

Library books and other materials, except certain reference materials and periodicals, shall be available for circulation, for reasonable periods of time consistent with the needs of the Community and the Library, to all patrons holding valid cards entitling them to borrowing privileges and who are not delinquent. The staff will designate those reference materials and periodicals, which may be circulated. The above items, except certain items noted later in this section, may be borrowed by any registered patron of the North Suburban Library System.

In order to encourage compliance with Library borrowing rules, to compensate the Library for mailing services, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

#### RULES:

##### 1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

Annual non-resident borrower's card							<b>\$300.00</b>
All other borrower's cards; no charge for initial card; replacement of lost cards							\$ 1.00
Lost item barcode label							\$ 2.00
<b>Materials</b>	<b>Charge</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Reserve</b>	<b>Overdue Charges/day</b>	<b>Maximum Charges Overdue</b>
Audiocassettes/ Books on Cassette	None	Registered patron of North Suburban Library System	3 weeks	Yes (1 time, only)	Yes	\$0.10/day	\$5.00
Books	None	Registered patron of North Suburban Library System	3 weeks	Yes (2 times, only)	Yes	\$0.10/day	\$5.00
Books - 14-day	None	Registered patron of North Suburban Library System	2 weeks	No	Yes	\$0.10/day	\$5.00

**ID 2 (cont'd)**

<b>Materials</b>	<b>Charge</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Reserve</b>	<b>Overdue Charges/day</b>	<b>Maximum Charges Overdue</b>
Books - Most Wanted	None	Registered patron of North Suburban Library System	2 weeks	No	No	\$0.10/day	\$5.00
CD-ROMS	None	Registered patron of North Suburban Library System	3 weeks	No	Yes	\$0.10/day	\$5.00
Compact Discs/ Books on CD	None	Registered patron of North Suburban Library System	3 weeks	Yes (1 time, only)	Yes	\$0.10/day	\$5.00
New DVDs	None	Registered patron of North Suburban Library System (Adult DVDs-non-restricted card, only)	7 days	No	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
DVDs	None	Registered patron of North Suburban Library System (adult DVDs-non-restricted card, only)	7 days	Yes (1 time, only)	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
HOT DVDs	None	Registered patron of Park Ridge Public Library	3 days	No	No	\$1.00/day	\$25.00 (but not to exceed retail cost)
E-Books	None	Registered patron of Park Ridge Public Library	3 weeks	No	Yes		
MP3 Players Playaways	None	Registered patron of Park Ridge Public Library	3 weeks	No	Yes	\$1.00/day	\$25.00 maximum
Periodicals (cataloged), playbooks and pamphlets	None	Registered patron of North Suburban Library System	3 weeks	Yes, (2 times, only)	Yes	\$0.10/day	\$5.00

**1 D 2 (cont'd)**

<b>Materials</b>	<b>Charge</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Reserve</b>	<b>Overdue Charges/day</b>	<b>Maximum Charges Overdue</b>
Parenting Kits/ Theme Bags/ Juvenile periodicals/ Music Story Bags Book Discussion Kits	None	Registered patron of North Suburban Library System	3 weeks	Yes, (2 times, only)	Yes	\$0.10/day	\$5.00
Reference Items (non-cataloged periodicals)	None	Registered patron of North Suburban Library System	At discretion of Librarian	No	No	\$2.00/day	\$25.00 (but not to exceed retail cost)
Special Services Equipment *	None	Registered patron of Park Ridge Public Library	6 weeks	Yes (2 times, only)	Yes	\$0.50/day	Smaller of \$20.00 or retail cost
Video cassettes	None	Registered patron of North Suburban Library System, Adult cassettes (Adult videos-non-restricted cards only)	7 days	Yes (1 time, only)	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
Video Games	None	Registered patron of the Park Ridge Public Library; limit 2 per person	3 weeks	No	Yes	\$1.00 day	\$25.00 (but not to exceed retail cost)

\* Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

1. If the item being renewed is on reserve for another patron, the item may not be renewed. Items that are not on reserve and are renewable may be renewed on the library card they were originally checked out on, or on any other acceptable library card, without having to be returned to the library shelves. All outstanding fines on items being presented for renewal must be paid prior to being renewed. For telephone renewal, see policy below. (Interlibrary Loan renewal policy is stated in 1D 3.)

2. The date due card placed in each item serves as first notice to the patron. An overdue notice will be sent as a courtesy four weeks after material is due. A final notice is sent at three months.

