



Park Ridge Public Library

# Policy and Procedure Manual

The policies in this document have been adopted by the Library Board of Trustees. This document supports the Mission and Vision of the Library by defining policies and procedures for the Library's 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.

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Updated: June 25, 2022	



## A. Oversight

## **A1. LEVY AND BUDGET APPROVAL**

### **POLICY:**

The Park Ridge Public Library is a municipal library. Illinois Local Library Act, [75 ILCS 5](#), dictates that the tax levy for municipal libraries must be channeled through the corporate authority. Therefore, the Library's tax levy request to fund operating and capital expenditures is submitted annually to the Park Ridge City Council, for final approval. This process requires the Library to transmit all budget and levy documents to the City for inclusion in the City's budget materials.

### **RULES:**

1. The Library maintains Board approved line item budget.
2. Expenditures may not exceed appropriations at the fund level.
3. The budget is developed annually as a cooperative process between the Library Board, the Director, and additional staff members with responsibility for specific line items.
4. The overall responsibility for the assumptions and timely preparations of materials and presentations throughout the process rests with the Library Director, or in their absence, the Finance Manager.
5. Changes to the approved budget may be made mid-year.
  - a. The Library Director may transfer funds into or out of budget lines, not to exceed a cumulative amount of \$5,000. The Library Director must notify the Board when transfers are authorized at the next regularly scheduled Board meeting.
  - b. Transfers into or out of line items of more than \$5,000 require the approval of the Library Board.
  - c. Library Administration may develop proposed budget carry forwards for the Board's consideration at the onset of the new fiscal year.
  - d. Budgetary changes that require supplemental funding resulting in a budget amendment, require the approval of the Library Board, and ultimately, the Park Ridge City Council.

Approved: December 21, 2021



## **A2. 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 Financial Report at each of their regular monthly meetings. The Library Director will keep the Board informed on issues that affect the Library Fund, and particularly when there may not be adequate funds available to maintain operations.
2. The Library Fund exists to fund Library operations. However, with the approval of the Board it may also be used for one time capital expenses and emergencies.
3. All unspent funds from the annual operating budget will remain in the Library Fund.
4. At the end of the fiscal year the Library Fund shall have reserves equal to at least six months of operating expenses. If reserves exceed twelve months, the Library Board should develop a plan for deficit spending to achieve the six month reserve target.

Revised: October 19, 2021

Revised July 20, 2010

Approved April 21, 2009

### **A3. PURCHASING**

#### **POLICY:**

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director or Library Finance Manager in the absence of 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.

#### **RULES:**

1. Recurring Expenses:
  - a. The Library Director or Finance Manager in the absence of 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.
  - b. The Library Director or Finance Manager in the absence of the Library Director is further authorized to purchase individual items of equipment and to authorize repairs up to \$5,000 without prior Board approval so long as these are covered within budgeted amounts.
  - c. The Library Director or Finance Manager in the absence of the Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00. The Library Director or Finance Manager in the absence of the Library Director will obtain at least three (3) competitive proposals, based on external market factors, and make every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers. Such proposals shall be submitted to the Board for action through the appropriate committee.
2. Contracts for purchasing/leasing services, machinery or equipment:
  - a. The Library Director or Finance Manager in the absence of the Library Director shall not enter into any contract for a period exceeding one year or for an amount exceeding \$5,000 without approval by the Library Board of Trustees.
  - b. The Library will not enter into any multi-year contract valued at more than \$5,000 without approval by the Board of Trustees. An extension beyond the contract term will be subject to approval by the Library Board of Trustees. The Library Director or Finance Manager in absence of the Library Director will obtain at least (3) competitive bids as outlined in 1c.
3. Nonrecurring Expenses:
  - a. Nonrecurring expenses are typically one-time or project related expenses.
  - b. The Library Director or Finance Manager in the absence of the Library Director shall develop detailed specifications and secure written proposals or quotes from suppliers and contractors when an expenditure for a single item or for an aggregate purchase of like items of equipment or service is expected to be over \$5,000.00. The Library Director or Finance Manager in the absence of the Library Director will obtain at least three (3) competitive proposals, based on external market factors, and make every reasonable effort to solicit proposals through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to cast the widest possible net for suppliers. Such proposals shall be submitted to the Board for action through the appropriate committee.

- c. The Library Director or Library Finance Manager in the absence of the Library Director shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$25,000 in accordance with [75 ILCS 5/5.5](#). Such bids shall be submitted to the Board for action through the appropriate committee.

Where competitive sealed bidding is utilized for purchases above \$25,000, an invitation for bids shall be issued which shall include a general description and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation for bids shall be given at least fourteen (14) business days prior to the date set forth therein for the opening of bids. In addition, every effort will be made to distribute the invitation for bids through direct supplier contact, local media, trade publications, purchasing cooperatives, procurement websites, manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

Bids shall be opened publicly in the presence of one or more witnesses at a time and place designated in the invitation for bids. Bids shall be unconditionally accepted without alteration or correction, and evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as terms of delivery, quality, serviceability and experience. Those criteria that will affect the bid price shall be objectively measurable. No criteria may be used in bid evaluation that is not set forth in the invitation for bids. The Library reserves the right to reject any and all bids and to make bid awards in the Library's best interest.

4. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act ([50 ILCS 510/1 et seq.](#)).
5. The Library Director or Library Finance Manager in the absence of the Library Director is authorized to obligate the Library for expenses up to \$25,000 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. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the Board.
6. The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to [30 ILCS 525/0.01 et seq.](#) when the best interests of the Library would be served.
7. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. ([50 ILCS 105/3](#)) Library trustees and employees shall also comply with the provisions regarding bidding contained in [720 ILCS 5/33 E-1 et seq.](#) pertaining to public contracts.
8. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.

Revised November 16, 2021  
Revised December 15, 2020  
Revised May 15 2018  
Revised June 20, 2017  
Revised March 21, 2017  
Revised August 16, 2016  
Revised November 17, 2015  
Approved Mar 13, 1979

## **A4. PAYMENTS FOR GOODS AND SERVICES**

### **POLICY:**

The Board of Trustees is responsible for approving the expenditure of all Library funds. The approved annual operating budget establishes the spending plan for the fiscal year. The Treasurer of the Library Board of Trustees approves all payments for goods and services.

### **RULES:**

1. The process for the approval of warrants and disbursement of funds is as follows:
  - a. Department Manager – initials invoice confirming that the expense was incurred, items were received and billed amount is correct.
  - b. Accounts Payable – assigns a General Ledger account code to each invoice and enters it into the Accounts Payable system, then totals the warrants.
  - c. Finance Manager – reviews and approves the General Ledger account coding for all invoices to ensure they are correctly coded, verifies that required departmental approvals are present and verifies that totals are correct.
  - d. Library Director or other Board designee – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$2,000 to ensure adherence to purchasing policy limits.
  - e. Board Treasurer – reviews the warrant list and signs the affidavit, along with any warrants for invoices over \$5,000 to ensure adherence to purchasing policy limits.
  - f. City Treasurer – reviews and signs the affidavit containing the total dollar amount of warrants before printing checks.
  - g. Accounts Payable – prints the checks in the Finance Department at the City. Checks are mailed by the Library the next day.
  - h. City Finance Director or designee - reviews the warrants, initials each one, signs the affidavit and returns the entire packet to the Library.
2. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and account coding.
3. In the absence of the Treasurer the Secretary will approve all payments.
4. The Library complies with the Illinois Local Government Prompt Payment Act (50 ILCS 505).

Revised: October 19, 2021

Revised May 18, 2021

Revised June 20, 2017

Approved August 16, 2016

## **A5. EXPENSE REIMBURSEMENT**

### **POLICY:**

The Park Ridge Public Library reimburses trustees and staff for individual expenses incurred on behalf of the library. These expenses include, but are not limited to, materials, supplies, professional development opportunities, meals and travel.

### **RULES:**

1. In accordance with the Illinois Wage Payment and Collection Act ([820 ILCS 115/9.5](#)), the Library will reimburse staff for all necessary expenses that are directly related to services performed for Library within the scope of employment. Materials and supply purchases made by personal payment method will be reimbursed in accordance with procedures established by the Library's Business Office.
2. In accordance with the Local Government Travel Expense Control Act ([IL Public Act 99-0604](#)) requires that the Library regulate the reimbursement of trustees and staff travel expenses as set forth below.
  - The Library shall reimburse permitted travel expenses, defined as any expenditure directly incident to official Library business travel by Trustees or Library staff.
  - Maximum allowable reimbursements for food, lodging, and transportation will be posted in the Business Office of the Library.
  - Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first and business class will be at the expense of the traveler. Personal automobile expenses will be approved at the IRS rate for business travel.
  - Cost of food shall not include the cost of alcoholic beverages or other intoxicants and should be reasonable and customary for the area.
  - Cost of lodging should be reasonable and customary for the area where the traveler is staying.
  - The total maximum allowed for any one trip per person for Library purposes is \$2,500.
  - The Library shall only approve reimbursement of expenses if the trustee, the Director, or employee submits said expenses on the Library's reimbursement request form.
  - The Library shall not reimburse any trustee, the Director, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, concerts, or any other places of public or private entertainment or amusement.
3. Approval of Certain Reimbursable Expenses  
The following expenses for travel, meals, and lodging may only be approved by a roll call vote at a Regular Meeting of the Board of Trustees.
  - Any reimbursable expenses of the Director or an employee that exceeds the maximum allowed under the regulations adopted in this policy.
  - Any reimbursable expense of a Library Trustee.
  - Any other reimbursable expenses due to an unforeseen emergency or other extraordinary circumstances.

Approved: December 21, 2021

## **A6. CREDIT CARD USE**

### **POLICY**

The purpose of this policy is to provide staff with clear expectations regarding the proper use of the Library's business credit cards. Use of a credit card is not intended to avoid nor bypass the Library's established Purchasing and Payments for Goods and Services policies. The Library Director, and up to 2 additional staff designated by the Director, are authorized to PRPL credit cards. Physical credit cards are stored in a locked drawer in the Library's Business Office.

### **RULES**

#### **1. Authorized Purchases**

- a. Include, but are not limited to, library supplies and materials, maintenance supplies, and food for PRPL events and programs.
- b. Individual purchases must be covered within budgeted amounts, not to exceed \$5,000. Purchases over \$5,000 require prior Board approval.
- c. Purchases may be made in person, online, or by telephone.
- d. When returning items purchased with a Library credit card, the cardholder is expected to follow the vendor's return policies. The transaction must be credited to the credit card that was used in the original purchase. Cash refunds are not permitted, under any circumstance.
- e. Authorized cardholders shall submit all receipts for purchases to the Business Office, within 7 days after making a purchase.
- f. The Library maintains a separation of duties between staff that orders materials and those that receive them, and staff that verify correct billing and coding.
- g. The Library Bookkeeper will reconcile all receipts/documents to monthly credit card statements.
- h. Monthly statements will be paid in full.
- i. Itemization of the charges of the Library Credit Cards will be included in the Warrant List.
- j. Any benefit received from Library Credit Card usage will accrue to PRPL.

#### **2. Unauthorized Purchases**

- a. Cardholders may not charge expenses that are not for "Authorized Purchases" to the Library credit cards.
- b. Any purchase that is not an "Authorized Purchase" shall be deemed the responsibility of the party charging such purchase and shall be reimbursed to PRPL before the payment date for same is due.
- c. Any unauthorized use of the Library credit card shall be grounds for suspension of use of the Library credit card, suspension or dismissal from employment and may form the basis for criminal charges to be brought.
- d. The Board and/or the Director may revoke authorization to use a Library credit card at any time.

#### **3. Lost or Stolen Credit Cards**

- a. Loss or theft of Library credit cards must be reported immediately to the Finance Manager.

Approved: October 19, 2021

## **A7. CAPITAL ASSETS**

### **POLICY:**

The Park Ridge Public Library (the "Library") maintains a fixed asset ledger for the capitalization of assets. Properties are examined for approximate value and all items judged to be of sufficient worth are included in the inventory. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Park Ridge Public Library capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

### **RULES:**

#### **1. Inventory**

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Park Ridge Public Library shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

#### **2. Definition of a Fixed Asset**

Capital Assets are major assets that have a presence in more than a single accounting period. They include such items as land, buildings, furnishings and equipment, and vehicles. The Library will use the following capital asset categories when accounting for capital assets:

- A. Land
- B. Construction in Process
- C. Works of Art
- D. Buildings
- E. Machinery and Equipment
- F. Office Furniture
- G. Vehicles
- H. Books and Library Materials

#### **3. Valuing Capital Assets**

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

#### **4. Capitalizing**

*When to Capitalize Assets:*

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a useful life of at least one year.

*Assets not Capitalized:*

Capital assets below the capitalization threshold on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold

#### **5. Park Ridge Public Library may have the following major classes of assets:**

- A. Land and Inexhaustible Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as excavation work, preparation of land for construction, landscaping.
- B. Works of Art – Capitalized value is to include the purchase or acquisition cost of artwork.

- C. Buildings – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.
- D. Machinery and Equipment – Assets included in this category are heavy equipment, generators, phone system and kitchen equipment.
- E. Office Furniture – Assets included in this category are office furniture.
- F. Vehicles – Costs include purchase price plus costs such as title & registration.
- G. Books and Library Materials – Book and Material assets include all items that are purchased for loan to patrons. All physical library material is capitalized as a single addition as opposed to individual purchases.

## 6. Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

### **Estimated Useful Lives**

	<b>Useful Life</b>	<b>Capitalization Threshold</b>
Land	N/A	\$1
Works of Art	N/A	\$10,000
Buildings	50 years	\$50,000
Machinery and Equipment	3 - 20 years	\$10,000
Office Furniture	3 - 10 years	\$10,000
Vehicles	10 years	\$10,000
Books and Library Materials	10 years	\$1

## 7. OTHER

- A. Removing Capital Assets from Inventory - Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the inventory listing and reported to the Business Office.
- B. Donations or Transfer - Each Department must add additions and deletions from donated or transferred assets to the inventory listing.
- C. Surplus Property - Each Department must report all capital assets classified as surplus to the finance department.
- D. Lost or Stolen Property - When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping, surplus property.

Revised: October 19, 2021

Approved May 18, 2021



## **A8. LEGAL**

### **POLICY:**

The Park Ridge Public Library maintains relationships with attorneys to advise the Library on matters including, but not limited to, liability, patron(s) rights, personnel, contract review, and disputes.

### **RULES:**

1. The Library Director recommends a budget amount for legal counsel as part of the annual budget review and approval process.
2. In the event of a Library Director vacancy, the Board President, or designee, is authorized to solicit legal counsel on behalf of the Library Board during the interim period.
3. A request from an individual trustee for the Library Director to seek legal counsel must be agreed upon by a majority of Trustees at a regularly scheduled Board meeting.
4. A request from an individual Trustee to seek direct legal counsel must be approved by majority vote at a regularly scheduled Board meeting.
  - a. Any request made outside of regularly scheduled Board meeting must be approved by the Library Board President and Vice President. The President or Vice President may, at their discretion, defer the decision to the next regularly scheduled Board meeting. If the President or Vice President are subjects of the legal matter, approval must be given by either the President or Vice President and a second Board Officer.
  - b. If a request for legal counsel is initiated by the Library Board President, approval must be given by the Vice President and a second Board Officer.

Approved: November 16, 2021

## **A9. IDENTITY PROTECTION**

### **POLICY:**

This Policy with Regard to the Collection, Use, Disclosure and Protection of Individuals' Social Security Numbers is intended to comply with Public Act 96-0874 of the State of Illinois, cited as the Identity Protection Act ("Act").

### **RULES:**

#### **1. Prohibited Activities:**

##### **A. No trustee or employee of the Library shall do any of the following:**

- (1) Intentionally communicate or otherwise intentionally make available to the general public, in any manner, an individual's social security number.
- (2) Print an individual's social security number on any card required for the individual to access products or services provided by the Library.
- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this subsection to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this subsection may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

##### **B. Except as otherwise provided in this Policy, no trustee or employee of the Library shall do any of the following:**

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

##### **C. The prohibitions in subsection B above do not apply in the following circumstances:**

- (1) The disclosure of social security numbers to agents, employees, contractors or subcontractors of the Library, or disclosure to another governmental entity or its agents, employees, contractors or subcontractors, if disclosure is necessary in order for the Library to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the trustee or employee of the Library must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy on the Library, to protect an individual's social security number, will be achieved.
- (2) The disclosure of social security numbers pursuant to a court order, warrant or subpoena.
- (3) The collection, use or disclosure of social security numbers in order to ensure the safety of:
  - (i) Library employees;
  - (ii) persons committed to correctional facilities, local jails and other law-enforcement facilities or retention centers;
  - (iii) wards of the State; and
  - (iv) all persons working in or visiting a Library facility.
- (4) The collection, use or disclosure of social security numbers for internal verification or administrative purposes.
- (5) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

D. Any previously adopted standards of the Library, for the collection, use or disclosure of social security numbers, that are stricter than the standards under this Policy with respect to the protection of those social security numbers, shall, in the event of any conflict with the provisions of this Policy, control.

## 2. Public Inspection and Copying of Documents:

Notwithstanding any other provision of this Policy to the contrary, all trustees and employees of the Library must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All trustees and employees of the Library must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents, as such information is exempt from disclosure under the Freedom of Information Act, pursuant to 5 ILCS 140/7(1)(b) as "private information," as defined by 5 ILCS 140/2(c-5).

## 3. Applicability:

- A. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule or regulation.
- B. This Policy does not apply to documents that are required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule or the Constitution of the State of Illinois.

4. Compliance with Federal Law:

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Library's compliance with said program shall not be deemed a violation of this Policy or the Act.

5. Embedded Social Security Numbers:

No trustee or employee of the Library may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by this Policy.

6. Identity-Protection Requirements:

- A. All trustees and employees of the Library, identified as having access to social security numbers in the course of performing their duties, shall receive training in regard to protecting the confidentiality of social security numbers. Said training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only trustees and employees of the Library who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
- C. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual providing the social security number, a statement of the purpose or purposes for which the Library is collecting and using the social security number shall be provided.
- E. A written copy of this Policy, and any amendments thereto, shall be filed with the Library Board within thirty (30) days after approval of this Policy or any amendments thereto.
- F. The Library Director shall make sure that all trustees and employees of the Library are aware of the existence of this Policy, and shall make a copy of this Policy available to each trustee and employee. If the Library amends this Policy, then the Library Director shall advise all trustees and employees of the Library of the existence of the amended Policy, shall make a copy of the amended Policy available to each trustee and employee of the Library, and shall file a copy of the amended Policy with the Library Board.
- G. The Library shall make this Policy available to any member of the public, upon request.

7. Violation:

Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in Sections 1.A. and 1.B. of this Policy) shall, pursuant to the Act, be guilty of a Class B misdemeanor.

If a trustee is found to be in violation of this Policy either as the result of an independent investigation or by an admission of the trustee, the violation will be reported to the Mayor of the City of Park Ridge.

8. This Policy does not supersede any more restrictive law, rule or regulation regarding the collection, use or disclosure of social security numbers.

## **A10. FREEDOM OF INFORMATION ACT**

### **POLICY:**

The Park Ridge Public Library complies with the provisions of the Illinois Freedom of Information Act as per [5 ILCS 140](#) ("FOIA"). The Library has established rules to implement the provisions of FOIA.

### **RULES:**

#### **1. FOIA Officer**

The Library Director shall be the FOIA officer. In the absence of the Library Director, the Finance Manager shall be the FOIA Officer. Staff designated as FOIA Officers must complete annual training mandated within thirty (30) days of appointment to the position.

Library Director/Freedom of Information Officer  
Park Ridge Public Library  
20 S. Prospect Avenue  
Park Ridge, IL 60068  
847-825-3123 - phone  
847-825-0001 - fax  
[librarydirector@parkridgelibrary.org](mailto:librarydirector@parkridgelibrary.org)

#### **2. Requests**

FOIA requests must be made in writing and can be submitted in-person, via email or fax. The Library must respond to a request within 5 business days after receipt of the request, or 21 days if the request is for commercial purpose. An extension of 5 days may be permitted under certain circumstances. Failure to respond to a written request within 5 business days, or an extended date agreed to in writing between the parties, may be considered by the requester as a denial of a request.

Categorical requests creating an undue burden upon the Library shall be denied only after extending to the requester an opportunity to reduce the request to manageable proportions in accordance with FOIA.

The FOIA Officer shall make available to the public at no charge the following materials:

- A brief description of the Library, including a short summary of its purposes, operating budget, location, approximate number of full and part-time employees, organization chart and identification of and membership of the Library Board and its committees;
- A brief description of the methods for requesting information and public records, a directory of the Freedom of Information Officers, the address where requests for public records should be sent and any fees allowed by FOIA; and
- A list of types and categories of public records maintained by the Park Ridge Public Library

Fees and costs for supplying records may occur according to the following schedule:

- First 50 pages of black and white, letter, or legal paper are free of charge
- After the first 50 pages, the Library will charge \$0.15 per page
- Color copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.
- Cost of electronic records, e.g. disks, diskettes, tapes, flash drives, etc., will be charged at the actual cost of the reproduction including the cost of the recording medium.

The Library Director will report all FOIA requests to the Library Board of Trustees at its Regular meetings.

### 3. Denial of a Request

When a request for public records is denied on the grounds that the records are exempt under the Act, the notice of denial shall specify the exemption claimed to authorize the denial. When the Library denies a request for public records, it shall notify the requester in writing of that decision, the reasons for the denial, including a detailed factual basis for the application of any claimed exception in accordance with FOIA, and the names and titles or positions of each person responsible for the denial.

A notice of denial shall also inform the requester of their right to review by the Public Access Counselor ("PAC"), including the PAC's address and phone number. The requester shall also be notified of the right to seek judicial review pursuant to the Act. The Public Access Counselor can be reached at: 1-877-299-3642; Illinois Attorney General's Office, 500 South Second Street, Springfield, Illinois 62706.

Records of FOIA requests, including notices of denial, shall be maintained in the Library's Business Office. Records of requests shall be open to public inspection and copying.

Revised November 16, 2021

Revised May 17, 2016

Approved May 19, 2015

## **A11. PUBLIC PARTICIPATION AND COMMENT AT BOARD MEETINGS**

### **POLICY:**

The Board of Library Trustees of the Park Ridge Public Library encourages and welcomes public participation and input, and will hear any interested individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Therefore, at the beginning of each scheduled meeting, a period of time not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

### **RULES:**

1. Members of the public wishing to speak are asked to sign in before the Board Meeting and provide their name and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
2. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
3. The Board President or Trustee presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized.
4. The maximum time allowed for each person to speak will be five (5) minutes. Speakers are expected to strictly adhere to time allocated and to be brief and to the point. The thirty-minute time limit and/or five minute maximum per speaker may be extended upon a majority vote of the Board.
5. Speakers must identify themselves, their topic(s) and group affiliation, if any, before speaking.
6. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.
7. Groups are asked to designate a single spokesperson.
8. Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to Library business. No public comments shall be heard on behalf of or opposed to a candidate for public office, or on any matter that may be subject to discussion by the Board of Library Trustees in closed/executive session in accordance with the Open Meetings Act.

9. Board members will generally not respond to comments from speakers. The Board President or other Trustee presiding may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
9. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other Trustee presiding at the meeting.
10. Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
11. The Board vests in the Board President or Trustee presiding, the authority to terminate the remarks of speakers who fail to adhere to the above rules.
12. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
13. No final action may be taken on any public comment or concern which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds. The Board may, however, direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.

Revised December 21, 2021  
Approved April 19, 2011



## **A12. MEETING ATTENDANCE VIA ELECTRONIC**

### **MEANS POLICY:**

Library Trustees are permitted to attend open meetings via electronic means, including audio or video conference in compliance with the rules of [5 ILCS 120/1.02](#)

### **RULES:**

1. A Trustee wishing to attend by electronic means shall give notice to the Library Director or designee stating the reason for their inability to physically attend the scheduled meeting.
2. The approved reasons for attending by electronic means are:
  - a. Personal illness or disability
  - b. Employment purposes or business of the public body
  - c. A family or other emergency
3. A quorum of the Board of Trustees or Committee must be physically present throughout the scheduled meeting.
4. The Trustee presiding at the meeting shall announce the name of the Trustee(s) wishing to attend by electronic means and the qualifying reason before the roll is taken.
5. After the roll of physically present Trustees is taken and the meeting is called to order, a motion must be approved by a majority of the present Trustees to allow the absent Trustee(s) to participate by electronic means.
6. The voice of the Trustee(s) attending electronically will be broadcast to the public and the Trustee(s) attending electronically shall be able to hear the discussions of the other Trustees and the public.
7. Trustees participating by electronic means are afforded all of the same rights as Board members who are physically present as well as being held to the same laws, standards of conduct, Robert's Rules of Order and voting procedures.
8. Trustees participating by electronic means may participate in closed session and should make a reasonable and good faith effort to participate from a location where they cannot be overheard by non-Trustees.
9. The Secretary will record in the meeting minutes the names of those members who are physically present and those attending electronically, in addition to recording the motion and vote of the physically present Trustees that allowed the Trustee(s) to attend the meeting electronically.

Revised December 21, 2021

Revised December 19, 2017

Revised July 19, 2016

Approved October 19, 2011

## **A13. GIFTS AND DONATIONS**

### **POLICY:**

The Park Ridge Public Library welcomes 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. Restricted gifts over \$5,000 require Board approval.
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. Gifts to the Endowment Fund over \$5,000 require Board approval.

#### **HISTORICAL DOCUMENTS**

1. Historical documents of local significance including newspapers, letters, journals, diaries and photographs will be accepted for the Library's historical collection at the discretion of the Library Director or Board of Trustees.
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.

#### **SECURITIES**

1. Marketable securities received by the Library as gifts may be accepted at the discretion of the Board and Library Director and will be handled in accordance with Illinois State Policy: "Public Funds Investment".
2. Gifts offered to the Library consisting of securities which are not readily marketable will be submitted to the Board for a decision on whether to accept the gift.
3. The Library will consult with a financial professional as to how to handle the security and how to comply with the Public Funds Investment policy.

#### **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 will 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 will be made in consultation with the donor. 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, social media outlets, and in printed Library materials 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.

Revised: October 19, 2021

Revised January 21, 2014

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

-----  
For special restrictions only:

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

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

## **A14. GIFTS OF REAL PROPERTY**

### **POLICY:**

The Park Ridge Public Library may accept gifts of real property when it is determined that such gifts will benefit the Library. All gifts are accepted at the discretion of the Library Director and the Board of Trustees as specified in the rules.

### **RULES:**

1. The Library shall not accept any real estate encumbered by a mortgage or other liens except when approved by the Board based on a recommendation by the Library Director.
2. The Library will be sensitive to the long-term cost of owning the property, including the distribution of maintenance money.
3. The Library will not accept gifts of real property that are difficult to manage or are encumbered with defects that could put the Library at risk once the Library is in the chain of title.
4. The Library will not accept gifts of real property that require environmental cleanup or any other environmental liability except for situations where acceptance of such an interest would present an extraordinary benefit for the Library.
5. Gifts of real property may be outright gifts, bargain sales (i.e., part sale/part gift transactions) or part of a charitable life income plan (i.e., a gift held in trust with a life income to the donor).
6. The Library may accept gifts with a retained life use but generally only if the life tenant agrees to pay for all ongoing carrying costs, including but not limited to real estate taxes, upkeep, insurance, maintenance and repairs to the property and utilities. The gift agreement for a retained life use shall contain the stipulation that if the life tenant defaults on the payment of these carrying costs, the retained life tenancy ceases.
7. It is the general policy of the Library not to accept partial or fractional gifts in real property except for the situations where acceptance of such an interest would present an extraordinary benefit for the Library.
8. Where real property is being conveyed to the Library, every effort will be made to take the property free of any encumbrances such as possibilities of reverter to the donor's heirs if the property is no longer used for Library purposes. Reverter or other restrictive use clauses could lead to the real property reverting to the heirs of the donor with no compensation to the Library. The Library attorney will be consulted about the best course of action if such clauses are to be included in the property deeds. If the Library decides to accept a gift of real property with a reverter clause, the Library may request that the prospective donor agree that the Library will be entitled to be reimbursed for any of the carrying costs of the real property, including but not limited to, property insurance, repairs and maintenance while the Library holds title to the property. If the donor declines to accept these terms, the Library must determine if it is in the best interests of the Library to accept the gift and agree to pay these carrying costs.
9. The Library Board of Trustees may decline any gift or bequest.

### **DONATION PROCESS:**

As donations and gifts vary in their impact on the Library, the review process will be tailored to the proposal's complexity. The donor should meet with the Library Director at the earliest possible time to discuss the review process for the specific gift. The process of establishing the Library's interest in accepting a gift of real estate shall begin with the initial gathering of basic information by the Library Director, including but not limited to: description of the property, current real estate tax bills, and statement of whether the gift is of a partial or complete interest.

Library staff will review land use requirements, legal requirements, potential public concern, maintenance issues and Library issues associated with the proposed gift. If it is determined that the Library could potentially benefit from this donation of real property, the Library will request additional information to be provided by the donor at

the donor's expense, including but not limited to: legal description, survey showing easements and right-of-ways, environmental hazard assessment, proof of ownership in the form of a title policy or title report, and any other information needed to determine liability risks or unacceptable restrictions on use or disposition of the real property. If the donor declines to provide at their cost the documents required to perform the necessary due diligence and to close on the property, and the Library Director, with Board approval, determines that it is in the best interests of the Library to further advancement of the gift by paying these costs, the Library Board shall review the matter at a regularly scheduled Board meeting.

After the Library Director receives all information, they will evaluate the gift's potential and make a recommendation to the Board of Trustees. The Board of Trustees will vote on whether or not to accept a gift of real property at a regularly scheduled Board Meeting.

Revised: October 19, 2021  
Approved February 18, 2014

## **A15. BUY A BRICK**

### POLICY:

To raise funds for special projects, the Park Ridge Public Library sells engraved bricks for installation in the Reading Garden 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. Other wording may be approved by the Library Director.
3. Company names, dates, and/or logos are permitted. Logos may be added for an additional charge of \$50 on 8" x 13" bricks.
4. The Library Director will review all applications for engraved bricks. The Library Director may 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.
5. Payments for bricks will be processed through the Business Office.
6. Bricks may be installed in other areas of the property around the Library at the discretion of the Library Director.
7. At the written request of the donor, bricks may be removed from the Library property. No funds will be returned. The disposal of any such bricks is at the sole discretion of the Library Director.
8. The Library cannot guarantee an installed brick will remain in perpetuity. Removal and disposition of an installed brick is at the sole discretion of the Board of Trustees.

Revised November 17, 2021

Revised June 18, 2019

Reviewed May 18, 2010

Approved: February 21, 2006

## **A16. NAMING RIGHTS**

### **POLICY:**

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

### **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 may consider naming the building after a donor who requests naming rights and who contributes a significant contribution, as determined by the Board, after review and public discussion.
2. 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.
3. Naming opportunities are available to individuals, families, foundations, corporations or other entities.
4. 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.
5. The Board of Trustees and the Library Director will be responsible for determining the manner in which the name is recognized.
6. The Board reserves the right to accept, reject, or request modification of naming proposals.

Revised December 21, 2021  
Revised June 18, 2019  
Revised May 18, 2010  
Approved: February 15, 2005



## **A17. SPONSORSHIPS**

### **POLICY:**

The Library welcomes sponsorships of programs, projects and events from individuals and groups including but not limited to businesses and service organizations. All sponsorships will be recommended by the Library Director and approved by the Board of Trustees as specified in the rules.

### **RULES:**

1. Sponsorships must be approved by the Board. 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
  - f. As determined by the Library Director or Board of Trustees.
5. Sponsorships that are unchanged may be renewed by the Library Director without additional approval of the Board.

Revised December 21, 2021

Revised May 18, 2010

Approved July 21, 2009

## **A18. ANNUAL LIBRARY AWARD**

### **POLICY:**

An annual Library Award will be presented to honor an individual or group that has performed extraordinary service to the Library.

### **RULES:**

1. The award presentation will take place at the Board of Trustee's April meeting, annually.
2. To be eligible, the nominee is expected to be selected either for service during the past year or for service over a period of years.
3. Previous honorees and current members of the Board of Trustees are not eligible for the award.
4. The Communications & Development 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 Communications & Development Committee will review the nominations and make a recommendation for approval by the full Board at their regular meeting in March.
7. A perpetual plaque inscribed with the names of each annual honoree will be displayed in a place of prominence in the Library.

Revised November 16, 2021

Revised May 21, 2013

Revised May 18, 2010

Approved: January 17, 2006

## **A19. COMMUNITY ADVISORS**

### **POLICY:**

To secure community input, encourage involvement and recognize the talents and expertise in our community, the Board of Trustees and Library staff may invite members of the community to serve as Community Advisors.

### **RULES:**

1. Advisors will be selected based on the nature of input the Board of Trustees is seeking.
2. Advisors will serve for a specific amount of time as determined by the Board of Trustees and/or suggested by the Library staff.
3. Advisors will be considered volunteers and will not be compensated for their time.
4. The recommendations of Community Advisors will be non-binding.
5. Advisors will be selected and serve at the discretion of the Board of Trustees.

Revised November 17, 2021  
Approved June 15, 2010



## B. Operations

## **B1. COLLECTION MANAGEMENT POLICY**

### **POLICY:**

A collection management policy is intended to support the vision, mission, and strategic plan of the Park Ridge Public Library. The Library Board of Trustees endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (see Appendix).

### **RULES:**

1. The Library Director operates under the authority of the policies adopted by the Library Board of Trustees. The Library Director is responsible for making recommendations to the Library Board of Trustees concerning updating the Collection Management Policy, through the Library Resources Committee, every 2 years as per [75 ILCS 5/4-7.2](#).
2. The Library Director in consultation with professional staff shall develop and implement the selection process using the criteria listed below.
  - community demand
  - published peer reviews
  - authority and accuracy of content
  - availability from reliable library vendors and distributors
  - existing library resources in the subject area
  - ownership and demand at nearby public libraries
  - media and critical attention
  - space
  - cost
  - physical durability of the item

All criteria need not be met for acquisition and can vary based on individual titles, formats, languages, and age levels.

3. The Library recognizes its obligation to protect the expression of diverse ideas and also its responsibility to provide a balanced presentation of 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 the responsibility for monitoring materials used by a minor rests with their parent or guardian. The Library shall not censor the reading materials of its patrons.
5. The Library collection shall include a variety of print, non-print, and digital 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 reading pleasure.

7. Due to budget and space constraints, the Library cannot purchase all materials available or requested. The Library is a member of the Cooperative Computer Services (CCS) consortium and lends and borrows materials from participating local libraries and institutions in order to best serve the needs of its users. The Library is also a member of the Online Computer Library Center (OCLC) and has the ability to lend and borrow materials from member libraries across the United States.
8. Purchase suggestions from patrons are welcomed and considered using the selection criteria above. If an item suggested by a Park Ridge Public Library cardholder is not purchased, staff will attempt to obtain the item through interlibrary loan whenever possible.
9. An attractive, current, and useful collection shall be maintained through a continual discarding of materials. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, obsolete format or lack of circulation. Materials removed from the collection may be donated to Friends of the Park Ridge Library, local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.
10. 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 2 year cycles.
11. Material formats will be evaluated based on the following criteria: use, availability, ability to replace, currency and availability of supporting equipment, space requirements.

Revised April 19, 2022  
Revised May 18, 2010  
Approved October 9, 1979

## **B2. 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. Patrons requesting review of an item must reside in Park Ridge.
2. The item in question will be reviewed by the Library Director, in conjunction with a Selection Review Committee composed of Library staff, 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 XXX  
Revised May 15, 2007  
Approved October 9, 1979



Park Ridge Public Library

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

REQUEST MADE BY:

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

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

Email: \_\_\_\_\_

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

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

---

---

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

---

---

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?

---

---

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

---

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

---

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

---

If yes, please identify source.

---

---



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**

Revised April 19, 2022  
Reviewed May 18, 2010  
Approved May 20, 2003

### **B3. 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 periodical subscription, or funding art or library furnishings.

#### **RULES:**

1. The Library will honor monetary donations recommending purchase of specific titles or areas of interest, provided that they meet the Library's selection criteria listed in the Collection Management Policy. If specific titles are not recommended the Library Director or professional staff will select materials that will strengthen the Library's collection.
2. 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.
3. Books or other library materials purchased by the donor for presentation to the Library may be accepted provided they meet the Library's selection criteria.
4. When appropriate, gift book plates will be affixed to those materials chosen to fulfill a donor's request.
5. All materials purchased under this Policy shall be processed, shelved and withdrawn, when necessary, in the same manner as items purchased from other funds.
6. It is not the function of the Library to appraise used materials. If a donor wishes an appraisal, it must be arranged prior to donating the materials to the Library.
7. 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.
8. All gifts shall be acknowledged with a letter from the Library Director to the donor.

*The Park Ridge Public Library appreciates your generous donation of 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:*

*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.*

*Items donated should contain useful current information.*

*Donations of the following will not be accepted by the Library:*

- a) Textbooks*
- b) Business and professional publications*
- d) Reader's Digest condensed books and encyclopedias*

Revised April 19, 2022  
Revised May 18, 2010  
Approved October 9, 1979

## **B4. LIBRARY PROGRAMS**

### **POLICY:**

As part of the Library's Mission, the Park Ridge Public Library provides programs to appeal to a wide variety of ages and interests. Library programs are provided free of charge, or on a cost recovery basis.

### **RULES:**

1. Library programs are offered throughout the year.
2. Programs may be limited to a specified number of participants due to the nature of the program and room capacity.
3. Registration may be required for Library programs as noted in the description of each program. Based on popularity or demand, Park Ridge residents may be given priority registration.
4. Nonresidents may be charged a fee to attend some Library programs including when the Library has hired an outside presenter, when continuing education units (CEUs) are offered, and for computer training classes. Fees may be paid by cash or check. If the Library cancels a program, a credit or refund will be issued unless the patron owes the Library money for late fees or other charges.

Revised January 18, 2022  
Revised April 21, 2015  
Revised May 18, 2010  
Approved June 12, 1979

## **B5. TEST PROCTORING**

### POLICY:

Adult Services Staff will proctor written tests for a fee of \$35.00 per test.

### RULES:

1. The Reference desk staff will proctor written tests only.
2. In addition to the \$35.00 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 Adult Services Manager or designee if they deem the proctoring request to be unreasonable in its demands or too burdensome to administer. The Library cannot provide proctoring if a staff member is required to supervise the student for the duration of the exam.
4. It is the responsibility of the student to follow testing instructions regarding the use of supplemental materials or devices during the test.
5. Tests will be returned to the institution issuing the test the next business day by mail, FAX or prepaid delivery service. The Library is not responsible if test materials are delayed or lost in route to their final destination.

Revised January 18, 2022  
Revised August 16, 2016  
Revised April 21, 2009  
Approved May 20, 2003

## **B6. VOLUNTEERS**

### **POLICY:**

The Library's volunteer program is designed to expand and enhance public service to the community. Volunteers provide valuable support services to paid staff by working on special projects and performing a variety of duties that support the operations of the Library.

### **RULES:**

1. All candidates must complete a Volunteer Application and pass a background check.
2. The Volunteer Coordinator maintains descriptions of the various volunteer opportunities. Vacancies may be posted on the Library's website.
3. The Volunteer Coordinator interviews volunteer applicants and determines if their skills, interests, and availability meet the Library's needs.
4. Volunteers may be assigned to one specific department or multiple departments.
5. Volunteers are expected to maintain a regular schedule as established by the Coordinator and to commit to a minimum number of hours per month. Volunteer positions are unpaid.
6. Volunteers are expected to comply with all Library policies and with the Library's Standards of Service Excellence.
7. Volunteers from outside Park Ridge city limits who maintain a minimum of six hours per month of volunteer service may after three months of service, obtain a courtesy library card that will be valid for one year and may be renewed annually provided the minimum service requirement is met.
8. In the event that a volunteer does not adequately perform the duties as assigned and an alternate position is not available, that volunteer may be released from service by the Coordinator in consultation with their Manager or the Library Director.

Revised December 21, 2021

Approved May 17, 2011

## **B7. UNPAID INTERNSHIPS**

### **POLICY:**

The Library provides opportunities for unpaid internships for students working toward a degree in Library and Information Science or a related field of study. Interns will be trained in line with a learning environment that is tied to their formal academic program. These opportunities are designed to offer students practical, project based experience, which provides beneficial learning that complements the work of paid staff.

### **RULES:**

1. All candidates must complete an Internship Application.
2. A background check will be required if the candidate is offered an unpaid internship within the Library.
3. Candidates must be enrolled in a graduate or undergraduate program or have graduated in the past 12 months.
4. The applicable department manager will review the unpaid internship applications. Candidates will be interviewed to determine the requirements of the internship as established by their educational institution. The relationship between the program requirements and those of the Library internship will be determined by Library management.
5. All candidates must be approved by the Library Director, who will assign a staff member to act as supervisor and mentor to the intern.
6. Interns may be assigned to one specific department. No more than one intern will be assigned to a department at one time.
7. Interns are expected to maintain a regular schedule as established by the Library and to commit to a set number of hours per week for the extent of their internship.
8. Interns are expected to comply with all Library policies and procedures.
9. The staff member responsible for the intern will maintain all records and complete any documentation required by the intern's educational institution.
10. Successful completion of an internship does not guarantee a paid position upon completion.
11. In the event that an intern does not adequately perform the duties assigned, they may be discharged from service by the assigned supervisor with the approval of the department manager and the Library Director.

Revised: October 19, 2021

Approved May 17, 2011

## **B8. PHOTO USE**

### **POLICY:**

Park Ridge Public Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

Library patrons may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

### **RULES:**

1. If a Library patron does not wish them self or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

Revised: October 19, 2021  
Approved August 21, 2012



## **B9. LIBRARY WEBSITE**

### POLICY:

The Park Ridge Public Library maintains a website to provide information on library collections, services, programs and policies. The website supports the Mission, Vision, and Strategic Plan established by the Library Board of Trustees.