Due to the higher per day overdue fine for videos and DVDs, overdue notices will be sent at two (2) days, seven (7) days and a final notice at fifteen (15) days after the material is due.

3. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on his or her card. Lost items should be reported immediately to avoid cost of additional overdue charges. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of charges.
4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and charges for lost and/or damaged materials.
5. Any person who owes more than ten dollars is considered "delinquent" and is not entitled to borrow materials while in a delinquent status; however, no other family member should have such privileges restricted because of the delinquent member of the family.
6. Lost materials:
  - If the item is still commercially available, the current retail price plus \$3.00 processing fee will be charged. The processing fee is not refunded if the item is returned.
  - If the item is no longer commercially available, the cost of replacement is determined by the Library Director.
  - If the item is returned within 3 months after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid.
  - If any protective coverings, inserts or video or DVD box is lost, the patron will be charged the retail price of the container plus \$3.00 processing fee, which is not refunded if the item is returned.
  - If booklets from video games are missing, a \$5.00 processing fee will be charged, which is not refunded if the booklet is returned.
7. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
8. Materials made available through the North Suburban Library System or other Library agencies are subject to rules, regulations and charges of those agencies.

TELEPHONE RENEWAL POLICY

RULES:

Renewal by phone under the following guidelines:

1. Patrons must have their library card number available.
2. Items on hold and overdue materials are not subject to telephone renewal.
3. Staff reserves the right to ask the patron to call back at a later time if the department is busy.
4. Staff will provide the patron with the renewal date.
5. No renewals are allowed by phone if there are long-overdue materials on the patron's card.

The following are not subject to renewal:

1. Items reserved or on hold for another patron, 14 day books, video games, MP3 players and new DVDs and videos.

The INTERLIBRARY LOAN DEPARTMENT handles renewal of all Interlibrary loan materials.

Revised October 20, 2009  
Revised April 15, 2008  
Revised May 15, 2007  
Revised May 16, 2006  
Revised: January 17, 2006  
Revised: October 18, 2005  
Revised May 17, 2005  
Revised November 16, 2004  
Revised October 21, 2003  
Revised May 21, 2002

Revised September 18, 2001  
Revised February 20, 2001  
Revised April 18, 2000  
Revised January 19, 1999  
Revised July 15, 1997  
Revised February 21, 1995  
Revised June 16, 1992  
Revised April 18, 1991  
Revised December 18, 1990  
Revised January 17, 1989

Revised October 15, 1985  
Revised July 16, 1985  
Revised January 17, 1984  
Revised October 19, 1982  
Revised September 16, 1981  
Revised February 10, 1981  
Revised October 14, 1980  
Revised April 15, 1980  
Approved March 13, 1979

## **LOANS OF BOOKS AND OTHER MATERIALS**

**ID 3**

### **INTERLIBRARY LOAN AND INTERLIBRARY LOAN PHOTO DUPLICATION SERVICES**

#### **LENDING:**

The Park Ridge Public Library offers a lending policy within the confines of the Illinet Interlibrary Loan Code.

#### **RULES:**

1. Books, paperbacks, books-on-cassette, books-on-CD, compact discs, puzzles and periodicals are checked out for a period of three weeks.
2. Videocassettes, DVDs and CD-ROMs are checked out for a period of one week.
3. All interlibrary-loaned materials can be renewed with the librarian's approval.
4. New materials will be interlibrary-loaned after four months from accession with exceptions being made at the librarian's discretion.
5. Special Collection and fragile material will be loaned at the discretion of the librarian.
6. Titles that are lost by borrowing libraries will be charged replacement cost plus a \$3.00 processing fee, which will not be refunded when the lost item is returned.

#### **BORROWING:**

In accordance with the Illinet Interlibrary Loan Code, the Park Ridge Public Library will only request the types or formats of material which they make available to other libraries through Interlibrary Loan. Some institutions charge for the loan of their items. The Park Ridge Public Library will pass on to the patron any charges incurred in obtaining the borrowed item.

#### **RULES:**

1. The Library will only borrow items for Park Ridge Public Library cardholders. The Library will honor ILL holds placed by any NSLS cardholders through the online catalog designating the pickup point as Park Ridge Public Library.
2. Overdue Interlibrary Loan items will be charged the same fines as Park Ridge items.
3. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Circulation Staff; Libraries may be contacted by the Interlibrary Loan - Reference Staff for longer renewals.
4. Any loan fees are due upon checkout of the charged item. If the patron does not comply, a fee will be attached to the patron's card and the patron's library privileges will be restricted.