### RULES:

#### 1. Address (URL) and Hosting

The website address is [www.parkridgelibrary.org](http://www.parkridgelibrary.org). The website is hosted by a third party vendor that provides content management tools and technical support.

#### 2. Webmaster

The website is managed by the Website Review Committee, an interdepartmental staff committee designated by the Director. The Committee meets bi-monthly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.

#### 3. Scope

The website is intended to provide both the public and staff access to a variety of educational and informational resources. It provides a dynamic collection of links and content on a variety of subjects for users of all ages and levels of experience. The information complements the print and multimedia collections of the Library and includes a web-based catalog, online databases, electronic books, information on Library programs and services, policies, agendas and minutes, and links to other selected Internet websites.

#### 4. Content Management

Website content is updated regularly by the members of the Website Review Committee. All content is reviewed by the Library Director, or designee, prior to publication.

Only information about the Library will be published on the website. Commercial trademarks and logos will only be used if they are indicating sponsorship of a Library event or represent a vendor that provides online content such as third party online databases and resources. There will be no advertising on the website.

#### 5. Links

The Library will provide links from its website to other websites to support the Library's goal of providing a wide range of information to the public. Government, non-profit, and commercial websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The site's owner or sponsor is easily identifiable, and contact information is provided.

The site does not charge for access. As website content may change or disappear entirely without notice, the Library cannot be held responsible for the content or accuracy of

websites not maintained by the Park Ridge Public Library staff. Library staff will make every effort to keep links current and will encourage website visitors to utilize the "Contact Us" function on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The Library reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text or is a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

#### 6. Electronic Newsletter

The Library maintains a list of subscribers to our electronic newsletters. Participation is voluntary and patrons may unsubscribe at any time. Emails are for the exclusive use of the Library and will not be transferred or used for any other purpose.

#### 7. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free, though the Library will attempt to correct information in a timely manner. Problems should be reported using the "Contact Us" feature on the website.

#### 8. Disclaimer of Liability

The Park Ridge Public Library shall not be held liable for any improper or incorrect use of the information contained on the Library website and assumes no responsibility for anyone's use of the information.

#### 9. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties and patrons. Opinions, information and content expressed or made available by third parties, including information providers, patrons and others are those of the respective author(s) or distributor(s) and do not necessarily state or reflect the opinions of the Library staff and Board of Trustees.

Revised November 16, 2021  
Revised May 21, 2013  
Approved September 21, 2010

## **B10. PARK RIDGE COMMUNITY NETWORK WEBSITE**

### **POLICY:**

The Park Ridge Community Network (PRCN) website provides information about Park Ridge, IL including information about community organizations and other community resources of interest to residents and visitors.

### **RULES:**

#### **1. Address (URL) and Hosting**

The website address is [www.parkridge.info](http://www.parkridge.info). The Library has a contract with a web hosting company to provide 24/7 support of the site, content management tools and technical support.

#### **2. Webmaster**

The website is managed by the Community Network Committee, a Library staff committee designated by the Director. The committee meets bi-monthly to review content and suggest changes or enhancements to the site in order to provide a wide array of current and relevant information about Park Ridge.

#### **3. Scope**

The PRCN provides information via links to the City of Park Ridge, Park Ridge Park District, community schools and other community services. The PRCN features information on community organizations of a nonprofit, community-oriented nature, a link to the City's business license database, and a directory of shops and restaurants within the city limits.

#### **4. Content Management**

Only information about Park Ridge, IL, community organizations that regularly meet in Park Ridge and have a membership that includes at least 50% Park Ridge residents are included on the PRCN website.

Designated representatives of community organizations as defined above may submit information about their organization, including schedules of meetings, events and news. Website content is updated regularly by members of the Community Network Committee. All content will be reviewed by the Library Director, or designee, prior to publication.

Commercial trademarks and logos will only be used if they are indicating sponsorship of an event hosted by a community organization.

Advertising on the website is prohibited.

#### **5. Submitting Information to be Posted on the Website**

Information to be posted on the website shall be submitted via the form included on the PRCN home page. There is no charge to post information on the website.

## 6. Links

Library staff are responsible for developing links from the PRCN website to other websites. Selected links to other websites support the goal of providing current and relevant information to the public. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The website's owner or sponsor is easily identifiable, and contact information is provided.
- The website does not charge for access.
- Links that contain political campaign information shall not be included.

Since website content may change or disappear entirely without notice, the Library and its staff cannot be responsible for the content or accuracy of websites it does not host. Library staff will make every effort to keep links current. Website visitors will be instructed to utilize the "Contact Us" function of the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The Library reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text. The Library has the right to deny or remove a link to a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

## 7. Errors and Omissions

The Library does not warrant that access to the PRCN website will be uninterrupted or error free. Problems should be reported using the "Contact Us" feature on the website.

## 8. Disclaimer of Liability

The Park Ridge Public Library shall not be liable for any improper or incorrect use of the information contained on the PRCN website.

## 9. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties and patrons. Opinions, information and content expressed or made available by third parties, including information providers, patrons and others are those of the respective author(s) or distributor(s) and do not necessarily state or reflect the opinions of the Library staff and Board of Trustees.

Revised November 16, 2021  
Approved February 21, 2012

## **B11. SOCIAL MEDIA**

### POLICY:

The Park Ridge Public Library uses various social media platforms to communicate information and promote Library programs, collections, services. Social media is defined as online discussion forums, including but not limited to Facebook, Twitter, Instagram and LinkedIn. The Library allows the posting of public comments on social media platforms as specified in the rules.

### RULES:

1. The Library's social media platforms are managed by the Library Director and Marketing Office staff. This group meets regularly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.
2. The Library Director or their designee reserve the right to monitor content before it is posted on any Library sponsored social media platform.
3. The Library does not endorse the opinions expressed in comments, posts or responses on its social media platforms.
4. By using this service, patrons agree to abide by the Library's Social Media Policy. Comments posted to Library-sponsored social media platforms are moderated by Library staff.
5. The Library reserves the right to remove comments, posts, or responses containing information including, but not limited to, the following:
  - Language perceived as abusive or bullying in nature
  - Advertising or sale of merchandise or services
  - Copyright and trademark violations
  - Spam
  - Obscenity
  - Specific threats, discriminatory or harassing language
  - Libelous or defamatory comments
6. The Library will make every reasonable effort to monitor comments posted to its social media outlets, however continuous monitoring is not practicable.
7. Comments posted in violation of this policy can be reported to the Library using the social media outlet's direct message feature or by contacting the Library Director via telephone or email at [librarydirector@parkridgelibrary.org](mailto:librarydirector@parkridgelibrary.org)
8. The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

## **B12. LIBRARY MATERIALS DEPOSITORIES**

### **POLICY:**

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

### **RULES:**

1. The building depository adjacent to the Prospect Avenue entrance is open during the hours the Library is closed. Under extenuating circumstances, the Library Director may authorize the building depository to be open during regular Library hours.
2. The drive-by depository in the parking lot is open at all times except when the Library will be closed the following day.
3. All materials may be returned through the depositories except Exploration Library items, big books, theme bags, music kits, parenting kits, magnifiers, and electronic devices.
  - a. Damage to these items returned in the depositories will result in a damage or replacement fee. If returned late, Exploration Library items will incur overdue fines.

Revised January 19, 2022  
Revised January 18, 2011  
Approved March 13, 1979

## **B13. TEMPORARY OUTDOOR PUBLIC ART**

### **POLICY:**

Temporary outdoor public art displays approved by the City of Park Ridge may be displayed on the Library grounds.

### **RULES:**

1. The outdoor public art display must be approved by the City Council as defined in Council Policy Statement 46 and the organization must comply with all the requirements of the Council policy.
2. Objects that are damaged or cause a safety hazard for Library patrons must be removed by the organization at the direction of the Library Director or the Board of Trustees.
3. Liability insurance as required in Council Policy Statement 46 will name the Park Ridge Public Library as an additional insured and proof of such coverage must be provided to the Library.

Revised December 21, 2021

Approved May 15, 2012

## **B14. LITTLE FREE LIBRARIES**

### POLICY:

In partnership with local family foundation, Marion's Mark, the Library supports Little Free Libraries that serve the Park Ridge community. The Little Free Library initiative is a book exchange program whereby members of the Park Ridge community install a "library" on their property, inviting community members to borrow and lend books.

A property owner must submit an application that includes evidence of ownership (e.g., tax bill) to be considered for a Little Free Library. In the case of a condominium owner, the applicant shall also submit written consent from the condominium association approving the placement of the Little Free Library on the property. Subject to availability, recipients will be selected based on their application responses and their location, at the discretion of the Library Director with approval of a representative of Marion's Mark.

Everyone who participates in the Little Free Library program has the right to help ensure the types of books stocked are appropriate for the community of all ages and backgrounds. The property owner nor the Park Ridge Public Library are liable for the content in Library Free Library collections. The Park Ridge Public Library subscribes to the American Library Association Freedom to Read Statement. As such, censorship is not supported by the Library and a balanced collection of books is strongly recommended.

### RULES:

1. Marion's Mark/Park Ridge Public Library Little Free Libraries (LFLs) must be located within the city limits of the City of Park Ridge.
2. Marion's Mark, through the Park Ridge Public Library, will be responsible for the following:
  - Provide, install and paint LFLs
  - Periodically check on LFLs
  - Make repairs as needed in a timely fashion.
  - Installing signage on LFLs which states that Library materials may not be returned to LFLs.
3. Stewards of a Marion's Mark/Park Ridge Public Little Free Library (LFL) must agree to the following:
  - Provide land in a visible location close to sidewalk
  - Keep LFL clean and free of debris
  - Report damages or concerns to PRPL staff contact such as when the LFL:
    - needs more books
    - needs repairs or re-painting
    - needs replacement
    - needs removal
  - In cooperation with the Library, stewards will maintain their LFL collection and add new materials as needed.
  - Monitor the contents of their LFLs to the best of their ability.
  - Will provide updates on usage of LFLs on a regular basis.

LFL stewards should notify PRPL staff contact should they move or need to update contact information
4. Stewards are also encouraged to do the following:
  - Contribute books and assess stock
  - Choose siding and trim colors from samples provided by Marion's Mark



5. The Park Ridge Public Library, or representatives of the Library, agree to the following:
  - Check on condition of LFLs on a regular basis
  - Assist stewards with maintaining collections and adding new materials as needed
5. The property owner on whose property the LFL is placed agrees as part of the program to a revocable license allowing either the property owner, or the Park Ridge Library to terminate the arrangement and remove the LFL as their respective needs arise and understands and agrees to hold the City of Park Ridge and the Park Ridge Public Library harmless from any and all claims, loss or damage to property owner's property, and against liabilities and costs, including attorney's fees, as a result of participation in this activity.

LFL USE:

1. LFLs are open to anyone, no library card or residency required.
2. LFL materials can be kept for as long as readers need to finish the item.
3. Volunteers may apply to help maintain the libraries on a monthly basis and organize books for delivery to the libraries.
4. Regular Park Ridge Public Library circulated materials cannot be returned to the Little Free Libraries; they must be returned to the Park Ridge Public Library to be checked in and circulated in the library collection.



## C. Patrons

## **C1. SECURITY CAMERAS**

### **POLICY:**

The Park Ridge Public Library has installed security cameras for the safety and security of Library patrons, staff, and property. The security camera installation consists of dedicated cameras which provide monitoring through a video management system. The primary purpose of security cameras is to discourage inappropriate and illegal activities and, when necessary, to provide a record of such activities in accordance with applicable federal, state, and local laws, regulations and requirements regarding the confidentiality of library records.

### **RULES:**

1. The Park Ridge Public Library shall post and maintain signs at the entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library.
2. Cameras are positioned to monitor interior public areas of the Library building. Under no circumstances shall cameras monitor areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms or staff break rooms.
3. Video monitoring records are not to be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity on Library property, suspected violation of Library *Conduct in General* policy, or incidents where there is reasonable basis to believe a claim may be made against the Library.
4. Video data is recorded and stored digitally. Recorded data will be treated as confidential and secure. Access to live feeds of images and recorded video data will be limited to authorized Library staff designated by the Library Director.
5. Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about library users or the circulation records of library users. All requests for disclosure of recorded images, except as stated above for law enforcement purposes, shall be made in accordance with the Freedom of Information Act, and submitted to the Library Director.
6. The Library may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property. Law enforcement officials or agencies may be provided access to the recorded data when allowed under the law, such as pursuant to a court order, upon giving a sworn statement of imminent danger of physical harm, or as otherwise permitted by law. Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by Illinois state law and the Library's policies.

7. Only employees authorized by the Library Director will be provided access to view and/or export video footage. Unauthorized copying or recording of video footage through cell phones, portable devices, or any other means is prohibited. Any Library employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.
8. Recordings shall be kept for approximately 20 days, with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any matters pertaining to the recording have been resolved, or for any length of time as required by an applicable litigation hold letter. The storage media shall be kept in a secure area. At the Library Director's discretion, stored still images may be shared with staff library-wide.
9. A copy of this policy will be shared with any patron or staff member upon request. This policy shall be posted on Library's website. The Park Ridge Public Library disclaims any liability for use of the video data in accordance with the terms of this policy.

## **C2. CONFIDENTIALITY OF PATRON INFORMATION**

### **POLICY:**

The Park Ridge Public Library respects 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 Library Records Confidentiality Act (75ILCS 70/1).

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

### **RULES:**

1. This policy applies to 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, or designated department managers are authorized to disclose this 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.

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 department managers that have special authority with respect to confidentiality and privacy issues. Designated department managers are 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 department managers, 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.

In the event staff is served with any subpoenas, warrants, court orders or other investigatory documents directed to the Park Ridge Public Library or pertaining to Library property, staff shall immediately deliver such document(s) to the Library Director or one of designated department managers to ensure compliance with paragraph 6.

In the absence of the Library Director, designated department managers are required to know the location of this policy and encouraged to present a copy to any government officer, to indicate the Library's policy and demonstrate that the manager does not intend to be uncooperative.

Revised: October 19, 2021

Revised May 17, 2016

Revised May 18, 2010

Approved December 16, 2003

### **C3. 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 qualified non-residents.

#### **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 that library card is in good standing.
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 policy.
4. A maximum of 150 items may be checked out on a patron card at any time.
5. 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 16 or older 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. For residents under the age of 16, a parent or legal guardian must sign the application and agree to be responsible for all fees and lost or damaged items checked out on the library card issued to their child.

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 or leases 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.

3. Any non-resident employee of the City of Park Ridge
4. Any volunteer who resides outside of RAILS service area, has volunteered a minimum of 6 hours per month, and after 3 months of service, qualifies for a free card for 1 year.

C. Qualified 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, if that person's principal residence is not within a taxing district through which library services are available as per [75 ILCS 5/4-7](#)

1. 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.
2. 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.
3. Any person whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised May 17, 2022  
Revised July 16, 2019  
Revised October 19, 2010  
Approved March 13, 1979



#### **C4. 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 RAILS 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 qualification letter to eligible students at the beginning of each school year to present to the Library at the time of registration.
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 twenty 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 fines. Bills for long overdue items and outstanding fines will be billed 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 policy.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised May 17, 2022  
Revised May 21, 2013  
Reviewed May 18, 2010  
Approved December 16, 2003

## **C5. TEACHER CARDS**

### **POLICY:**

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

### **RULES:**

1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. 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.
3. Teachers who are eligible may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher 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 policy.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised May 17, 2022  
Approved July 16, 2019

## C6. CIRCULATING MATERIALS/SCHEDULE OF FEES

### POLICY:

Library books and other materials, except certain reference and historical items, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are in good standing. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, 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. The Library does not charge daily overdue fines for the items listed in the chart below.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

### RULES:

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

Annual non-resident borrower's card Fee shall be determined annually by formula established by Illinois State Library per <a href="#">75 ILCS 5/4-7</a> and codified in a Resolution approved by the Library Board of Trustees.	
All other borrower's cards; no charge for initial card; replacement of lost cards	\$1.00
Lost item barcode label	\$2.00
Collection fee for accounts sent to collection agency	\$10.00

Materials	Restrictions*	Loan Period	Renewable	Holdable
Books		3 weeks	3 times	Yes
Books - 14-day		2 weeks	1 time	Yes
Books - Most Wanted		2 weeks	No	No
New Large Print Books		3 weeks	3 times	Yes
Book Club Books		3 weeks	2 times	No
Books on CD/ Compact Discs		3 weeks	2 times	Yes
New Books on CD/ Compact Discs		3 weeks	1 time	Yes
New DVDs		7 days	1 time	Yes
DVDs		7 days	2 times	Yes
New BLU RAY DVDs	Limit 10 per person	7 days	1 time	Yes

BLU RAY DVDs	Limit 10 per person	7 days	2 times	Yes
HOT DVDs	Registered patron of Park Ridge Public Library; Limit 2 per person	3 days	No	No
TV Series DVDs		2 weeks	2 times	Yes
Movie Marathon bundles	Registered patron of Park Ridge Public Library	2 weeks	No	No
Video Games	Limit 5 per person	2 weeks	2 times	Yes
Overdrive/Libby – Digital Media	Registered patron of Park Ridge Public Library Limit of 15 checkouts at a time	2 weeks	Yes	Yes, 10 holds at a time
Axis360 – Digital Media	Registered patron of Park Ridge Public Library Limit of 5 checkouts at a time	2 weeks		Yes, 5 holds at a time
Hoopla – Digital Media	Registered patron of Park Ridge Public Library Limit 10 checkouts per month	Movies: 72 hours Music: 1 week Audiobooks: 21 days	NA	NA
Kanopy – Digital Movies	Registered patron of Park Ridge Public Library Limit 8 checkouts per month	3 days	NA	NA
Magazines and pamphlets		3 weeks	2 times	Yes
Magazines – Digital	Registered patron of Park Ridge Public Library	Unlimited	N/A	N/A
Playaways	Limit 5 per person	3 weeks	2 times	Yes
Youth theme kits and bags	Registered patron of Park Ridge Public Library	3 weeks	2 times	Yes
Memory Care collection items	Limit 5 per person	3 weeks	2 times	Yes
Reference Items		At discretion of Librarian	No	No
Special Services Equipment **	Registered patron of Park Ridge Public Library	6 weeks	2 times	Yes
Digital Media Lab External Hard Drive	Registered patron of Park Ridge Public Library	7 Days	No	No
*Unless noted, all items may be checked out by registered patron of a RAILS library.				
**Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.				

2. If the item being renewed is on reserve for another patron, the item may not be renewed. Renewable items may only be renewed on the library card on which they were originally checked out, unless approved by Patron Services staff.

3. Library materials may be renewed at the Patron Services Desk, online, or by phone.
4. The date due at time of check out serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- |                                 |                 |
|---------------------------------|-----------------|
| 1 <sup>st</sup> Overdue Notice: | 3 days overdue  |
| 2 <sup>nd</sup> Overdue Notice: | 15 days overdue |
| 3 <sup>rd</sup> Overdue Notice: | 28 days overdue |

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 (value of materials) in fees will, at the discretion of the Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

5. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on their card. Lost items should be reported immediately to avoid cost of additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.
6. Any person who owes more than \$10.00 in fees or has billed items is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
7. Lost materials:
  - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
  - If the item is returned within 1 month 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. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
  - If any protective coverings, inserts or DVD box is lost, the patron will be charged the retail price of the container plus \$5.00 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.

8. 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 their designee determines that the item cannot be repaired, the item will be treated as lost.
9. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
10. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

Revised May 17, 2022  
Revised May 21, 2019  
Revised May 30, 2018  
Revised March 20, 2018  
Revised July 18, 2017  
Revised January 17, 2017  
Revised July 21, 2015  
Approved March 13, 1979

## C7. EXPLORATION LIBRARY CIRCULATING EQUIPMENT/SCHEDULE OF FEES

### POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and are in good standing. Some Items are restricted to card holders 18 and older.

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

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

### RULES:

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

<b>Equipment</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Holdable</b>	<b>Overdue fees /day</b>	<b>Maximum fees Overdue</b>
GoPro Cameras	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Green Screen Kits Screen, tripod, lights	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses	18 years and older Limit 1	1 week	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Backyard Movie Bundle	18 years and older  Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
PlayStation VR	18 years and older	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)

	Limit 1					
Mobile Document Scanner	18 years and older  Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Outdoor Games (Bocce Ball; Giant 4x4)	18 years and older  Limit 1	1 week	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		1 week	No	No	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older  Limit 1 Service is deactivated if item is overdue.	2 weeks	No	Yes	NA	\$50.00 (but not to exceed retail cost)

2. The date due serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

1<sup>st</sup> Overdue Notice: 3 days overdue

2<sup>nd</sup> Overdue Notice: 15 days overdue

3<sup>rd</sup> Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in fees will, at the discretion of the Patron Services Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on their card. Lost items should be reported immediately. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.



4. Any person who owes more than \$10 in fees or has billed items is considered “blocked” and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
5. Lost materials:
  - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
  - If the item is returned within 1 month 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. The refund will be the cost of the item paid for, minus the nonrefundable processing fee that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
  - If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
  - Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.
6. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
7. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron’s equipment while using Library materials.

Revised May 17, 2022  
Revised May 30, 2018  
Revised March 20, 2018  
Approved February 21, 2017

## **C8. 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:**

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 (\$1,000.00).
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.
10. The lender must withdraw the item(s) within sixty days following termination of the agreement. Any item left after sixty days shall become the property of the Library.



## 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: \_\_\_\_\_

## **C9. INTERLIBRARY LOAN SERVICES**

For the purposes of this policy, Interlibrary Loan is defined as items that are either lent or borrowed from outside the local consortium, Computer Cooperative Services (CCS).

Lending and borrowing of materials within the CCS consortium are dictated by the CCS Governing Board approved Resource Sharing policy. The Library Director is a member of the Governing Board.

### **LENDING**

#### **POLICY:**

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

#### **RULES:**

1. All loanable materials are checked out for a period of four weeks.
2. All interlibrary-loaned materials can be renewed with the approval of designated Library staff.
3. New materials will be interlibrary-loaned after six months from accession
4. Reference and local history items will be loaned at the discretion of the Adult Services Manager
5. Materials that are lost by borrowing libraries will be charged replacement cost plus a \$5.00 processing fee.

### **BORROWING**

#### **POLICY:**

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.
2. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Patron Services Staff; Libraries may be contacted by the Interlibrary Loan Coordinator for longer renewals.
3. 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.

*PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:*

POLICY:

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 RAILS the patron will not be assessed a fee.

RULES:

1. The requestor must be a Park Ridge Library cardholder in good standing.
2. Payment for materials is due upon pick-up of materials.
3. Five articles may be requested for a patron at one time.

*PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:*

POLICY:

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. Reference and local history items will be photocopied at the discretion of the Adult Services Manager.

Revised May 17, 2022  
Revised May 15, 2012  
Revised May 18, 2010  
Approved January 19, 1993

## **C10. CONDUCT IN THE LIBRARY**

### **POLICY:**

The Park Ridge Public Library is a trusted and valued partner that engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow. To that end, Library patrons and staff who visit the Library building and grounds deserve a safe, clean, courteous, respectful and productive environment in which to use materials and services.

### **RULES:**

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors are in conflict with the Library's mission.

- Interfering with the use of the Library or its resources by Library patrons
- Interfering with Library staff performance of their duties.
- Harassing or disrupting patrons or staff through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Misusing or rearranging Library furnishings, materials and equipment.
- 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.
- Stealing, vandalizing, defacing or mutilating Library property.
- Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building on Library grounds within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Consuming or possessing alcohol or illegal drugs in the Library building or on Library grounds. Individuals exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at an authorized Library function.
- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library.
- Using the public restrooms for the purpose of bathing, grooming, or laundering.
- Failing to dress appropriately and wear shoes at all times. (Examples include, but are not limited to, bare chest, transparent or see-through clothing, and bathing suits). Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff.
- Conducting any activity that obstructs or interferes with patron ingress or egress.
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- Bringing animals into the Library building. Only authorized service animals and animals used for programs are allowed in the Library building.
- Leaving personal items unattended in the building. Responsibility for lost, stolen, or damaged items rests with the owner.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds.
- Failing to follow a Library staff member's directive.

Furthermore, the Library it is not designated or intended to serve as a primary classroom or place of business, which are secondary and accessory uses permitted by the Library.

- The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that such activities interfere with the Library's principal designated and intended use and/or operations. The Library may require such groups to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.

A violation of these rules may result in any of the following sanctions:

- A warning
- A request to leave the Library grounds. For the purpose of this policy, see attached map of "Library Grounds".
- A call to the Police or other legal actions as seems most appropriate to the Library Director or their designee.
- A suspension of Library privileges for up to forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Library Director or their designee.
- A suspension of Library privileges for longer than forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Board of Trustees at the next scheduled Board meeting.

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state their views as to the facts giving rise to the proposed sanction.

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address. A patron may then request reconsideration of the decision to the Board of Trustees within forty-five (45) days. Any such request must be submitted in writing. Failure to do so within forty-five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

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

For the purposes of this policy, "Library privileges" include but are not limited to:

- Use of library card
- Presence on Library grounds
- Attendance at Library programs and/or events

Revised February 15, 2022

Revised January 16, 2018

Revised November 21, 2017

Revised September 19, 2017

Revised September 20, 2016

Revised October 15, 2013

Revised May 21, 2013

Revised May 18, 2010

Approved January 8, 1980



## PARK RIDGE PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES

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

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

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

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

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Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

*(Optional)*

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

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

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

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

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

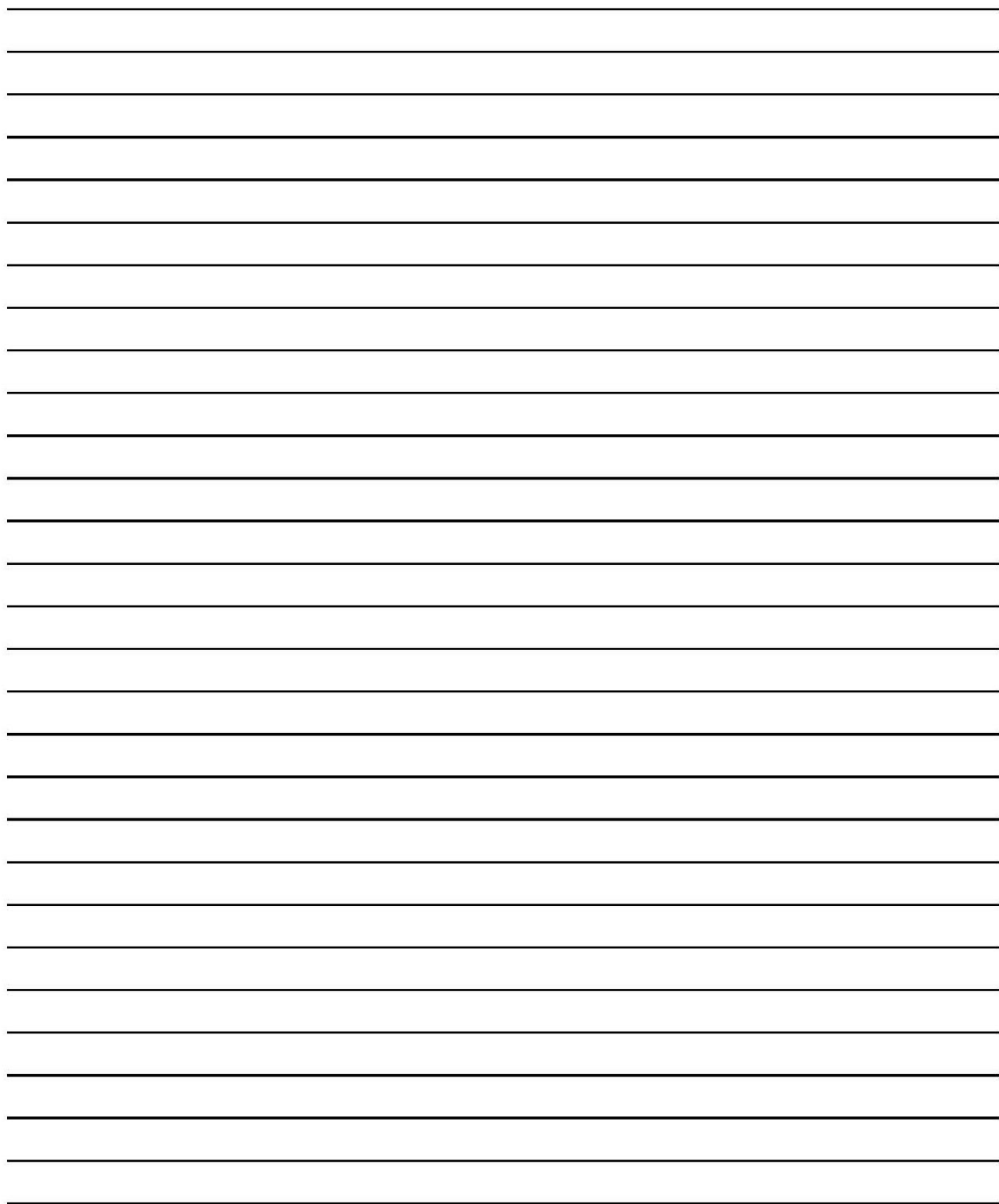
Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

You will be notified in writing of the decision of the Library Board.

Mail completed form to:

**Library Director, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068**





# “Library Grounds”

(For the purposes of Library Policy IF1, Conduct in the Library)



## **C11. CHILDREN IN THE LIBRARY**

### **POLICY:**

The Park Ridge Public Library welcomes the use of its facilities and services by children. The Library is a public building, and as such, it is not recommended to leave children who have not attained 3<sup>rd</sup> grade, unattended. The safety of children under the age of 18 lies with the parent, guardian, or caregiver.

### **RULES:**

1. Parents, guardians and caregivers are responsible for the safety and actions of those children whom they are supervising in the Library. A caregiver must be age 12 or older. Library staff are unable to directly supervise or direct the activities of children in the Library.
2. Children in kindergarten or younger must be directly supervised at all times by a parent, guardian, or caregiver.
3. Children who are not yet in 3<sup>rd</sup> grade must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. A child who is not yet in 3<sup>rd</sup> grade may attend a Library program without a parent, guardian or caregiver. However, the parent, guardian or caregiver is expected to remain in the library building and immediately join their child at the end of the program.
4. Children in 3<sup>rd</sup> grade, or older, may use the Library without a parent, guardian, or caregiver, provided they adhere to the *Conduct in the Library* policy.
5. The Children's Services Department, on the Library's first floor, is for the use of children and adults accompanied by children. The Teen Loft, on the Library's third floor, is intended for the use of children, grades six through twelve.
6. If a child, under the age of 12, remains longer than 15 minutes after the building has closed, the Library staff member in charge will contact the police. The Library staff member in charge and an additional staff member will stay with the child until a parent, guardian, caregiver or police arrive.

Revised June 21, 2022  
Revised August 18, 2015  
Revised May 18, 2010  
Approved: April 15, 2008

## **C12. VULNERABLE ADULTS**

### **POLICY:**

The Park Ridge Public Library strives to provide a welcoming and safe environment for all patrons. The Library is concerned for the safety of vulnerable adults in the Library. Vulnerable adults are functionally, mentally or physically unable to care for themselves and should be accompanied by another adult in the Library at all times. This includes adults who need staff support beyond normal assistance with Library services and at Library programs.

### **RULES:**

1. A parent, guardian, or caregiver age 18 years or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.
2. If it is determined a vulnerable adult is in the library without a parent, guardian or caregiver, the Library staff member in charge will attempt to contact that individual before calling 911. If a parent, guardian or caregiver cannot be reached within 15 minutes, the police will be contacted and asked to facilitate a wellness check.

Approved June 21, 2022

### **C13. PAGING PATRONS**

#### **POLICY:**

Park Ridge Public Library staff will not page patrons except in an emergency or in special situation as deemed necessary by the Person In Charge (PIC).

#### **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. Children may use the telephone in the event of an emergency or to reach their parent/guardian.

Revised January 18, 2022  
Revised May 18, 2010  
Approved March 13, 1979

## **C14. PUBLIC ACCESS COMPUTERS**

### **POLICY:**

The Park Ridge Public Library provides public access computers for use by the general public. These computers provide access to the Internet, word processing software, presentation software, and spreadsheet software.

### **RULES:**

1. The Library has an automated PC reservation system to manage the public access computers. Park Ridge library card holders may make a reservation in person or in advance by phone.
2. Park Ridge library card holders must use their library card number to reserve and log onto a public access computer.
3. If a card holder does not have their library card, Library staff will look up their card number if proper identification is provided.
4. During times of high demand, priority for computer access will be given to Park Ridge Public Library cardholders over guest users.
5. Staff on duty has the right to cancel or interrupt use of a computer at any time.
6. The Library reserves the right to determine which peripherals can be used with Library computers.
7. Patrons may not bring their own programs to use on Library computers.
8. The Library is not responsible for damage to peripherals that a patron uses on a Library computer.
9. Most programs include self-explanatory directions. While the Library staff is available for guidance, they cannot provide in-depth instruction.
10. USB drives are available for purchase at the Reference Desk for a nominal fee
11. The Law forbids duplication of copyrighted software. Library software may not be copied.
12. 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 Library computers.

Revised June 21, 2022

Revised February 18, 2014

Revised May 21, 2013

Revised April 21, 2009

Approved September 17, 1985

## **C15. 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 Park Ridge Public Library is responsible only for information that Library staff has produced and published on the Library's website. The Library is not responsible for the content, availability or accuracy of information provided by other agencies or institutions, or for that of any external sites linked to Library pages. The Library cannot assure access to all resources at all times.
2. The Library has installed filtering software on all internet workstations, to block those sites that may be obscene and/or contain child pornography. No filter is 100% effective and the Library assumes no liability should a patron engage in illegal activity on a Library computer. If a patron believes that a website has been improperly blocked, the patron can ask the staff, in consultation with Library's Managed IT Service provider, to disable the filter to enable access for bona fide research and other lawful purposes.
3. Parents or guardians have the ultimate responsibility to supervise and guide the use of the internet by their children.
4. The Library's computers shall not be used for any illegal activity. The user must comply with all local, state and federal laws.
5. The Library is not liable for costs incurred through patron use of the internet.
6. Library staff will help users navigate the internet; however, staff will not provide in-depth training nor can Library staff complete online forms on behalf of a patron. Training classes and one-on-one training sessions are available through the Library's technology program offerings or by appointment.
7. The Library Director or designee may suspend or terminate internet privileges if a member of the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library Director on a case-by-case basis. A patron may request reconsideration of the Director's decision to the Board of Trustees within forty-five (45) days. Any such request must be submitted in writing. Failure to do so within forty-five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding.

Revised June 21, 2022

Revised May 21, 2013

Revised June 15, 2010

Approved April 18, 1995

## **C16. PRINTING SERVICES**

### **POLICY:**

The Park Ridge Public Library provides photocopy machines and a SCAN/FAX station for public use. Fees apply to residents and nonresidents.

### **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 page. Refunds will be given at the discretion of Adult Service staff.
2. Printing from catalog pages, the Park Ridge Public Library website, and the City of Park Ridge website is free. There is a charge for printing from subscription databases and all other websites.
3. There is a fee of \$1.00 per page to send a fax. The Library cannot accept incoming faxes. There is no fee to scan documents to save to a USB drive or to send as an attachment to an email.
4. Printing, photocopying and faxing may be paid for with cash, credit card, or value added to a Park Ridge Public Library card.

Revised June 21, 2022  
Revised February 18, 2014  
Revised May 21, 2013  
Approved May 20, 2003



## **C17. MEETING ROOMS**

### **POLICY:**

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

In keeping with the American Library Association's Library Bill of Rights, the Park Ridge Public Library makes "meeting rooms available to the public on an equitable bases, regardless of race, color, creed, beliefs or affiliation of individual or groups requesting their use."

Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities." In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse the position expressed by any group using the Library's meeting rooms.

### **RULES:**

1. Priorities for use of the meeting rooms are as follows:
  - a. Library-sponsored meetings or programs
  - b. Library-related meetings or programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.
  - c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.
  - d. Not for profit organizations conducting meetings or programs.
  - e. Businesses conducting meetings or hosting programs where no fees are charged and no goods or services are sold.
2. Applicants by separate agreement shall indemnify, hold harmless and defend the Library Board of Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities.
3. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
4. Organizations may request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
5. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, higher education, estate, or retirement

planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
12. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. 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."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, 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:

- a. All candidates are invited to attend.
  - b. The forum is sponsored by a non-partisan group.
  - c. 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.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Children in the Library Policy applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.
20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours' notice to the Library Director or their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations
- Reservations can be made by calling the Business Office at 847-720-3202 between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Contact Us".
- a. Not for profit groups may use a meeting room once a month. For profit groups may use the meeting room once in 3 month period (rolling calendar).
  - b. Meeting room requests cannot be submitted more than 90 days in advance
  - c. Applicants must be 18 years of age or older.
  - d. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.

- e. Fees that are not paid by the date specified on the reservation confirm may result in the release of said reservation.
- f. Completed applications are reviewed by the Library Director or their designee and returned to the applicant, with the Meeting Room Application Approval.

### 23. Meeting Rooms

- a. Large Meeting Room (First Floor) = 90 seated. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.
- b. Small Meeting Room (Third Floor) = 20.
- c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.
- d. All rooms have Wi Fi capability
- e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.
- f. Meeting rooms are available during 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.
- g. The Library has set the following fee schedule for meeting room and equipment use
  - i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.
  - ii. Third Floor Meeting Room:—\$35 for first 3 hours of use. \$10 per hour for each additional hour or portion thereof.

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of \$25 per quarter hour or any portion thereof.

- iii. Piano and benches: \$25
  - a. The Library cannot guarantee that the piano is in tune. Piano tuning by a Library approved vendor is at the meeting organizer's expense and must be arranged with Library staff.
- iv. Fee for serving food in the first floor meeting room: \$20

Revised February 15, 2022

Revised May 21, 2013

Revised August 21, 2012

Revised May 17, 2011

Approved May 8, 1979

## **C18. GRAND PIANO**

### **POLICY:**

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

### **RULES:**

1. Patrons wishing to use the piano must schedule the meeting room according to the Library's Meeting Room policy.
2. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor 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 April 19, 2022  
Reviewed May 18, 2010  
Approved January 17, 1989

## **C19. DIGITAL MEDIA LAB**

### **POLICY:**

The Digital Media Lab provides Park Ridge Library card holders with access to equipment and software to create media presentations, transfer media, scan photos and other projects.

### **RULES:**

1. The Digital Media Lab is open to Park Ridge Public Library card holders high school age and older. Younger users must be accompanied by an adult that will remain with them during the entire appointment.
2. A valid photo ID is required and will be held at the Reference Services Desk during the appointment.
3. First time users must read the Digital Media Lab Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
4. First time users are required to attend an orientation session prior to using the Media Lab. Users in need of the low vision reader or typewriter do not have to attend an orientation session. New users that need additional assistance beyond the basic orientation must schedule appointments for the Media Lab when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.
5. Library staff at the Reference Services Desk will direct users to instructions and information on using the equipment and software in the Media Lab but cannot provide individual assistance.
6. Users may reserve the Lab for up to 3 hours per day, with extended time permitted provided there aren't other reservations in the queue. Appointments may be made in-person, by calling the Reference Services Department at (847) 720-3230, or email [prkref@parkridgelibrary.org](mailto:prkref@parkridgelibrary.org). Appointments will be held for ten minutes.
7. A maximum of 2 people are allowed in the Media Lab at one time.
8. The Park Ridge Library is not liable for any loss, damage, or expense sustained in the use of the equipment in the Media Lab. The library is not responsible for any personal materials damaged in the digitization process, or for equipment or files (digital or print) left behind.
9. Patrons are responsible for understanding and abiding by the copyright on any materials used in digital projects.
10. Users must save their work on an external memory source. External hard drives are available to checkout for those projects that are not completed in one appointment. They may be checked out for one week, they may not be reserved or renewed. If an

external hard drive is lost or damaged the user will be charged for the cost of replacement plus a \$5.00 processing fee. Hard drives which are returned late will be assessed a \$5.00 per day late fee.

11. Users may not leave the Media Lab unattended. Doing so will forfeit use of the room for that day.
12. No food or drinks of any kind are permitted in the Media Lab.
13. Due to a lack of soundproofing and space limitations, recording with musical instruments (other than those in Garage Band) is not permitted.
14. Users that do not comply with this policy or *Conduct in the Library* policy, will not be allowed to use the Media Lab.

## C20. THE STUDIO

### POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

### RULES:

1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.
2. A valid ID is required and will be held at the Reference Desk during the appointment.
3. First time users are required to attend an orientation session prior to using The Studio. New users that need additional assistance beyond the basic orientation must schedule appointments for The Studio when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.
4. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
- 5.
6. Library staff will direct users to instructions and information on using the equipment, tools and software in the Lab but cannot provide individual assistance.
7. Use of select equipment and tools require staff assistance to operate.
8. Materials are subject to staff approval.
9. Card holders may use The Studio for up to 2 hours per day, if there aren't other reservations in the queue. Appointments may be made in person or by calling the Reference Department (847) 720-3230 or email [prkref@parkridgelibrary.org](mailto:prkref@parkridgelibrary.org). Appointments will be held for ten minutes.
10. A maximum of 10 people are allowed in the Studio at one time.
11. The Park Ridge Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The library is not responsible for equipment, projects or files (digital or print) left behind.
12. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.
13. No food or drinks of any kind are permitted in The Studio.
14. Users that do not comply with The Studio policy or the Library's *Conduct in the Library* policy will not be allowed to use The Studio.



14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation of materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights

Revised February 15, 2022  
Approved September 17, 2019

## **C21. DISPLAY CASES/EXHIBITS**

### **POLICY:**

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community based individuals and not for profit organizations to display artistic, educational or informational materials. A display case is available for exhibits of different forms of art and collections, or special exhibits.