## **LOANS OF BOOKS AND OTHER MATERIALS**

**I D 3 (cont'd)**

### **PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:**

The Park Ridge Public Library will pass on to patrons any charges, including fees from vendors, and other libraries, copyright charges, postage and handling, or any other cost incurred in obtaining periodical articles. At this time, if the material is available from a member library of the North Suburban Library System the patron will not be assessed a fee.

#### **RULES:**

1. The requestor must be a Park Ridge Library cardholder in good standing.
2. The patron must fill out and sign a fee agreement slip.
3. If the requestor is under the age of eighteen, the fee agreement slip must be signed by a parent or guardian.
4. Payment for materials is due upon pick-up of materials; if the patron does not comply, a fee will be attached to their card and their library privileges will be restricted.
5. Five articles, or more, may be in process for a patron at one time, at the discretion of the Interlibrary Loan staff.

### **PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:**

The Park Ridge Public Library offers a photo duplication policy within the confines of the Illinet Interlibrary Loan Code.

#### **RULES:**

1. The Library will supply photocopies of any material complying with copyright restrictions.
2. Up to thirty pages per bibliographic citation will be supplied free of charge and sent by van, mail, or fax.
3. Special Collection and fragile material will be photocopied at the discretion of the librarian.

Revised May 17, 2005

Revised November 16, 2004

Revised May 21, 2002

Revised February 20, 2001

Revised April 18, 2000

Revised February 18, 1997

Revised February 21, 1995

Approved January 19, 1993

## SELECTION OF MATERIALS

I E 1

### COLLECTION MANAGEMENT POLICY

#### POLICY:

A collection management policy is intended to support the mission and roles of the Park Ridge Public Library. The purpose of the Park Ridge Public Library is to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves.

#### RULES:

1. The responsibility for Library material selection rests with the Library Director who operates under and within the authority of the policies and procedures adopted by the Library Board of Trustees. The Library Director is responsible for making recommendations to the Library Board of Trustees concerning updating the Selection Policy, through the Library Resources Committee of the Board.
2. The professional staff shall implement the selection process established by the Library Director.
3. The Library recognizes its obligation to protect the expression of ideas which represent minority opinion or unpopular or unorthodox views and also its responsibility to provide a balanced presentation of controversial issues in its collection. The acquisition of an item does not indicate the Library's endorsement of the ideas or institutional approval of language or actions contained therein.
4. The Library will comply with current laws regarding obscenity. The Library Board of Trustees believes that parents are responsible for the growth and development of their children's reading habits. The Library shall not coerce the taste of others or censor the reading materials of its adult or young patrons.
5. The Library collection shall include a variety of print and non-print materials and special equipment. Collection Management Guidelines have been established for all library collections.
6. The Library is guided by a sense of responsibility to the past, present and the future of the Community and therefore adds materials which will enhance the collection while attempting to preserve an intellectual balance. The Library also accepts as its responsibility the selection of materials that will add intellectual enlightenment and recreational pleasure even though such materials may not have enduring interest.
7. The Library shall cooperate with other libraries and institutions in order to best serve the needs of its users within the limits of its materials budgets.

An attractive and up-to-date collection shall be maintained through a continual discarding of obsolete and/or worn out materials that can no longer meet the needs of the Community. Items are also discarded as necessary to make space available for new items. Each department is responsible for conducting on-going reevaluation of its collections according to departmental guidelines developed for that purpose. It is the goal of the Library to complete a general reevaluation of every collection in 3 - 5 year cycles.

8. Because of developments in technology, formats will be evaluated based on the following criteria: use, availability, replace ability, currency and availability of supporting equipment, space requirements.

Revised May 15, 2007  
Revised May 16, 2006  
Revised May 17, 2005  
Revised May 21, 2002  
Revised April 18, 2000  
Revised June 18, 1991  
Revised April 16, 1985  
Approved October 9, 1979

## SELECTION OF MATERIALS

I E 2

### REQUEST FOR REVIEW OF ITEM IN LIBRARY COLLECTION

#### POLICY:

It is the policy of the Library to reconsider any item selected for the Library collection at the formal request of a patron.