### **RULES:**

1. Application to use the display case must be made using the "Display Request Form" available from the Business Office and on the Library's website. Acceptance of an exhibit will be determined by the Library Director or their designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a not for profit nature. Materials deemed inaccurate or in violation of the Conduct in the Library policy may be removed at the discretion of the Library Director.
3. Priority for use of the display case is given to Park Ridge residents and to not for profit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Each display case exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library marketing materials and on the Library website.
6. Art work displayed in the display case may be identified as "for sale" however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
7. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
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 display case is 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 exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver of Liability".
9. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the Display Request Form. The Library reserves the right to dispose of items not claimed within 30 days after the specified end date of the exhibit
10. Due to the high demand for the use of the display case, groups and organizations are eligible to use the space only once per year, based on availability.

## 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 hereby acknowledge that I have read and received a copy of the "Display and Exhibit" policy and agree to comply with all of the provisions contained therein. 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 Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Revised March 17, 2022  
Revised June 18, 2019  
Revised October 15, 2013  
Revised May 21, 2013  
Revised May 18, 2010  
Approved March 13, 1979



## Waiver of Liability for Display of Works of Art Collections or Books

The undersigned

whose legal residence is

has delivered to the Park Ridge Public Library the items hereafter described with the understanding that they will be displayed in the Library during the period \_\_\_\_\_ to \_\_\_\_\_. The undersigned is the owner of said items and is willing and desirous that the same be exhibited to the public.

The undersigned does hereby release the City of Park Ridge and the Park Ridge Public Library their officers, agents, and employees of and from all liabilities which may result from any damage to or loss of such items while in the custody of and while so being exhibited by the Park Ridge Public Library, which items are here described and valued as follows:

[illegible]

Signature

Date \_\_\_\_\_

Revised March 15, 2022  
Revised June 18, 2019  
Revised October 15, 2013  
Revised May 18, 2010  
Approved April 18, 2000

## **C22. COMMUNITY BULLETIN BOARD**

### **POLICY:**

A community bulletin board is available for the display of posters and notices in the Library.

### **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. The Library is not responsible for materials displayed.
5. Final approval for postings will be the responsibility of the Library Director or their designee.

Revised March 15, 2022  
Revised May 21, 2013  
Revised May 18, 2010  
Approved March 13, 1979

## **C23. CHARITY COLLECTION CONTAINER POLICY**

### **POLICY:**

As part of the Park Ridge Public Library's commitment to community engagement, the Library provides limited areas for non-cash charity collection containers sponsored by, or designed to benefit, local non-profit community organizations.

### **RULES:**

1. Priority for Use:
  - a. Library sponsored collections
  - b. Collections by non-profit organizations based in Park Ridge
  - c. Collections by other non-profits
2. Limits of Use: Charity collection containers that promote political parties or candidates, that violate any local, state, or federal law, or that incite violence or promote hatred toward or discrimination against any individuals or groups will not be allowed. At the discretion of the Library Director, the Library reserves the right to limit the number of charity collection containers. A donation container cannot be in the library for more than 30 days at a time.
3. Procedures: Organizations wishing to place collection container in the Library must submit an application which can be found on the Library's website at <https://www.parkridgelibrary.org/services/>. Collection containers placed without prior approval will be removed. In order to have a request considered, an application must be completed at least two weeks in advance. Completed applications should be returned to the Business Office for review by the Library Director. Approval of an application is at the discretion of the Library Director or their designee.
  - a. The organization requesting placement of a collection container must provide a durable receptacle and signage indicating the name of the charity, a list of items that can be donated; how the donated goods will be used. The Library reserves the right to edit or remove signage if deemed inaccurate or in violation of the Conduct in the Library policy. The Library is not responsible for the security of the collection box or its contents. The Library will determine the placement of the container.
  - b. Authorized representatives must make arrangements with the Library Director or Facilities Manager for pick-up and are responsible for emptying the container on a regular basis during the collection period. Collection containers and any items in them will become the property of the Library if not picked up within 7 days of the end of the collection period.
  - c. The Library reserves the right to adjust or cease collection at any time. Containers may be removed by the Library without notice.
  - d. The Library will not issue acknowledgements of donations made to collection containers.
4. Hosting a container does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint. The organization may state that the Library is a collection point but not that the Library is sponsoring or endorsing the project.
5. Any appeals for changes to, or exceptions to, any portion of the Charity Collection Container policy



will be considered. An organization wishing to file an appeal shall submit it to the Library Director in writing. The Director will respond in writing.

Approved November 15, 2022



# Charity Collection Container Application

Name of  
Organization: \_\_\_\_\_

Purpose of  
Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

\*Dates of  
Collection: \_\_\_\_\_ through \_\_\_\_\_

Purpose of  
collection and type  
of items collected: \_\_\_\_\_

Signature of  
Authorized  
Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*Collection period may not exceed 30 days.

- I hereby acknowledge that I have read and received a copy of the "Charity Collection Container" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Library cannot be held responsible for any damage or theft that may occur during the collection period.

Approved by: \_\_\_\_\_

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

Approved collection dates: \_\_\_\_\_



## D. Staff



# City of Park Ridge, IL Employee Manual

Rev. February 4, 2020



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Park Ridge Public Library Policies



**Disclaimer:** This is your personal copy of the City of Park Ridge Employee Policies. The information in this document is only a summary description of the City of Park Ridge policies, programs and benefits. It is not intended to be all-inclusive or complete in every detail. If there is a need for additional information, you may contact your supervisor or HumanResources. Neither the policies, programs and benefits summarized herein, nor this employee manual itself shall be considered as creating the terms and conditions of an employment contract, either expressed or implied, nor creating rights in the nature of an employment contract, nor does it provide employees with any due process rights in the event of discipline or discharge. Terms and conditions of any and all collective bargaining agreements will govern the employment of employees in applicable bargaining units where those terms address a matter contained within these policies. Unless otherwise set forth under a written contract of employment or unless provided otherwise by the Civil Service Commission or Board of Fire and Police Commissioners, employees of the City of Park Ridge are at-will and can be discharged, demoted, suspended or otherwise disciplined with or without cause at any time at the sole discretion of the City. **Personnel policies are applied at the discretion of the City Manager and may be withdrawn applied or amended at any time.**

This manual includes the policies, programs and benefits in effect as of the most recent amendment, as noted on the title page. These policies, practices and benefits, which supersede all prior policies, practices and benefits, may be revised or revoked at any time to meet changing circumstances. You will be notified of any changes, and updated editions of the manual will be available on the City of Park Ridge Intranet.

**Collective Bargaining Agreements:** Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over this Manual. If a non-economic issue is not addressed in the collective bargaining agreement, these policies shall control.

In the event there is a conflict between the policies contained in this manual and a current individual employment agreement, or applicable rules and regulations of the Civil Service Commission or Board of Fire and Police Commissioners, the terms of the agreement or applicable rules and regulations shall apply.

The use of the masculine pronoun in the policies is not intended to discriminate in any manner against female employees and is used solely as a matter of literary convenience.

**Acknowledgment of Receipt:** You will be required to sign a document acknowledging receipt of this manual. We will all be using and referring to these policies as we work together and, therefore, it is important to insure everyone has received a copy. Should you lose this copy, it is available on the City's intranet, to which all employees have access.

All full and part-time employees of the City of Park Ridge are expected to comply with all applicable policies and in particular those describing appropriate conduct in the workplace. These standards of conduct cover all conduct within the workplace, including by:



- Elected Officials
- Persons employed to make or conduct a temporary special inquiry, investigation or on behalf of the City Council or City Council Committee
- Volunteer personnel who receive no regular compensation from the City of Park Ridge

If you have any questions regarding how this manual applies to you, speak to your department head or the Human Resources Manager.





**Definitions:**

**Full-Time Employee:** A full-time employee is an employee who regularly works at least 37.5 hours per week or more year-round. A full-time seasonal or temporary employee is not a regular full-time employee.

**Part-Time Employee:** A part-time employee is an employee who regularly works less than 37.5 hours per week year-round. A part-time seasonal or temporary employee is not a regular part-time employee.

**Exempt Employee:** An exempt employee is an employee performing duties determined by the City to be exempt and paid on a salary basis regardless of the number of hours worked consistent with the Fair Labor Standards Act. This employee is not eligible for overtime pay per the Fair Labor Standards Act.

**Non-exempt Employee:** A non-exempt employee is paid hourly and his/her pay is based upon hours actually worked in any given day. This employee is eligible for overtime pay per the Fair Labor Standards Act.

**Tier 1 Employee:** For purposes of these policies, a Tier 1 City Employee is an employee hired before July 1, 2014, as referred to in the Vacation Policy Number 25, Sick Pay Policy Number 27, and PTO Policy Number 26.

**Tier 2 Employee:** For purposes of these policies, a Tier 2 City Employee is an employee hired after July 1, 2014, as referred to in the PTO Policy Number 26.



Department: Human Resources

Topic: **Code of Ethics & Prohibited Conduct Policy Number 1**

Original Issue Date: July 1, 2014

Revised: 2/18/2019

**1.0** All City employees assume the obligation to maintain the highest standards of professionalism as public sector employees. **Employees who violate this code of ethics or any other policy or procedure of the City of Park Ridge contained in this manual or elsewhere will be subject to discipline, including and up to termination.**

As a condition of employment, each City employee agrees to:

- a) Effectively administer and implement the policies established by the Mayor and City Council, or their representative, and enforce laws and City ordinances.
- b) Maintain the highest level of honesty and integrity in all dealings with the public, other governmental agencies, outside parties, and other employees.
- c) Other than compensation and benefits as provided by ordinance, no employee of the City shall gain personal advantage either monetarily or otherwise for work as a City employee.
- d) Each employee shall embrace the mission of the City to provide excellence in City services in order to uphold a high quality of life so our community remains a wonderful place to live and work.
- e) Employees shall not grant special consideration, treatment, or advantage to any person or business entity and shall not receive anything in return for their work for the City of Park Ridge, which is beyond the availability of every other citizen. Special consideration that would create an atmosphere or perception of impropriety or favoritism shall not be granted or received.
- f) Employees shall not accept gifts from residents, contractors or other individuals with whom the City does business. Any employee having any knowledge about another employee's possible violation of this code of ethics, the established code of ordinances for the City of Park Ridge, local, state or federal law, City of Park Ridge Safety Manual, or this Personnel Manual, shall bring it to the attention of their Department Head or the City Manager immediately.
- g) Comply with applicable State or Federal ethics laws.

**Employees who violate this code of ethics or any other policy or procedure of the City of Park Ridge contained in this manual or elsewhere may be subject to**



**discipline, up to and including termination of employment from the City of Park Ridge.**



Department: Human Resources

Topic: **Employee Problems and Concerns Policy Number 2**

Original Issue Date: 8/1/1999

Revised: 1/1/2001

Revised: 1/1/2003

Revised: 7/1/2014

Revised: 3/19/2015

Revised: 6/15/2015

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## 2.0 Employee Problems and Concerns

- a) The resolution of employee concerns and problems is necessary to achieve our objectives of increased productivity and high quality of working life.
- b) Each Department Head and each supervisor is responsible for taking prompt and appropriate action when an employee presents a concern or problem. The employee is to be given courteous attention and an unbiased and open evaluation of his or her problem.
- c) An employee who has a problem or concern should discuss the issue with his or her immediate supervisor.<sup>1</sup> If the supervisor is unclear about a specific policy, he or she should contact Human Resources. The supervisor should attempt to resolve the problem or explain to the employee why the concern or problem cannot be resolved in the manner requested.
- d) If the immediate supervisor is not able to resolve the issue, the employee and/or supervisor may request a conference with the Department Head. The Department Head will generally attempt to resolve the issue through a similar process as the supervisor.
- e) In the event an employee problem or concern is not resolved by the Department Head in a manner satisfactory to the employee, the employee may request a meeting with Human Resources. At this level (and in the discretion of Human Resources) the City Manager may be brought into the resolution process to discuss the problem. The decision made at this level will be final.
- f) This process is intended to promote the informal resolution of employee concerns and problems separately from the complaint resolution procedures contained in any applicable bargaining agreement and is in addition to the complaint procedures set forth in other sections of these policies. It is also intended to supplement the Illinois Whistleblower Act; 740 ILCS 174, and any

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<sup>1</sup> If the employee believes the problem is such that the supervisor is not the appropriate person for discussion of the matter, the employee may contact Human Resources. In situations where Human Resources cannot resolve the issue, Human Resources will make an appropriate referral on the employee's behalf.



person acting pursuant to this policy shall be afforded the same protections as are found in that Act.

- g) In extraordinary circumstances where the employee believes that it would be inappropriate to discuss the matter with the supervisory personnel set forth above; i.e. the matter involves illegal activity, or a pattern of discriminatory activity has occurred; the employee may bring the matter to the attention of the City Attorney. In such instance, the City Attorney shall report the matter to the City Council as soon as may be practicable.



Department: Human Resources

Topic: **Equal Employment Opportunities Policy Number 3**

Original Issue Date: 7/1/2014

### **3.0 Equal Employment Opportunities**

- a) The City of Park Ridge is an Equal Opportunity Employer and does not discriminate in employment policies and practices for any reason, including race, age, color, sex, sexual orientation, gender identity, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other legally protected status.
- b) All reasonable safeguards are used to insure that position descriptions, testing and employment procedures impose only those physical and other requirements and restrictions which are considered necessary for satisfactory performance of tasks included within the position description. All notices of examinations for employment with the City are made in such a manner as to provide position availability information to the disabled, including but not limited to providing a TTD telephone number for the hearing impaired (847/318-5252).
- c) The City makes reasonable accommodations to disabled persons to assist them in participating in all testing procedures and in performing their essential job duties. Persons with disabilities who are otherwise qualified for the job may request reasonable accommodations by directing their request to Human Resources. The City may engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the City may request an employee to provide certain information from his or her health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.
- d) All City of Park Ridge employees are responsible for helping to assure that there is no discrimination in the workplace. If you feel you have experienced or witnessed such discrimination, or have any questions about discrimination in the workplace, you are to immediately notify the Human Resources Manager or City Manager, if said person is not involved in a charge of discrimination. If said person is involved in a charge of discrimination, notification should be given directly to the City Manager, providing said person is not involved in a charge of discrimination. The City of Park Ridge forbids retaliation against anyone who has reported discrimination.



- e) The City of Park Ridge will investigate all such complaints thoroughly and promptly. To the extent practicable and the needs of the investigation permit, the City of Park Ridge will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the City will take corrective action.



Department: Human Resources

Topic: **Recruiting & Hiring Policy Number 4**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 1/18/2017

Revised: 2/18/2019

Revised: 1/1/2020

#### **4.0 Equal Employment Opportunity**

The City of Park Ridge is an Equal Opportunity Employer, and recruits regardless of race, age, color, sex, sexual orientation, gender identity, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other legally protected status.

#### **4.1 Anti-Nepotism Policy**

It is the policy of the the City of Park Ridge to prohibit nepotism. Consistent with that policy and the principle that City employees and prospective employees should be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to employment of all City personnel:

- a) Immediate Family Members of the City Council; City Manager. Members of the City Council's, the City Manager's and any Department Head's immediate family may not be considered for employment by the City and may not be hired by the City. Immediate family shall be defined herein to mean a spouse (including any analogous relationship recognized by law), parent, child, brother, sister, grandparent, all equivalent step, in-law and half relationships, and any and all guardians and wards of the official.
- b) Extended Family Members of the City Council; City Manager. Members of the City Council's, the City Manager's and any Department Head's extended family may not be considered for employment by the City and may not be hired unless all of the following do not apply: (1) a supervisor/subordinate relationship is created between the family members; (2) there is a potential to create an adverse impact on work performance; and (3) the employment creates either an actual conflict of interest or the appearance of a conflict of interest. Extended family shall be defined herein as any family relation not within the immediate relationship defined above.
- c) Family Members of Staff. Members of any other staff member's immediate or extended family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired, promoted or transferred, if employment, promotion or transfer would: (1) create a supervisor/subordinate relationship between family members; (2) have the





- potential to create an adverse impact on work performance; or (3) create either an actual conflict of interest or the appearance of a conflict of interest.
- d) It is the responsibility of every employee to identify to the Human Resources Department, the City Attorney and the City Manager any personal relationship which falls under the prohibitions identified in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.
  - e) Where the terms of this policy require an evaluation as to whether employment, promotion or transfer of a family member could create an adverse impact on work performance, an actual conflict of interest or the appearance of a conflict of interest, such decision shall be made in the reasonable judgment of: (a) in the case of an extended family member of the City Manager or an Elected Official, the disinterested members of the City Council, or (b) in the case of a family member of all other City Staff, the City Manager.

The provisions in this policy apply to the categories of employees including full-time, part-time, permanent intermittent, limited-term appointment and consultant. This policy does not apply to members of boards and commissions, seasonal and temporary employees, and does not apply to individuals applying for positions under the jurisdiction of the Park Ridge Board of Fire and Police Commissioners.

#### **4.2 Resumes and Applications**

- a) All resumes and applications, whether solicited or unsolicited, should be sent to the Human Resources Department for review and response. Applications sent to the Library will be responded to by the Administration office.
- b) All resumes and applications will be kept on file for at least twelve (12) months, unless otherwise specified by law.
- c) All applicants must complete the official Employment Application Form.

#### **4.3 Search Firms**

- a) All contact with search firms, headhunters, employment agencies, etc. will be handled through the Human Resources Department.
- b) Human Resource Department will place all ads for open positions at City Hall and Library Administration for the Library, when necessary. All ads must include EOE M/F/D/V.

#### **4.4 Employment Requisitions**

- a) Employment requisitions must be completed in order to fill any positions. Requisitions must be initiated by the department supervisor. Requisition approval by the Department Head and City Manager is also required prior to requisition being forwarded to Human Resources. Employment requisitions should indicate the positions' hours/shifts, pay grade/range, starting salary,



FLSA status, reason for the opening, and length of time position needs to be filled.

#### **4.5 Job Postings – Non Civil Service**

- a) Current employees of the City of Park Ridge are eligible to apply for open positions that are exempt from Civil Service, however, the City reserves the right to hire and employ individuals outside the workforce whenever deemed necessary. In all instances, the City will seek to hire the most qualified applicant.
- b) Resumes, applications and candidates will be screened by the Human Resources Department or Library Administration and the top candidates will be scheduled for interviews with the hiring manager.
- c) Employees who are transferred or promoted into another position within the City, regardless of facility location, will retain their seniority and benefits eligibility. Employees who transfer into new jobs normally will not be eligible again for six (6) months.

#### **4.6 Job Postings – Civil Service Positions**

- a) Open positions that are covered by Civil Service Commission will be filled in accordance with the Civil Service rules and regulations.

#### **4.7 Police and Fire Openings**

- a) All police and fire candidates will be processed in accordance with the Human Resources Department and the Police and Fire Commission rules and regulations.
- b) All police and fire candidates will complete the City of Park Ridge Public Safety employment application in addition to paperwork required by the Human Resources Department.

#### **4.8 Background Checks**

- a) Employees will be required to complete and sign the Background Investigation form as part of the new hire process.
- b) Background checks will be done in accordance with state and federal laws. Background checks will be completed by a third party vendor. Background checks may vary depending on the employee's position. For example, finance employees may be required to undergo a credit history check as part of their background check.
- c) Upon receipt of the results of the background checks, Human Resources will contact the department head and/or hiring manager.
- d) Background check results will be kept by the Human Resources Department in a confidential manner.



- e) Employees shall be notified of negative information contained in a background check which may impact upon a hiring or employment decision. Employees shall be given an opportunity to correct or explain such information.

#### **4.9 Physical/Psychological Examinations and Drug Screens**

- a) All individuals (salaried, hourly, full-time and part-time) hired by the City of Park Ridge will be subject to a pre-employment drug and alcohol screen prior to start date. Drug screens will be scheduled by the Human Resources Department (City Hall) or Library Administration (Library). Individuals testing positive for illegal drugs will not be employed; however, they may reapply for employment in twelve (12) months.
- b) Employees may be required to have a pre-employment physical or psychological examination depending on the position they will occupy. Physical and/or psychological examinations will be scheduled by the Human Resources Department, and will be performed after a conditional offer has been made but before the individual has started work. Physical and/or psychological testing is performed to determine whether an individual is physically and/or psychologically qualified to perform the job for which they are being hired.

#### **4.10 Response to Applicants**

- a) Offer letters will be sent by Human Resources or Library Administration to all candidates confirming offer of employment, position title, salary and a start date. Offer letters will include the following:
  - ☐ When and where the employee is to report
  - ☐ Verification of Employment Eligibility Requirements (I-9 documentation)
- b) Rejection letters are to be sent by the Human Resources department to candidates who are not chosen.

#### **4.11 Form Completion**

- a) The Employment Application is to be filled out entirely with signature. Failure to provide complete and accurate responses in the application may result in a decision to rescind an offer and/or to terminate employment regardless of when it is discovered.
- b) The affirmative action data form is an optional form to be filled out by the applicant when applying for employment.
- c) Human Resources will store the affirmative action data form separately from the application for the period of one year, usually from May 1 to the following April 30.
- d) The Personnel Action Form is to be completed with all information.



- e) State W-4 is to be filled out and signed by employee.
- f) The Federal W-4 is to be filled out and signed by employee.
- g) The top portion of the I-9 is to be filled and signed by employee. Section II will be completed by Human Resources with appropriate documents copied and attached.
- h) All applicable benefit applications will be completed by Human Resources.

#### **4.12 Employment Status and Type**

Employees will be assigned one or more of the following employment types:

- a) Full-Time. An employee who is normally scheduled to work either 37.5 or 40 hours per week, recognizing that this may vary depending on individual work schedules.
- b) Part-Time. An employee who is normally scheduled to work less than thirty (30) hours per week.
- c) Probationary Employee. An employee who has yet to complete his/her probationary period.
- d) Professional Library Employee. An employee who holds a Master's Degree in Library Service from an ALA- accredited library school.
- e) Sworn Employee. An employee in a position considered to be sworn under Illinois law. Generally such employees hold positions of police officers and firefighters covered by the Board of Fire and Police Commissioner Act, 65 ILCS 5/10-2.1
- f) Civil Service Employee. An employee in a position covered by the rules and regulations of the Civil Service Commission.
- g) Exempt Rank Employee. An employee in a position specifically determined by statute or ordinance to be exempt from the Civil Service System, and/or Police and Fire Commission testing and disciplinary rules.
- h) Temporary Employee. An employee may be assigned temporarily to a specific position, or an employee may be hired for a specific project, both of which are fixed time periods and will terminate upon completion of the specific project or on a specific date. Under no circumstances will an employee be considered temporary for more than 12 months.

#### **4.13**

In addition, employees will fall into one of the following categories as designated by the Fair Labor Standards Act (FLSA)

- a) Exempt. This classification of employee is paid on a bi-weekly salaried basis and is employed in a position determined to be exempt from overtime and



not eligible to receive overtime regardless of the hours worked in any given week.

- b) Non-Exempt. This classification of employee is paid on a bi-weekly basis, and is not exempt from overtime. Employees in this classification will receive overtime for all hours worked over 37.5 in a work week.

#### **4.14**

Classification in any of the above is dependent upon the position the employee holds and may change upon promotion or transfer into another position.



Department: Human Resources

Topic: **Conditions of Employment Policy Number 5**

Original Issue Date: 7/1/2014

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## **5.0 Conditions of Employment**

### **5.1 Medical Examinations**

Employment with the City is conditional upon passing a drug/alcohol screen. Applicants for employment also may be asked to take and pass a physical and/or psychological examination depending on the position applied for. A current employee may be required to undergo examination under certain conditions.

### **5.2 Documentation**

You must provide documentation as required by the City, which establishes your birth date, identity and employment eligibility in the United States. You must complete the I-9 form confirming your eligibility to work in the United States.

### **5.3 Probationary Period**

- a) Where applicable by the terms of a collective bargaining agreement or Civil Service Commission Rules, an employee may be subject to a formal probationary period. The probationary period is an important part of your performance evaluation process. It is during this time that your conduct and job performance are most closely observed and evaluated so as to assure the City that you have satisfactorily performed your position's assigned duties and to identify any employee whose conduct and performance is not satisfactory. During the probationary period, you may be suspended, laid off or terminated without cause at the sole discretion of the City.
- b) Your employment status with the City shall be considered probationary for a minimum period of one year of continuous service from the effective date of your appointment, promotion, or reinstatement. The probationary period may be extended by the City Manager for any amount of time deemed appropriate by the City Manager.
- c) If, during your probationary period, you have a satisfactory record of performance and are laid off and subsequently re-appointed to a position in the same department, you will be credited for the portion of the probationary period completed prior to your being laid off.



Department: Human Resources

Topic: **Safety & Security Policy Number 6**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 7/1/2014

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## 6.0 Policy Statement

- a) The City of Park Ridge is committed to maintaining a work environment that is free from intimidation, threats, or violent acts, and also is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. To this end, the City prohibits the possession, sale, transfer or use of such materials on its premises or in City vehicles. The City requires the cooperation of all employees in administering this policy.

## 6.1 Employee Identification

- a) All City employees will be issued a photo identification card at the time of initial employment, the photo identification is to be returned to your department head at the time of your separation from City service.

## 6.2 Security Inspections

- a) Desks, lockers and other storage devices may be provided but remain the sole property of the City. Accordingly, these areas, City vehicles and other workplace areas, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, with or without prior notice. Employees should have no expectation of privacy within any of the above mentioned equipment, places or locations.

## 6.3 Threats, Violence and Weapons

- a) The City prohibits intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons; carrying unauthorized weapons of any kind while on duty, in City vehicles or on City property; or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures. This list is not intended to be all-inclusive.
- b) The prohibitions of this policy extend to a firearm subject to a concealed carry license consistent with State law, and the City will permit only lawful storage of a firearm within a parking area as required by State law. In addition to the prohibitions above, this policy prohibits an employee of the City, other than a sworn officer, from carrying a concealed firearm in the performance of duties for the City, whether on or off City property.
- c) Employees who believe they have been subjected to any of the behaviors listed above, or witness such behavior, are required to immediately report the incident to their immediate supervisor, Department Head or the Human



Resources Manager. All complaints will be investigated. Based upon the results, disciplinary action up to and including termination will be taken against the offender, if appropriate.

**6.4 Employees are empowered to contact the proper law enforcement authorities without first informing management if they are certain that a threat to their safety or that of others exists.**

**6.5 On-The-Job Safety**

- a) Employees are expected to exercise caution and observe all established safety rules and regulations applicable to their position and in the operation of tools, equipment and motor vehicles in connection with City business. Motor vehicles are an extension of the workplace.
- b) Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety rules and practices.
- c) The following safety rules apply to all employees of the City:
  - i. Any employee having knowledge of any unsafe condition or work practice shall report such condition or practice to their immediate supervisor, departmental safety representative, or Department Head.
  - ii. All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
  - iii. All employees shall familiarize themselves with the safety rules applicable to their jobs and shall consult with their supervisor on any safety rule or practice not understood, or whenever work conditions present unforeseen hazards.
  - iv. No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
  - v. Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
  - vi. All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
  - vii. When driving or riding as a passenger in a City-owned vehicle, or in a personal vehicle while on City business, employees shall wear properly adjusted and fastened seat belts.
  - viii. Employees shall comply with all applicable local, state and federal traffic laws when operating a City vehicle or personal vehicle while on





City business. Use of a hand-held cellular telephone or similar communication device while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving within the City are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle.

- ix. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating or riding in City equipment, a City-owned vehicle, or a personal vehicle on City business, shall immediately complete a report of accident on the approved report form and submit the form to the immediate supervisor, even if the employee has not received medical attention as a result of the accident.

#### **6.6**

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

#### **6.7**

Employees who do not comply with above safety rules or other department specific rules are subject to disciplinary action up to including termination of employment from the City of Park Ridge.



Department: Human Resources

Topic: **Personal Conduct Expectations Policy Number 7**

Original Issue Date: 8/1/99

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 2/18/2019

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## 7.0 Expectations

- a) The City of Park Ridge is an image conscious, high visibility organization with public contact. City employees are representatives and extensions of that image. The success of the City as an organization depends largely upon the personal conduct of its employees.
- b) City of Park Ridge employees are expected to conduct themselves in a manner consistent with the highest ethical and moral standards prevailing in the business community in which we operate.
- c) Disciplinary guidelines have been established so employees generally know what the organization expects of them. Although not all-inclusive, these guidelines outline the employee conduct that will cause disciplinary action to be taken. The following references are purely guidelines and the City reserves the right to discipline employees based on what it deems to be appropriate in any given situation.
- d) Employees covered by collective bargaining agreements will be treated in accordance with those agreements.
- e) These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision as to what disciplinary action will be taken rests solely with the management of the City of Park Ridge and is made on a case-by-case basis. The City of Park Ridge also reserves the right to change, alter or abolish these guidelines at any time without notice to its employees. Unless otherwise provided by a written bargaining agreement or applicable rules and regulations of a statutorily-created Board or Commission, employment with the City remains at-will, and employees may be terminated as determined by the City with or without notice or cause.

## 7.1 Solving Performance Problems

- a) In our employment process we attempt to recruit and select for employment people who clearly demonstrate an ability and willingness to perform their assigned tasks with distinction. Our employees are mature and responsible people and are to be treated with dignity and respect.
- b) Occasionally an employee may perform his assigned responsibilities in a less than satisfactory manner or engage in conduct at work that is not acceptable.



When these situations occur, management strives to provide the necessary leadership and encouragement in a positive and straightforward manner that will enable the employee to improve his performance.

## 7.2 Reasons for Disciplinary Action

Unless otherwise set forth under a written contract of employment, or unless provided otherwise by the Civil Service Commission or Board of Police and Fire Commissioners, employees of the City of Park Ridge are at-will and can be discharged, demoted, suspended or otherwise disciplined without cause at any time at the sole discretion of the City. **Reasons for disciplinary action may include the following conduct. The absence of a behavior from this list will not be the basis for avoiding disciplinary action when a supervisor believes discipline is warranted. This list is not exhaustive:**

- Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
- Abusiveness in attitude or language; conduct resulting in physical harm, injury or harassment of City employees or the public.
- Violation of City drug and alcohol policies.
- Violation of City Internet Use policies.
- Violation of any lawful or official regulation, order or rule, or failure to comply with any lawful direction given by a superior.
- Conviction of a felony or any criminal misdemeanor defined in Illinois Compiled Statutes that renders the employee unqualified for or unable to perform the duties of the position.
- Failure to report changes in driver's license status.
- Causing damage to public property or waste of City supplies through negligence or willful misconduct, failure to take reasonable care of City property.
- Removing from City premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any City vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, City official or fellow employee
- Falsifying or alteration of time-sheets, personnel records, employment applications, attendance, or any other City records or documents.
- Fraudulent statements or actions involving City records or business activities
- Absence from scheduled work without prior authorization or failing to report to work at any time when so directed, including during emergencies.



- Leaving the assigned place of work during work hours when not authorized to do so.
- Using scheduled work time for activities other than job performance unless permission has been granted for those activities by the supervisor.
- Claiming sick leave under false pretenses.
- Absence without leave for a period of three (3) days (a voluntary resignation), or failure to report after leave of absence has expired or has been disapproved, revoked or cancelled by the department head.
- Excessive, unreported or chronic absenteeism or tardiness.
- Failure to comply with established safety rules.
- Sleeping, loitering or loafing on duty.
- Incompetent, inefficient, negligent or unsatisfactory performance of assigned work.
- Insubordination or refusal of a direct work order or assignment or other breach of conduct.
- Failure or refusal to participate in an internal investigation.
- Violation of the City's policies against discrimination and harassment.
- Disobeying safety regulations, including failure to promptly report work-related accidents to supervisors, or otherwise creating or contributing to an unsafe condition on City premises.
- Intimidating actions such as fist-shaking or "getting in someone's face".
- Possession, carrying, displaying, brandishing, discharging or otherwise having control of or using a firearm, weapon, explosives or other dangerous object or substance on City premises or in the performance of work duties, or engaging in other conduct inconsistent with the City's policies against weapons and providing a safe environment.
- Political activity on City time.
- Reporting to work under the influence of alcohol and/or drugs.
- Verbal, non-verbal, or written threats or intimidation.
- Violation of applicable City ordinances and State or Federal laws.
- Any other misconduct as determined by the City.



### **7.3 Disciplinary Action**

- a) Depending upon the nature of the offense, disciplinary action may be taken under any of the terms mentioned below as the first disciplinary action, including termination. The City reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline procedures. Disciplinary action may be taken when an employee fails to abide by the rules set forth by City policy, does not abide by departmental policy when such policies are in effect, or is in violation in future disciplinary proceedings.
- b) Oral Warning. When deemed appropriate by the City, an employee may be given an oral warning. A record of that warning may be filed in the employee's personnel file and may be considered in future disciplinary proceedings.
- c) Written Warning. When deemed appropriate by the City or when an oral warning has already been given, the employee may be given a written warning. A copy of the written warning given to the employee is maintained in the employee's personnel file.
- d) Suspension or Termination. When deemed appropriate by the City or when a warning (oral or written) has already been given, the employee may be suspended without pay or may be terminated from employment.

Disciplinary action may also include demotion. The decision as to what disciplinary action to take rests solely with the City and is made on a case-by-case basis.

**7.4** Disciplinary proceedings are subject to the rules and regulations of the Civil Service Commission or Board of Police and Fire Commissioners, if applicable. The City may, at its sole discretion, afford an employee the opportunity to resign in lieu of disciplinary action.

**7.5** Generally, employees may be disciplined by their supervisor, Department Head, or the City Manager. The Department Head will notify the Human Resources Manager of any disciplinary action. The Human Resources Manager will notify the City Manager of any suspension, resignation or discharge of an employee. Notwithstanding any provisions of City Policies, the discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act, 29 C.F.R. § 541.118.

### **7.6 Appeal of Discipline**

- a) If the employee is in a position which is covered by the Civil Service Commission, or the Board of Fire and Police Commissioners, and the employee is not a seasonal or temporary employee, the employee may be entitled to request an appeal hearing before the appropriate body, in accordance with applicable rules and regulations.



- b) If the position is exempt from rules and regulations of both the Civil Service Commission and the Board of Fire and Police Commissioners, and the employee is not a seasonal or temporary employee, the employee may request an appeal to the Human Resources Manager after receiving disciplinary action other than termination. Such appeal must be submitted within five (5) business days of receipt of disciplinary action. In the event the employee is not satisfied with the appeal, the employee may then appeal in writing to the City Manager or Library Director. Such appeal must be submitted within five (5) business days. The decision of the City Manager or Library Director will be final. Employees utilizing this procedure shall not be entitled to any type of adversarial hearing before the City Manager or Library Director. Failure to comply with the five (5) business day requirement for submission of a written appeal under this policy shall result in a waiver of the appeal process and the last decision made shall be final.



Department: Human Resources

Topic: **Anti-Harassment Policy Number 8**

Original Issue Date 8/1/99

Revised: 1/1/2001  
Revised: 5/1/2003  
Revised: 7/1/2014  
Revised: 12/19/2017  
Revised: 11/20/2018  
Revised: 2/18/2019  
Revised: 2/4/2020

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## **8.0 Zero Tolerance for Discrimination and Harassment in Workplace**

- a) The City of Park Ridge is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the City has zero tolerance for harassment of City of Park Ridge employees by anyone, including any co-worker, supervisor, elected official, vendor, client, customer or any other person. The City of Park Ridge maintains a zero tolerance policy for harassment, sexual harassment and discrimination. Any employee who harasses or discriminates against another employee will be terminated from employment with the City of Park Ridge, there are no exceptions. Harassment, sexual harassment, and discrimination are defined in this policy.

### **8.1 Harassment**

- a) Harassment consists of unwelcome conduct, whether verbal, physical or of a visual nature that is based upon a person's protected status, including race, age, sex, sexual orientation, gender identity, color, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other protected status under applicable law. The City will not tolerate harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct prohibited by this policy includes, but is not limited to: epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated in hard copy or via any electronic or digital means, available on the City's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment the City discourages any such conduct in the workplace.



## 8.2 Sexual Harassment

- a) Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:
- Submission to the conduct is an explicit or implicit term or condition of employment;
  - Submission to or rejection of the conduct is used as the basis for an employment decision;
  - The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- b) Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex and may include, but is not limited to:
- Explicit sexual propositions
  - Sexual innuendo
  - Suggestive comments
  - Threats
  - Sexually oriented "kidding" or "teasing"
  - Sexually oriented "practical jokes"
  - Jokes about gender-specific traits
  - Foul or obscene language or gestures
  - Suggestive or insulting noises or whistling
  - Leering
  - Displays of foul, pornographic, sexually explicit or obscene printed or visual materials
  - Physical contact, such as patting, pinching, brushing against another's body
  - Coercing sexual intercourse or assault

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

## 8.3 Reporting Requirements

- a) All City of Park Ridge employees are responsible for helping to assure that harassment, including sexual harassment, is avoided. Employees who feel they have experienced or witnessed any conduct that is inconsistent with this policy are to notify the Department Head or Human Resources Manager, if said person is not involved in the harassment charge. If the Human Resources Manager or the Department Head is involved in the harassment charge, notification should be given directly to the City Manager or the City





Attorney, providing said person is not involved in the harassment charge. Any supervisor or managerial employee who is aware of conduct inconsistent with this policy is expected to promptly report such conduct to the Human Resources Manager, City Manager or City Attorney. A supervisor's failure to make such a report may constitute a violation of this policy.

- b) City of Park Ridge elected officials who feel they have experienced or witnessed any conduct of other elected officials that is inconsistent with this policy are to notify the City Attorney, who will refer the review of allegations to an independent attorney.
- c) The City of Park Ridge forbids retaliation against anyone that has reported harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation. If you feel you have been retaliated against or have witnessed retaliation, you are to notify the Human Resources Manager or the City Manager. Persons who report allegations of sexual harassment may also have whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.

#### **8.4 Investigation of Complaints**

- a) All reports describing conduct that is inconsistent with this policy will be investigated promptly. The City may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The City will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The City might also conclude, depending on the circumstances, either that no violation of policy occurred or that the City cannot conclude whether or not a violation occurred. To the extent reasonably possible, confidentiality with respect to reports and investigations under this policy will be maintained.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the City will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy. If the person who engaged in harassment is not employed by the City, then the City will take whatever corrective action is reasonable and appropriate under the circumstances.

- b) The policy provides for immediate notice of problems to the City personnel listed above, so that the City may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR within 300 days of the occurrence or with the EEOC within 300 days of the occurrence at:



Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

Equal Employment Opportunity  
Commission  
500 West Madison Street, Ste. 2800  
Chicago, Illinois 60661-2511  
(800) 669-4000

### 8.5 False Complaints

- a) False and/or frivolous charges refer to cases where an accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual or other harassment. A false or frivolous charge of sexual harassment or other prohibited harassment is a severe offense that may result in disciplinary action up to and including dismissal.



Department: Human Resources

Topic: **Dress Standards Policy Number 9**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

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## 9.0 Policy

- a) Every person who visits or does business with the City of Park Ridge may judge the entire organization through contact with one individual. If this person is rude, indifferent or inefficient, it will take a great deal of courtesy, professional service and efficiency to overcome the initial impression made. Every employee serves the public, either directly or indirectly.
- b) Some departments have specific uniform requirements. Departments not requiring uniforms have some latitude in dress; however, the guidelines listed in Section 9.1 are to be followed. Department Heads may set specific dress standards for their departments.
- c) All employees are required to display their City of Park Ridge identification provided for them by the City during each workday.

## 9.1 Dress Standards

- a) For employees who are not required to wear a uniform, the minimum standard dress at City Hall will be 'business casual' on Monday through Thursday and a 'casual day' policy on Fridays. However, the type of public and business contact for the day should be taken into account in determining if business, business casual or casual dress is appropriate. Under Friday's 'casual day' policy, employees may wear jeans.
- b) Attire should be business-like and coordinated at all times. Employees are not permitted to wear athletic wear. Clothing must be clean and neat; cannot be torn or tattered. Open-toed shoes may be worn during the warmer months; however, flip flops are not permissible.

## 9.2 Grooming Standards

- a) Extreme hairstyles or hair colors are not appropriate.
- b) Employees are expected to maintain a high level of personal hygiene.



Department: Human Resources

Topic: **Drug-Free Workplace Policy Number 10**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 2/18/2019

Revised: 1/1/2020

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## 10.0 Policy

- a) The City of Park Ridge is committed to maintaining a workplace that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- b) The City of Park Ridge does not condone and will not tolerate the use of drugs and/or alcohol in our work environment. It is our policy to appropriately deal with the use of drugs or alcohol that interferes with safe and efficient job performance. In addition, all managers must understand and consistently enforce this policy.
- c) This policy is issued pursuant to the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workplace Regulations.
- d) Employees may not unlawfully manufacture, distribute, dispense, possess or use illegal drugs, alcohol or cannabis on the premises of any City building or facility (unless authorized), in City-owned vehicles, or during working hours.
- e) Employees are prohibited from being under the influence of cannabis, illegal drugs, or alcohol on the premises of any City building or facility (unless authorized), in a City-owned vehicle, while operating a City-owned vehicle or during working hours. The intent of this policy is to prohibit the use of and to remove the effect of employees being under the influence of any intoxicating substance in the workplace.
- f) "Illegal drugs" are defined as, "any drug not legally obtainable and/or, if legally obtainable, was not legally obtained nor used for prescribed purposes nor taken according to prescribed dosages." In addition, the term "controlled substances" means a substance used in violation of the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) and, to the extent not inconsistent with the Cannabis Regulation and Tax Act, substances listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812), as further defined by regulation at 12 CFR § 1308.11 through §1308.15. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. Possession of



cannabis in amounts permitted by the Cannabis Regulation and Tax Act will not be deemed illegal.

- g) An employee who has been prescribed drugs is required to consult with his doctor or pharmacist about the prescribed medication's effect on the employee's ability to perform his job safely, and to immediately disclose to his supervisor any medication-related work restrictions. The City shall determine if the employee is fit to perform his job safely. Employees should not, however, disclose the underlying medical conditions, impairments or disabilities unless specifically directed to do so by their physicians or asked to do so by the City. This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Program Act during the work day or work activities. Where an employee is subject to discipline due to the City's determination that the employee is impaired by the use of marijuana in the workplace, the City will offer the employee the opportunity to respond to the determination regarding impairment.