#### RULES:

1. A Request for Review of Item in the Library Collection form must be filled out by a patron wishing such action.
2. The item in question will be reviewed by the Library Director, in conjunction with a Selection Review Committee appointed by the Library Director.
3. The Library Director shall inform the patron requesting the review of the Committee's decision by letter.
4. A copy of the letter sent to the patron as well as the Request for Review of Item in the Library Collection form shall be given to the Library Board of Trustees for informational purposes.
5. The decision of the Selection Review Committee may be appealed to the Library Board of Trustees by the patron.

Revised May 15, 2007

Revised May 20, 2003

Approved October 9, 1979



**PARK RIDGE PUBLIC LIBRARY  
REQUEST FOR REVIEW OF ITEM IN  
THE LIBRARY COLLECTION**

REQUEST MADE BY:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

DO YOU REPRESENT

\_\_\_\_\_ Yourself

\_\_\_\_\_ A group or organization (please name) \_\_\_\_\_

TITLE: \_\_\_\_\_ AUTHOR: \_\_\_\_\_

1. What do you object to in the work? Specify portion of the work you find objectionable.

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2. What do you feel might be the result of reading/viewing/listening to/using this work?

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3. Did you read/view/listen to/use the entire work?  YES  NO

If not, which parts? \_\_\_\_\_

4. What do you believe is the theme of this work? \_\_\_\_\_

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5. Do you think the work mentioned had any good points? If so, please list.

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6. For what age group would you recommend this work?

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7. Are you aware of the judgment of this work by literary critics? \_\_\_\_\_

If yes, please identify source.

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*(Please continue on other side.)*

8. What would you like the library to do about this work?

\_\_\_\_\_ Make it available only to the following: \_\_\_\_\_

\_\_\_\_\_ Withdraw it from the collection of the library

\_\_\_\_\_ Re-examine it for value

9. In its place, what work of equal or superior quality would you recommend that would convey as valuable a picture and perspective of the subject? \_\_\_\_\_

\_\_\_\_\_

**COMMENTS:**

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

**Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068-4188, (847) 825-3123**

## SELECTION OF MATERIALS

I E 3

### GIFTS

#### POLICY:

The Park Ridge Public Library will gratefully accept books and other library materials and monetary donations for purchasing library materials, supporting a program, event, or special projects, providing a subscription to a magazine through adopt-a magazine, or funding art or library furnishings.

#### RULES:

1. The Library will honor all monetary donations recommending purchase of specific titles or areas of interest; otherwise, the Library Director and the professional staff will select materials that will strengthen the Library's collection. Undesignated gift funds will be deposited to the Endowment Fund and interest from that fund will be used to purchase materials or other items, subject to approval of the Library Board.
2. All materials purchased with memorial funds shall be in accordance with the Library's selection policies and procedures.
3. If appropriate, gift book plates will be affixed to those materials chosen to satisfy a donor's request.
4. All materials purchased under this Policy shall be processed, shelved and withdrawn, when necessary, in the same manner as items purchased from other funds.
5. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted provided they meet the Library's selection criteria.
6. Donations of used books or other items will be accepted provided that in the opinion of the professional staff, they enhance the value of the Library's collection. Materials, which do not meet the Library's selection criteria, shall be offered to the Friends of the Park Ridge Public Library for their annual sales or disposed of at the discretion of the Library. (See Notice to Donors on following page)
7. All gifts shall be acknowledged by a personal letter from the Library Director to the donor.
8. It is not the function of the Library to appraise used books or artifacts. If a donor wishes an appraisal, it must be arranged prior to the Library obtaining the materials.

Revised May 15, 2007

Revised May 16, 2006

Revised May 17, 2005

Revised August 17, 1982

Approved October 9, 1979

## **NOTICE TO LIBRARY DONORS**

The Park Ridge Public Library appreciates your generous donations of books and non-print materials to the Library.