## 10.1 Testing

a) Pre-Employment Drug Testing

Pre-employment drug testing will be done on all prospective employees of the City of Park Ridge and the Park Ridge Public Library. Applicants testing positive for illegal drugs will not be employed, however, they may reapply after twelve (12) months.

b) For Cause Testing

All employees, regardless of their position, shall be subject to drug testing based upon:

- i. suspicion of use or impairment.
- ii. as a follow-up to a rehabilitation program.

c) Random Testing

Employees may be subject to random drug testing under the following circumstances:

- i. they have access to classified information.
- ii. they are involved in matters of national security.
- iii. their job duties affect the health and safety of personnel using the products produced by them.
- iv. their jobs require a high degree of trust and confidence.



- v. as required by the Department of Transportation.

### **10.2 Notice of Convictions**

- a) Any City employee, in any location, who is convicted of violating any federal or state criminal drug statutes resulting from conduct occurring in the work place must notify Human Resources within twenty-four (24) hours of such conviction. For purposes of this notice requirement, a conviction includes:
- a finding of guilty
  - a no-contest plea
  - and/or imposition of an entrance by a judicial body or any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of drugs.
- b) Employees who voluntarily notify the City of Park Ridge of any such conviction may be subject to discipline, up to and including discharge, depending on the severity of the conviction. Each case will be reviewed by the Department Head, the Human Resources Manager, and the City Manager.
- c) Employees who do not voluntarily notify the City of any such convictions will be discharged.

### **10.3 Supervisor Training**

Supervisors shall be trained as much as practical to identify impaired behavior and address drug use by employees.

### **10.4 Employee Initiated Rehabilitation Treatment**

- a) Employees using alcohol or drugs in violation of this policy are encouraged to contact the Employee Assistance Program, their manager, or Human Resources for counseling and possible referral for treatment.
- b) Employees who admit the use of an illegal drug and initiate treatment prior to discovery of unlawful use by City of Park Ridge will not be subject to discipline solely as a result of prior unlawful use of an illegal drug. Such employees may be provided with counseling and referred for treatment.
- c) Employees may be placed on medical disability during treatment. The employee may be transferred to another job if necessary.
- d) Employees undergoing treatment must meet all normal standards and requirements of the job assigned.
- e) The counseling and treatment process will be managed by a physician in cooperation with Human Resources. Counseling and treatment will be kept confidential to the extent practical and consistent with such factors as reassignment, absence from work for treatment, or the employee's failure to



cooperate with the treatment program. Failure to cooperate with the treatment program will be grounds for discipline including discharge.

### **10.5 Management-Initiated Rehabilitation Treatment**

- a) Employees who are confirmed by testing to have illegal drugs in their system will be subject to discipline which may include discharge. Employees who admit to unlawful drug use at this point will still be subject to disciplinary action. Such discipline, including possible discharge, shall also apply to employees who admit unlawful use of controlled drugs after deterioration of job performance. Treatment may be required if the employee is to be retained in the workforce. If rehabilitation is offered to the employee in lieu of discharge, the employee will be required to complete the rehabilitation program to continue employment.
- b) Each situation (individual or group) will be thoroughly reviewed. Based on this review, the Department Head and the Human Resources Manager will determine the specific action to be taken concerning drug testing, discipline, treatment, and subsequent placement or termination.

### **10.6 Post-Treatment**

- a) Employees treated for unlawful use of illegal drugs may be required to be tested from time-to-time after treatment is concluded. Refusal to be tested will be grounds for discipline including discharge.
- b) Employees who complete treatment and any required follow-up treatment and remain drug free will normally be eligible to resume their former position or a comparable position.
- c) Confirmed unlawful use of illegal drugs after the completion of the treatment program will be grounds for discipline including discharge.
- d) The City of Park Ridge Group Health Plan provides for substance abuse treatment.

### **10.7 Disciplinary Actions**

- a) Employees found to have been under the influence of drugs and/or alcohol while on City premises and/or in the performance of duties whether on or off City premises may be subject to disciplinary action, including and up to termination. Eligibility to be considered for future employment will be subject to a review by the Department Head, the Human Resources Manager, and the City Manager.
- b) The following may be grounds for immediate dismissal:
  - i. Use and/or possession of drugs or alcohol on City property, including any City vehicle, at any time, whether during or after work hours.
  - ii. Selling drugs on City property at any time.



- iii. Off-duty illegal drug use which results in publicity or circumstances which adversely affect the City or its employees.
- iv. Refusal to submit to a reasonable medical examination and/or refusal to provide a urine, blood, and/or breath sample.





Date: July 1, 2014

To: City of Park Ridge Employees

From: Human Resources

Subject: DRUG-FREE AWARENESS PROGRAM

The purpose of this program is to inform all employees about the danger of drug abuse in the workplace, the City's Drug-Free Workplace Policy, Counseling, Rehabilitation, and Employee Assistance Programs which are available to employees with a drug abuse problem, and disciplinary actions for violating the City's policy. It does not create a contract for employment.

The City's Drug-Free Workplace Policy for Employees is posted on the bulletin boards and has been distributed to all existing employees, and will be distributed to all new hires. This policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs on City premises. Employees who violate this policy are subject to discipline up to and including discharge.

Some problems caused by drug abuse in the workplace include:

- increased number of illnesses, accidents, and injuries;
- increased absenteeism and tardiness;
- lowered productivity;
- theft of company and co-worker property to support drug habits;
- strained relations between co-workers;
- domestic and financial difficulties;
- legal problems;
- poor judgment in decision-making; and
- damage to City property.

From time to time we will schedule workshops and programs to discuss the dangers of drug abuse. We have also gathered a variety of pamphlets, videotapes, and other materials about drug abuse. These materials are available from your personnel administrator.

City of Park Ridge's Health Plan provides Substance Abuse Treatment coverage for employees and dependents who are covered under our plan. In addition, the City offers all employees and their immediate family members an Employee Assistance Program which is available 24 hours per day, 7 days per week by calling (800) 272-7255. Any employee who has a drug/alcohol abuse problem is urged to contact their supervisor or the personnel department. All contacts will be kept in confidence.



Department: Human Resources

Topic: **Smoking Policy Number 11**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 7/1/2014

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### **11.0 Employee Smoking**

- a) The City of Park Ridge complies with the Smoke-Free Illinois Act of 2008. Per the Smoke-Free Illinois Act, smoking is not allowed on City Property. City Property includes, but is not limited to City vehicles or within 15' of entrances to any City buildings.



Department: Human Resources

Topic: **Use of City Equipment, Policy Number 12**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 7/1/2014

Revised: 1/29/2018

Revised: 2/18/2019

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## 12.0 Policy Statement

- a) The City of Park Ridge provides vehicles, equipment and supplies to employees under certain, specific conditions. Employees are responsible for the proper operation, care and conservation of City equipment. City equipment includes, but is not limited to, vehicles, machinery, office equipment, tools and supplies.
- Removing from City premises or being in the unauthorized possession of, or using for personal or any other inappropriate use, any City vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, City official or fellow employee is prohibited.
- b) To be authorized to operate City vehicles, or to operate a private vehicle in conducting City business, you must have an appropriately classified, currently valid driver's license.
- c) Employees whose positions require operation of City vehicles must comply with State and Federal traffic laws. Employees must immediately report to Human Resources, any suspension or revocation of their driver's license, other change in license status, or other impairment in their ability to lawfully and safely operate a vehicle.
- c) Persons other than authorized City employees or authorized City volunteers are not permitted to operate or use City equipment.

## 12.2 Use of City Equipment

- a) Employees are responsible for the proper operation, care and conservation of the City equipment used in carrying out assigned duties. Employees are expected to report promptly any accident, breakdown, or malfunction of any equipment. In reporting an accident, employees must follow the established notification procedures.
- b) Employees are expected to conform to the highest standards of safety and courtesy during operation of City vehicles. Seatbelts must be worn in City vehicles at all times. Failure to wear a seatbelt or failure to follow any other law may result in disciplinary action, including and up to termination.



### 12.3 Vehicle Assignment

- a) Employees may be assigned a City-owned vehicle if it is determined that one of the following applies:
  - i. the nature of work requires that the majority of time is spent in field activities requiring extensive travel throughout the City;
  - ii. the nature of work requires the employee to be on call twenty-four hours per day and is expected to respond on short notice; or
  - iii. the nature of work requires operation of specialized vehicles with specialized equipment, such as police and fire vehicles.
- b) When the employee is not making use of a City vehicle it is to be available for use by other authorized personnel.
- c) GPS Technology: City vehicles may be equipped with global positioning system capabilities ("GPS"). The City reserves the right to utilize GPS technology at any time for City-related purposes, including, but not limited to: improving the efficiency of service delivery, determining unauthorized use of City equipment/vehicles, misuse of equipment/vehicles, unauthorized or misuse of work time, and emergency assistance. Employees using any City vehicle for City purposes at any time (including conferences) should have no expectation of privacy regarding their whereabouts during work hours, when active on behalf of the City at any time or otherwise when on City business. The GPS technology used by the City may from time to time be capable of collecting and reporting data related, but not limited, to speed, acceleration, deceleration, location, and time spent traveling and/or stopping and parking. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment from the City of Park Ridge.
- d) Operation or maintenance of City equipment in a manner that results in or creates a risk of damage of City equipment is a violation of this policy.

### 12.4 Use of Personal Vehicles on City Business

- a) If an employee is authorized to operate a personal vehicle in conducting City business he/she may be compensated for its use at the rate as set forth by the IRS.
- b) For the purpose of City business, the priority for use of vehicles is as follows:
  - i. City vehicle assigned to the employee
  - ii. City pool car
  - iii. Personal vehicle

Written permission from the employee's Department Head is required before using an employee's personal vehicle to conduct City business.



- c) If a personal vehicle is used on a daily basis for City business, the employee must inform the vehicle insurance carrier that the vehicle is used for business. The City will pay the difference in premium between the regular premium and the business-use premium, if any.

#### **12.5 Vehicle Rental**

- a) If an employee is authorized to rent a vehicle temporarily to conduct City business, the City will reimburse him/her for the cost of the most economical vehicle available. b) The employee should request additional supplemental insurance, which will be reimbursed by the City.

#### **12.6 Personal Mail**

- a) Employees may not use the addresses of City Hall or other City facilities as a personal address for receipt of personal mail.
- b) Employees may mail personal envelopes from City Hall or other City facilities provided the envelopes have proper postage, and the personal mail is not voluminous. Employees may not mail personal Christmas/Holiday cards from City Hall or other City facilities. Occasionally, it may be necessary for an employee to have a package delivered at City Hall or other City facilities. Employees may receive packages with prior approval from their Department Head. The City will not be responsible or liable for lost or misplacement of packages.

#### **12.7 Communications Devices**

- a) Employees in possession of City communications devices are expected to protect the equipment from loss, damage, or theft. Employees should not use such devices to communicate or store confidential or sensitive City information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device. Any device used for business purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the communications device for return or inspection. Employees who use City communications devices specifically consent to the access by and disclosure to the City of information created, entered, transmitted or received via such devices that is stored by a third- party electronic communication service or remote computing service.

The use of an employee's personal communications devices for conducting public business for the City is prohibited without prior authorization of the employee's Department Head.

- b) While at work employees are expected to exercise the same discretion in using personal communications devices as is expected for the personal use of City computers. Personal phone calls and messaging must be limited to non-work time, or otherwise cleared through the employee's immediate



supervisor, and must be made in a manner that does not disturb employees who are working. Employees are expected to devote working time to performance of job duties, and any use of communications devices during working time for messaging or functions other than a phone call that has been cleared through the employee's immediate supervisor is strictly prohibited. Violations of this policy will be subject to discipline, up to including termination.

The City will not be liable for the loss of personal communications devices brought into the workplace.



Department: Human Resources

Topic: **Travel Policy Number 13**

Original Issue Date: 08/01/01

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 2/18/2019

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### **13.0 Policy**

- a) The City of Park Ridge is committed to “state of the art” employees and as such will provide its employees with opportunities to learn and grow. The City will also encourage and embrace the concepts of a learning organization, so as to help employees learn and grow.
- b) From time to time employees will be required to travel to other locations for training. The following policies will act as guidelines to assist in compensating employees for expenses incurred as a result.
- c) Additionally, employees may be required to travel for business related purposes. These guidelines will also apply.
- d) All travel expenses must be approved in advance by the employee’s immediate supervisor.

### **13.1 Ethics**

- a) In all cases, the City of Park Ridge Prohibited Conduct Policy Number 1, shall apply. Employees shall not take trips paid for by others, unless specifically authorized to do so by the City Manager.

### **13.2 Travel**

- a) Travel to and from training will be by the most economic means possible and practical.
- b) City employees will use a City vehicle whenever possible. City vehicles are not available for library employee use, except when use is approved by the City Manager.
- c) When an employee uses his or her vehicle they will be reimbursed formileage per the current IRS rate. Mileage will be calculated based upon the distance from Park Ridge to the site of the training and back.
- d) If travel by air is necessary, the City will pay coach fare only.
- e) All reasonable incidental fees will be reimbursed by the City. Examples include, cab fare, transportation to and from the airport, parking fees, etc.



Reasonable incidental fees do not include expenses for entertainment such as movies, plays, or concerts (except as provided below).

- f) Employees issued City cellphones should use their City cellphone, when possible, to make calls when traveling on City business.
- g) While traveling, the City will reimburse for meals up to the following rates: Breakfast \$9.00, Lunch \$12, Dinner \$25.
- h) Travel and meals for training required for an employee to complete his/her probationary employment shall not be covered by this policy. Probationary employees will be responsible for their own transportation and meals.
- i) Employees must complete the City's travel reimbursement form and provide receipts for any approved expenses greater than \$5.00. Failure to provide a receipt may result in the employee not being reimbursed for the expense.
- j) All documentation and requests for reimbursement must be submitted within thirty (30) days of the date upon which the expense was incurred on, or in the case of travel, the last day of the trip.

### **13.3 Conferences and Conventions**

The above policies will apply with the following differences:

- a) The City will pay all conference related expenses including meals or other conference related events. Employees will not be additionally reimbursed for those meals paid for as a part of the conference expenses.
- b) The City will not pay for any pre or post conference activities which are primarily social in nature.
- c) The City will pay for lodging at conference designated sites; however, if you choose to stay elsewhere, the City will only reimburse you up to the charge levied by the conference hotels.

### **13.4 Variances**

- a) There shall be no variations to this policy unless specifically authorized by the City Manager.
- b) The City shall reimburse employees for all necessary expenditures incurred at the request of the City and in furtherance of the City's business provided that the employee has obtained prior authorization from the City to incur the expense and provided that the employee submits a request for reimbursement along with support documentation (receipts, invoices, etc.) within thirty (30) days of incurring the expense.





Department: Human Resources

Topic: **Personnel Files Policy Number 14**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

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#### **14.0 Personnel Files**

- a) The official personnel file is maintained in the Human Resources Department at City Hall.
- b) Medical history, documentation and benefit information will be kept in a separate file.
- c) Departments residing in facilities other than at City Hall may keep personnel files, but will be limited to copies of the following information:
  - Employment application
  - Federal Tax Form
  - State Tax Form
  - Employee Handbook Acknowledgment Form
  - Personnel Action Forms
  - Disciplinary Action Forms
  - Performance Evaluation Forms
  - Applicable training documents (police, fire and public works only)
- d) All original documents must be forwarded to Human Resources and will be kept in the official files.

#### **14.1 Disciplinary Action Forms**

- a) All written disciplinary actions will be maintained in the employee's personnel file. Once submitted to Human Resources all written disciplinary actions will be considered part of the employee's permanent record.

#### **14.2 Access to Personnel Files**

- a) Employees have the right to review the personnel file maintained by Human Resources. Employees are to contact the Human Resources Department to make an appointment to view their files during normal business hours, Monday through Friday, 8:30a to 5:00p. Exceptions may be made with approval from the Department Head and the Manager of Human Resources.



- b) Supervisors and Department Heads may review their employees' personnel files by contacting Human Resources.

#### **14.3 Reference Checks**

- a) Requests for verification of employment data should be submitted to Human Resources and be accompanied by the employee's written authorization for release of the information.
- b) Additional information regarding employment with the City may be released to third parties in response to a request under the Freedom of Information Act, including information related to job positions, salary and pay rates, dates of employment, and employment status.

#### **14.4 Mandatory Notifications to Human Resources**

Employees must notify Human Resources within thirty (30) days of any change in:

1. Home address or telephone number.
2. Change in marital status
3. Addition of dependent(s)
4. Deletion of dependent(s)
5. Name, address and telephone number of the person to be notified in case of an emergency.

Human Resources may deny benefits to a new dependent if the employee does not notify them within thirty (30) days of the change.

Employees must notify their department head and Human Resources within twenty-four (24) hours of any loss of driving privileges.

Employees must notify Human Resources of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. Human Resources will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.



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## City Computer, Internet and Electronic Mail Policy

Department: Human Resources

Topic: **City Computer, Internet and Electronic Mail Policy Number 15**

Original Issue Date: 7/1/2014

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This is the policy and procedures of the City of Park Ridge regarding computer systems, email and Internet access. Department heads authorize access to the City's network, Internet and/or email systems for designated employees. The City views the legitimate use of the City's network, Internet and email systems as potentially enhancing a large number of its functions and services being provided to the public. Department heads authorize Internet access on an individual basis according to business need; getting access to the City's network does not automatically grant Internet access. The goal of this policy is to ensure the responsible and acceptable use of these resources. The safety and security of the City's network and resources must be considered paramount when using the City's network, Internet or email.

### *Definitions as used in this Policy:*

*City:* City of Park Ridge

*Computer system:* A complete, working computer. The computer system includes not only the computer, but also any software and peripheral devices that are necessary to make the computer function. The computer systems at the City of Park Ridge include PCs, file servers, and network equipment.

*Email:* Electronic mail, the transmission of messages over the City's network. Internet email is the transmission of electronic mail to networks outside of the City's network.

*Hardware:* Refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards or printers, boards.

*Internet:* A massive network of networks, a networking infrastructure, connecting millions of computers together globally which forms a network.

*Internet access:* Authorization given to a login ID to allow use of the Internet.

*Login ID:* A username and password which is required before the computer system will allow you access.

*Network:* A group of two or more computer systems linked together. The City's network includes connections to City Hall, Fire Stations, Public Works Service Center, Library,



*Public Works Pump Station, Dee Road Train Station, various government agencies and the Internet.*

*PC: Abbreviation for personal computer.*

*Programs: An organized list of instructions that, when executed, causes the computer to behave in a predetermined manner.*

*Software: Includes systems software which is the operating system and all the utilities that enable the computer to function and applications software which includes programs for the users such as word processors, spreadsheets, and database management systems.*

*User: Any individual having access to a computer system of the City.*



## **City Computer, Internet and Electronic Mail Policy**

This policy applies to all employees, contractors, interns, and other individuals who are provided access to these systems. The City Manager and Director of Information Technology reserve the right to change this policy from time to time.

The policies and procedures are as follows:

1. Every person using a City of Park Ridge computer must be an employee or authorized agent of the City of Park Ridge. All unauthorized users are strictly prohibited.
2. Each user must use a login ID created and assigned to him by an Information Technology Coordinator. A person may not use another employee's login ID to gain access to the computer system. Neither may any user offer the use of their privileges for another user's access. Doing so would make the system, the City, and the user vulnerable to undesired disclosure of information and is prohibited without authorization. If there is a need to access another user's files, you may contact the Information Technology Coordinator for access from your login ID.
3. Users should not leave their personal computer (PC) logged in and unattended. This creates an opportunity for unauthorized users to access the computer system, the Internet or send an email message under another login ID. Every user shall log off the computer every day at the close of their workday and as required for periods away from the PC to prevent unauthorized access.
4. A user requiring access to the computer system shall be referred to the Information Technology Coordinators by the user's supervisor or department head with an explanation of the access required and their written authorization. This should be done as a work order. Before issuing anyone a login ID, the Information Technology Department must get verification from the Human Resources department that the employee has signed this computer policy.
5. Maintenance of the user's access will remain the responsibility of the Information Technology Department in conjunction with departmental needs.
6. Each user's login ID is protected by a personal, confidential password to be determined by the user. The password is not displayed on the screen as it is typed and may not be disclosed to anyone in order to protect the user and the data. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users can be held accountable for the use of their account by others. This password must be changed every twelve months (or in some more sensitive areas, every 30-90 days) and may be changed as frequently as desired.



7. Any person with knowledge of any password not his own, shall report this to his supervisor immediately. The supervisor will then notify the Information Technology Department.
8. Personnel are prohibited from encrypting or password-protecting computer files without the knowledge and consent of the Information Technology Department. At least two users shall have access to any protected or encrypted file.
9. The City provides employees the relevant computer programs in order to complete their specific job functions. These computer programs may vary from employee to employee as the City sees fit.

All user files and copies of programs reside on File Servers so that backups are performed and within levels of security, multiple users can have access to certain files. For performance reasons, most programs, like the Windows operating system and the Microsoft Office Suite, are installed on the local PCs.