However, the lack of available storage space for book sale items and considerations of salability and handling time required have made it necessary to issue the following guidelines:

- 1) Please be sure any donations you contribute are in readable/playable condition. Dirty, flood damaged, mildewed or otherwise damaged materials are not saleable and must be disposed of at Library expense.
- 2) Items donated should contain useful current information. Outdated information (e.g., scientific, technological, tax, investment, medical, educational, legal, etc.) may do more harm than good. Areas such as history or literature age more "gracefully" than information on science and technology.
- 3) DONATIONS OF THE FOLLOWING TYPES OF MATERIALS WILL NOT BE ACCEPTED BY THE LIBRARY:
  - a) TEXTBOOKS
  - b) NON-CURRENT BUSINESS AND PROFESSIONAL BOOKS
  - c) MAGAZINES AND JOURNALS OTHER THAN AMERICAN HERITAGE, HORIZON or publications of similar quality. The Library has a very complete collection of NATIONAL GEOGRAPHIC and regrets that no further donations of that title can be accepted.
  - d) READER'S DIGEST CONDENSED BOOKS.
  - e) ENCYCLOPEDIAS

Thank you again for considering Park Ridge Public Library for your donation.

## CONDUCT IN GENERAL

I F 1

### CONDUCT IN THE LIBRARY

#### POLICY:

The Park Ridge Public Library is a public institution that strives to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves. To that end, Library employees and patrons who visit the Library facilities deserve a safe, clean, healthy, courteous and productive environment for study, research, information and entertainment.

In order to achieve these goals, the Board of Trustees of the Park Ridge Public Library has created a policy on Conduct in the Library.

#### RULES:

The following list of behaviors and conduct are in conflict with the Library's goals and are among the behaviors not permitted on Library premises:

- Interfering with the use of the Library or its resources by Library patrons or interfering with Library employees' performance of their duties.
- Harassing or annoying patrons through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Theft, vandalism, defacing or mutilation of Library property.
- Smoking or using tobacco products in the Library building or within fifteen (15) feet of the entrances to the Library building **in** accordance with the State of Illinois Smoke Free Illinois Act.
- Being under the influence of alcohol or drugs.
- Consuming food or uncovered beverages in the Library building, unless specifically authorized at a library function.
- Using the public restrooms for the purpose of shaving, bathing, or washing and drying clothes.
- Failing to wear proper attire (e.g., bare feet, bare chest, transparent or see-through clothing, bathing suits, etc.).
- Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff or to interfere with others' use of the building
- Conducting any activity that obstructs or interferes with patrons entering or exiting the Library building or grounds.
- Soliciting in the Library building or within 50 feet of the Library entrance.
- Bringing animals into the Library building except for registered handicap support or guide animals – or for an authorized Library function.

## I F 1 (cont'd)

- Skateboarding, roller skating, inline skating, or bicycle riding on Library property
- A violation of these rules may result in any of the following sanctions:
- A warning.
- A request to leave the Library building.
- A call to the police or other legal actions as seems most appropriate to the Library Director (or designee).
- A suspension of Library privileges for up to thirty (30) days with the approval of the Library Director (or designee).

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state his or her views as to the facts giving rise to the proposed sanction. A suspension of Library privileges for longer than 30 days with the approval of the Board of Trustees.

A person whose Library privileges have been denied or limited may appeal the decision to the Board of Trustees requesting a hearing within thirty days (30 days) after the imposition of the sanction. Any such request must be submitted in writing. Failure to request a hearing within that period shall result in the sanction becoming final and binding. The hearing will be held at the next regularly scheduled Board meeting.

The Library Director (or designee), at their discretion, will determine if the behavior is Inappropriate.

Revised April 15, 2008

Revised May 15, 2007

Revised May 16, 2006

Revised May 17, 2005

Revised October 21, 2003

Revised May 21, 2002

Revised September 18, 2001

Revised July 15, 1997

Revised February 18, 1997

Revised July 16, 1985

Approved January 8, 1980

## CONDUCT IN GENERAL

I F 2

### SPECIAL SAFETY RULES CONCERNING CHILDREN:

#### POLICY:

The Library is a public building and as such the Board of Trustees and staff are concerned about the safety of all adults and children who use the Library.

#### RULES:

1. Library staff is available to answer questions, assist with computers and assist as needed but cannot and do not serve as baby sitters, teachers, security guards, or disciplinarians.
2. Children in kindergarten or younger must be supervised at all times by a parent or caregiver 12 years of age or older. Children who are not yet in 3<sup>rd</sup> grade must have a parent/caregiver in the Library building.
3. If a child not yet in 3<sup>rd</sup> grade is participating in a Library program, the parent/caregiver must remain in the Library building.
4. Parents/caregivers must remain at the Library if the children cannot follow the Library rules and be safe without their parent/caregiver. It is recommended that parents teach their children how to contact the parent or caregiver in case of emergency.
5. Parents or caregivers must adequately supervise the behavior of their children. If not, they will be made aware of the problem as quickly and discreetly as possible. Children's behavior must improve immediately, or the parent/caregiver and children will be directed to leave the Library.
6. If a child, 12 years of age or younger, remains longer than 15 minutes after the building has closed, staff will contact the police. Two staff members will stay with the child until a parent, other caregiver or police arrive.
7. If these rules are repeatedly violated, the parent, caregiver and child's access to the library may be suspended.
8. The library is a public building open to everyone. Parents and caregivers should keep this in mind when children are using the building.

Approved: April 15, 2008

**LIBRARY TRUSTEE ORIENTATION**

An orientation will be provided for each new trustee that is appointed to the Library Board. The goal of the orientation process is to help new trustees be well informed and to provide them with the information they need to become involved early in their tenure. The orientation will include several meetings with the Board and staff as well as written materials.

The initial meeting with the President of the Library Board of Trustees and the Library Director will cover the following:

- Structure of Library Board
- Relationship of the Library to City government and elected officials
- Roles and responsibilities of Library Trustees
- Meeting structure, schedule, rules of order and preparation for meetings
- Board Committees
- Open Meetings Act-use of e-mail
- Library funding, budget and expenditures
- Tour and staff introductions
- Roles and responsibilities of Library Director and staff
- Friends of the Library
- North Suburban Library System

Printed materials will be provided with more information:

- Policy and Procedures Manual – including By-Laws and Collection Management Guidelines
- Open Meetings Act Handbook
- Trustee Facts File – 3<sup>rd</sup> Edition, Illinois Library Association
- Annual Report
- Strategic Plan
- Annual Calendar
- List of Library Trustees including contact information

At the first Board Meeting the new trustee attends, each trustee will introduce him or herself and tell a little about their background, years on the Board, etc. so they can get to know their colleagues on the Board.

Follow up meeting(s) with each officer of the Board will provide information on the specific roles of each officer and more detail on the role of Library Trustees.

Approved: March 21, 2006

**LIBRARY BILL OF RIGHTS**

The Park Ridge Public Library Board of Trustees adopts the American Library Association's Library Bill of Rights.

**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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948  
Amended February 2, 1961, June 27, 1967, and January 23, 1980;  
inclusion of "age" reaffirmed January 24, 1996 by the ALA Council

Revised May 15, 2007  
Revised May 17, 1983  
Adopted April 19, 1983

## THE FREEDOM TO READ STATEMENT

Adopted June 25, 1953;  
revised January 28, 1972,  
January 16, 1991;

by the  
American Library Association Council  
and the  
Association of American Publishers

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

## II E (cont'd)

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 which are unorthodox or unpopular with 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 which 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 contained in the books 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 books 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 determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 which 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 literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or 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 the citizen. 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.

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.

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 expended on the trivial; it is frustrated 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 their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these

## II E (cont'd)

propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers

Subsequently Endorsed by:

American Booksellers Association  
American Booksellers Foundation for Free Expression  
American Civil Liberties Union  
American Federation of Teachers AFL-CIO  
Anti-Defamation League of B'nai B'rith  
Association of American University Presses  
Children's Book Council  
Freedom to Read Foundation  
International Reading Association  
Thomas Jefferson Center for the Protection of Free Expression  
National Association of College Stores  
National Council of Teachers of English  
P.E.N. – American Center  
People for the American Way  
Periodical and Book Association of America  
Sex Information and Education Council of the U.S.  
Society of Professional Journalists  
Women's National Book Association  
YWCA of the U.S.A.

**MUNICIPAL CODE OF PARK RIDGE1**  
**ARTICLE 14 CHAPTER 7**  
**PUBLIC GATHERINGS AND CROWDS**  
**CONDUCT IN PUBLIC LIBRARY**

14-7-1: It shall be unlawful for any person using the Park Ridge Public Library or its facilities to:

- A. Disturb the peace in said library building,
- B. Cause disturbing speech or noise within the reading rooms,
- C. Damage property of the library including buildings, furniture, fixtures or grounds. This subsection shall apply whether or not the person doing such damage is using the Park Ridge Public Library at the time of doing such damage.
- D. Fail to return books or other loaned material within the grace period provided by the rules and regulations of said library.
- E. Disobey or violate any rules or regulations established by the Board of Directors of said library, providing said rules and regulations have been posted in a conspicuous place within said library building.