No settings or programs should ever be modified on the local PCs. This is the responsibility of the Information Technology Coordinators who should be contacted in the case of any problems or questions with programs or files.

10. All software used by the City will be properly licensed. The loading of software of any kind (including games and screen savers) by any user on any City computer is strictly forbidden. Games or web games may not be played on any of the City computers. Software applications of any kind, including, but not limited to, Instant Messaging, (e.g., Yahoo, AOL Instant Messenger etc.), Shockwave software may not be downloaded or used on any City computer.
11. Users shall not store files on the local hard drive. There are files stored on the local hard drive that are crucial for the operation of the PC and, if altered, could cause the PC to stop functioning. The files on the local drive shall not be altered.
12. City computers are to be used primarily to conduct City business. City computers may not be used for the creation and storing of personal documents and/or personal data files. City computers may be used for incidental and occasional personal use only during non-working hours with supervisory approval. No user may conduct a private business on any City computer. Any personal information or personal email sent or received on City computers may be subject to release in response to a FOIA request or a court order and may be reviewed at any time by IT Department staff.
13. Any programs, documents, files, or email created using the City's computers become the property of the City of Park Ridge. This includes all of the material and information created, transmitted or stored on this equipment. **There should be no expectation of privacy for any of that**



**material or information.** This includes all information, including that which may be considered personal. All users must realize that material and information that has been deleted can be retrieved and viewed by others, including email that has been deleted.

14. No hardware or software (including portable equipment) will be loaned to non-City personnel or removed from City property.
15. No outside equipment, including but not limited to, MP3 players, non-City cell phones, and portable hard drives, may be plugged into any City computer equipment without prior authorization from the Information Technology Department.
16. In order to determine compliance with the City's Computer Policy and for other operational reasons, authorized City officials, employees, or agents may monitor any employee's computer use, content of communications including any type of email, Internet access or files saved on a local harddrive or in private areas of the network, at any time. This will assist to maximize employee productivity and conserve network resources by monitoring network use.
17. Some users may need to connect to outside computers or bulletin boards from the City's computers. The Information Technology Department must be advised of this necessity and give the user authorization. Under no circumstances are any files or programs to be downloaded from any other computer systems without the permission from and knowledge of the Information Technology Department. Due to the threat of viruses, this will only be done on a limited, controlled basis.
18. There shall be no use of subscription services without approval from the department head and Information Technology Department. Some Internet sites require that users subscribe before being able to use them. Users should NOT subscribe to such services without approval. Resources, of any kind, where fees are assessed may not be accessed without prior approval.
19. The selection and purchase of computer software, hardware and upgrades shall be the responsibility of the Information Technology department. Only City approved Internet providers may be used to access the Internet. The Information Technology Department must authorize any hardware or software required for Internet access. Hardware may not be relocated, connected or disconnected at any City facility without the prior knowledge and approval of the Information Technology Department.
20. Users must abide by copyright, contract, and other local, state and federal laws, City administrative directives and policies, as well as individual department guidelines. The City prohibits any users from illegally duplicating or using illegally duplicated software on City computers. This includes but is



not limited to bringing outside software to the City's computers, copying City software to portable media and taking it elsewhere, or downloading or installing on City computers software from the Internet.

21. Files are not to be copied from another user without those users' consent. Files or programs are not to be copied from one computer to another without the Information Technology Department's permission.
22. The City may use independently supplied software and data to identify Internet sites that contain sexual or other inappropriate content. The City may block access to such sites from within its networks. The failure of the City to block a particular site does not render the site necessarily appropriate for access. If a user purposefully or accidentally connects to a site that contains sexual or racially or ethnically offensive material, he or she must immediately disconnect from the site and notify the Information Technology Department. If a user believes that a site is being improperly blocked, he/she shall submit a work order to the Information Technology Department that identifies the website, explains why it is necessary for City business and why it should not be blocked.
23. Any user who attempts to disable, defeat or circumvent any City security mechanisms such as Windows policies, Internet screening programs, security programs, firewalls, or proxy will be subject to disciplinary action up to and including dismissal. This also applies to any user who creates, installs or knowingly distributes a malicious program.
24. Using the City's Internet and email systems or resources to deliberately propagate any virus, worm, Trojan horse or Malware program code is prohibited. Users must take precautions to avoid inadvertently importing such destructive instruments into the City's Internet and email systems.
25. Training in the use of the computer system will be conducted by the Information Technology Department or their contractors and also by members of the user's department more familiar with certain department specific procedures.
26. For the City network, Internet and email use there are a number of prohibited activities, which include the following. This list is not intended to be inclusive of all prohibited activities but only as general guidelines:
  - Any illegal, illicit, improper, unprofessional or unethical activity, or any activity that could reasonably be construed to be detrimental to the interests of the City
  - Unauthorized attempts to access another's email
  - Transmitting obscene or harassing messages to any other individual





- Use for access to and distribution of indecent or obscene material, child pornography, inappropriate text or graphic files, or files dangerous to the integrity of the network, with the exception of law enforcement purposes
- Use of Internet / email resources for commercial use or profit
- More than minimal use of Internet / email resources for personal use
- Frivolous email or announcements and the exchange of games, software, chain letters, or screensavers
- Solicitation of funds
- Political messages
- Harassing or threatening messages
- Messages that could be construed as sexually explicit or discriminatory based on race, age, color, sex, sexual orientation, gender identity, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other legally protected status
- Gaming, betting, gambling or wagering
- Instant messaging and chat
- Using the Internet to access personal email accounts with personal email providers such as AOL, Gmail, Yahoo or Hotmail, is not permitted. This includes using the Internet to retrieve any type of email account not provided by the City.
- Streaming audio or video unless it is directly related to the individual's business use of the Internet

All email messages must be businesslike, courteous, civil and written with the expectation that they could be made public at some time in the future. Each user is responsible to process received email appropriately. Confidential information (such as personnel or legal materials) shall not be communicated via email and must be communicated via a more secure method.

27. Each user should limit the use of his City email address to business purposes. Since there is currently no state or federal law limiting spam, people are responsible for their own email address and its usage according to these policies.
28. Email is archived for approximately one (1) year. However, if you send or receive an email that you need to maintain as a record, a hardcopy should be



printed or a digital copy maintained in the network hard drive and that hard copy or digital copy maintained according to the Local Records Act. Where email communication is between two users of the City's email system, the sender of the email is responsible to maintain the email for Local Records Act purposes. If the email is between a user and a person outside of the City's email system, the receiver of the email is responsible to maintain the email for Local Records Act purposes. If in doubt regarding whether a particular email or type of emails need to be maintained, a user should consult with the City Attorney.

29. A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and therefore cannot be responsible for the content of information available on the Internet or received in email.
30. Users may not intentionally intercept, eavesdrop, record, read, alter or receive another person's email messages without authorization from the City Manager.
31. Alterations or enhancements shall not be made to the City's web pages except by authorized individuals who are part of the City web support team according to established standards and procedures.
32. Any unlawful use of the Internet, email, or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use may result in referral for criminal prosecution.

All users are cautioned that the use of the Internet for any purpose holds certain inherent risks. The Internet is a vast worldwide collection of networks that remain totally unregulated. Though the Internet provides excellent communications and research capabilities, there is always a possibility that information sent out on the Internet can be retrieved and redistributed. The City of Park Ridge will attempt to provide all available security to protect our users and information, but care should be used whenever using the Internet or Internet email on a City account.

**No employee shall be given a login ID, use the Internet or email until they have read and signed a copy of this policy. Human Resources will maintain a copy of the signed document in the employee's personnel file.**



I have read and understand the City of Park Ridge's Computer, Internet and Electronic Mail Policy and agree to abide by all the conditions contained therein. I understand that any programs, documents, files, or email created using the City's computers become the property of the City of Park Ridge and are subject to review and disclosure and that any misuse of the City's computer system, Internet or email may subject me to the termination of my access rights or further disciplinary action, up to and including termination. I understand this policy may be revised from time to time.

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

Printed name: \_\_\_\_\_

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



Department: Human Resources

Topic: **Pay Program Policy Number 16**

Original Issue Date: 7/1/2014

Revised: 3/1/2016

Revised: 2/18/2019

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## **16.0 Your Pay Program**

- a) The City of Park Ridge is committed to providing employees with fair and equitable pay programs. The City currently has a Merit Plan.
- b) The Merit Plan establishes a basic salary schedule to be approved by the City Council each budget year. The salary grades include minimum, midpoint and maximum rates for all positions included in the Classification Plan.
- c) The Human Resources Manager shall maintain a master set of all approved class specifications that constitute the official Classification Plan. Class specifications will be available for inspection by employees by appointment only, and during business hours. Employees are to contact the Human Resources Manager. See Policy Number 17 for information regarding the Classification Plan.
- d) The Human Resources Manager will research re-evaluating positions for reassignment to a new pay grade upon request by a Department Head.

## **16.1 Temporary Work**

- a) Employees required to work in a higher classification than their current position may be eligible to receive an increase in pay as follows:
  - i. The appointment to the higher position is at the direction of the Department Head.
  - ii. The employee is required to work in the higher classification for thirty-one (31) consecutive calendar days or longer.
  - iii. The employee meets the minimum qualifications of the higher classification.
- b) Pay for work in a higher classification will be at the minimum rates for the grade or 5% above their salary, whichever is higher.

## **16.2 New Hires**

- a) A candidate who meets only the minimum requirements for the position will be offered the minimum rate of pay for that position. A candidate who exceeds the minimum qualifications stated in the class specification may be offered a salary above the minimum. Department Heads may use their discretion in hiring new employees and offering compensation between the minimum and midpoint. Any consideration to hiring above the midpoint of the



pay range must be approved in advance by the Human Resources Manager and the City Manager.

### **16.3 Transfers**

- a) Employees may transfer or be transferred to another department in a similar position (lateral move). Such transfer will not change the employee's pay, grade or the date of the next evaluation for performance award.

### **16.4 Promotions**

- a) Employees who are promoted to a position in a higher pay grade generally are eligible to receive at least the minimum salary of the new pay grade, provided the increase in pay is 5% or higher.

### **16.5 Demotion**

- a) When an employee is demoted or transferred to a lower position, the employee shall be paid at a rate that is within the approved range for the lower position. The Human Resources Manager and the department head shall set the rate of pay, taking into consideration the circumstances surrounding, and the reasons for, the demotion or transfer. The new rate must be approved by the City Manager. If the demotion or transfer is due to performance issues, the employee will begin a new probationary period.

### **16.6 Performance Evaluation**

- a) The City generally provides each employee with a performance appraisal a minimum of once annually. The purpose of the performance appraisal is to receive feedback on performance from the employee to help that employee capitalize on performance strengths and improve various skills through a training and development plan. This helps the employee improve performance on the present job, prepares them for promotional advancement, and serves to increase individual contribution to the growth of the organization.
- b) The primary emphasis when evaluating employees should be on measuring results against objectives, which the supervisor develops in consultation with the employee. In this regard, we have established this policy for appraising performance. The use of objectives has the following advantages:
  - i. The supervisor, with or without input from employee has established what work must be accomplished and the standards by which that work will be evaluated.
  - ii. The employee clearly understands which part of the job has greatest priority.
    - Objectives provide a factual job-related basis for evaluating results, which encourages job and career interest.



- Objectives establish a basis for on-going discussion between the supervisor and the employee concerning performance, while insuring fair treatment and objectivity in the evaluation of the performance process.
  - This performance appraisal process is designed to measure goals and objectives through interaction between the supervisor and employee. Performance evaluations also may be used in determining regular employment status or dismissal; as a basis for performance awards; as a factor in determining the order of layoff; as a basis for training, promotion, demotion and transfer; and for such other purposes as may be deemed appropriate.
- iii. Employees who disagree with a performance evaluation rating may appeal the evaluation to the Human Resources Manager. The appeal should be in writing within five (5) business days of receipt of the evaluation and should clearly state all of the reasons why the employee disagrees with the evaluation. Any reason or issue not raised in the written appeal shall be considered waived. If the employee is not satisfied with the results of this appeal, the employee may then appeal to the City Manager/Library Director in writing as provided above. The City Manager/Library Director will have the final decision with regards to appeals for a change in evaluation.

For specific policy information please see the Human Resources Manager.

#### **16.7 Compensation Plan:**

- a) The City Manager, as part of his/her recommendation to the City Council for its consideration, submits a salary budget for each department. This budget is determined after consideration of the City's current financial condition.

The City Manager is responsible to develop and recommend to the City Council a schedule of salary ranges for each position in the City service, to be effective for the fiscal years.

The City Manager is responsible for setting an employee's pay rate to be determined on an individual basis and may be modified at any time by the City based upon a number of considerations, such as job duties, individual job performance, attendance record and conduct. The initial pay rate will be communicated to an employee at the time of hire, and any subsequent modifications will be communicated at or near the effective date of the change.

#### **16.8 Merit Award:**

The performance award component is designed to reward job performance using the performance evaluation form and policy. Employees, whose overall rating of Meets Standards or Exceeds Standards, generally will be eligible for consideration of a



performance award. Employees whose overall rating is Requires Improvement will not normally be eligible for a performance award. Any funding for performance awards must be approved by the City Council at the recommendation of the City Manager. Any funding for performance awards for library employees must be approved by the Library Board.

- a) Employees who consistently perform all responsibilities in a fully competent manner and above are eligible to move from the minimum of the pay grade to the maximum where authorized within the budget. Employees who are at the maximum of their salary ranges will not normally be eligible to receive increases to base pay. They may, however, be eligible to receive a performance award in the form of a lump-sum bonus, as authorized and approved by the City Council, provided the performance warrants that increase.

Calculation of the lump sum bonus for hourly or non-exempt employees is as follows:

- i. Determine the dollar amount of bonus to be paid.
- ii. Determine the total number of hours worked in the previous 12 months.
- iii. Divide the bonus amount by the hours worked to get the hourly rate.
- iv. Calculate the number of regular overtime hours worked in the previous 12 months.
- v. Multiply the hourly rate (3 above) by 1.5 (OT rate) by the number of overtime hours worked.
- vi. Add (5) above to bonus amount.

#### **16.9 Your Paycheck**

- a) All employees will receive their advice of deposit or paychecks at work or other designated location every other Friday. For the purpose of determining any overtime pay, the 'pay week' begins Saturday and ends Friday.
- b) Employees may receive their pay via direct deposit into two or less separate accounts. See Human Resources Manager for information on direct deposit. The City of Park Ridge may also use other means for paying its employees as new methods of payment become available.
- c) If the regular payday falls on a holiday, payday will normally be the last workday prior to the scheduled payday. If you think there is an error in your paycheck, notify your supervisor immediately.
- d) Upon termination or retirement, employees have the option for the final check to be a paper check or to be directly deposited. Final paychecks will be a paper check unless the employee notifies Human Resources and requests it to be directly deposited. The City of Park Ridge requires separated



employees to return all City issued property prior to issuance of the final paycheck.





Department: Human Resources

Topic: **Classification Policy Number 17**

Original Issue Date: 8/1/99

Revised: 9/1/2005

Revised: 5/1/2006

Revised: 5/1/2007

Revised: 7/1/2014

## 17.0 CLASSIFICATION PLAN

- a) The Classification Plan provides a systematic arrangement and inventory of the positions in the City of Park Ridge within the Civil Service Commission. Each class specification lists the minimum requirements or qualifications needed to perform the job, such as education, work experience, and other skills and abilities. By describing the essential functions of the job, job duties, responsibilities and qualifications, the Classification Plan provides guidelines for establishing a pay plan based on these relationships.
- b) Certain city employees are members of a recognized collective bargaining unit. This policy applies to employees that are not members of a recognized collective bargaining unit and employees whose collective bargaining agreement does not explicitly address overtime. Any collective bargaining agreement which addresses overtime supersedes this policy.

### Definitions:

- i. **Class Specification:** Class specifications are descriptive and explanatory and are not necessarily all inclusive of all duties performed. Each class specification lists the minimum requirements or qualifications needed to perform the job, such as education, work experience, and other skills and abilities.
- ii. **Class of Positions:** A group of positions, regardless of department or geographical location, that are alike enough in duties and responsibilities to be called by the same descriptive title, to be given the same pay scale under similar conditions, and to require substantially the same qualifications.
- iii. **Class Assignment:** The assignment of a class specification to a pay grade.

## 17.1 Official Copy of Class Specifications

- a) The Human Resources Manager shall maintain a master set of all approved class specifications which constitute the official Classification Plan. The copies of the specifications will include the date of adoption and/or the last date of revision.



- b) The Human Resources Manager will provide each Department Head with a set of class specifications of those positions assigned to his/her department, and any other appropriate positions.
- c) Employees will receive a copy of their class specification.
- d) All class specifications will be available for inspection by employees by appointment only, and during business hours. Employees are to contact the Human Resources Manager.

### **17.2 Procedures for the Classification of New Positions**

- a) The Department Head will follow the normal procedures for approval to add a new classified position.
- b) The Human Resources Manager will create new class specifications (if applicable) for positions upon request by a Department Head to add a new position. The following procedure will normally be followed:
  - i. The Department Head will submit a request in writing requesting development of a new class specification and justification for same.
  - ii. A Position Description Questionnaire (PDQ) will be submitted to the Human Resources Manager describing the position duties in detail.
- c) A desk audit and/or interview with the Department Head may be required.
- d) A determination will be made by the Human Resources Manager in conjunction with the City Manager as to whether the new position warrants a new class specification, or if a current class specification adequately describes the position.
- e) Upon approval, the new position will be assigned a pay grade.

### **17.3 Reassignment of Positions**

- a) The Human Resources Manager will research re-evaluating positions for reassignment to a new pay grade upon request by a Department Head. The following procedure will normally be followed:
  - i) The Department Head will submit a request in writing requesting re-evaluation of a position, justifying the request by relating specific items to be reviewed.
  - ii) The Position Description Questionnaire (PDQ) will be reviewed by the Human Resources Manager with regard to the above request and justification for review.
  - iii) The Human Resources Manager, in conjunction with the Department Head will make a recommendation to the City Manager regarding re-evaluation and reassignment.



- b) Re-evaluation of positions may occur under the following circumstances:
  - i) The position was incorrectly classified and there has been no substantial change in duties from those in effect when the position was originally evaluated and assigned to a pay grade.
  - ii) There has been a substantial change in the duties and responsibilities associated with a position since it was classified.
  - iii) In the event a position is re-assigned to a higher pay grade, a pay adjustment may or may not be warranted. The policy and procedure as outlined in the Compensation Plan will be followed.
- c) In the event a position is reassigned into another pay range, the following will apply:
  - i) If the position is assigned to a higher pay grade, such action is considered an upgrade for the position. The incumbent may be reclassified without an additional performance evaluation, however, must meet the minimum qualifications of the new class specification. The incumbent will receive at least the minimum salary of the new pay range. If, however, the incumbent is already above the minimum, no further adjustment will be made.
  - ii) If the position is assigned into a lower pay grade, the position is downgraded. The incumbent will continue at the same rate of pay and may receive increases to the maximum of the new grade. If the current salary of the incumbent is above the maximum of the new grade the guidelines in this policy will apply.

#### **17.4 Abolishment of Positions**

- a) The Department Head will make a recommendation for abolishment to the Human Resources Manager when there is sufficient justification to remove a position from the Classification System. Positions will be abolished only in circumstances in which the Department Head agrees the position will be completely eliminated and not filled for at least two (2) years.

#### **17.5 Maintenance of the Classification Plan**

- a) The Classification Plan will be reviewed annually to determine whether the Position Description Questionnaires (PDQ's) need to be resubmitted for review.
- b) Any change in the Classification Plan during this maintenance period will be approved by the City Manager.

**Please see Policy Number 16 for information regarding temporary assignment, transfers, promotions and demotions.**



Department: Human Resources

Topic: **Overtime Policy Number 18**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 3/2/2015

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## **18.0 Union Employees**

- a) Certain city employees are members of a recognized collective bargaining unit. This policy applies to employees that are not members of a recognized collective bargaining unit and employees whose collective bargaining agreement does not explicitly address overtime. Any collective bargaining agreement which addresses overtime supersedes this policy.

## **18.1 Days of Work**

- a) The City's workweek runs from Saturday through Friday.
- b) The workweek is Sunday through Saturday for Library employees paid on a non-exempt basis.

## **18.2 Hours of Work**

- a) The regular hours of work are 37.5 hours per week, 7.5 hours per day.
- b) Employees are entitled to a daily unpaid lunch period.

## **18.3 Overtime Scheduling**

- a) Time worked in excess of 37.5 hours per week constitutes overtime work and the rate of compensation for such work shall be the rate of one-and-one half times the regular hourly rate. All overtime must be approved in advance by the supervisor or Department Head.
- b) The City does not allow non-exempt employees to work "off the clock" without compensation. Non-exempt employees must record all hours of work, including work performed away from City premises, on their time sheets and receive prior authorization if performing work outside of the employee's assigned work hours. Any employee who fails to accurately record all hours of work on his or her time sheet will be subject to disciplinary action, up to and including possible termination of employment.

## **18.4 Eligibility for Overtime**

- a) Employees may be entitled to overtime compensation depending upon the position they hold. Each position is assigned a classification as follows:
  - i. Exempt. This classification of employee is paid on a bi-weekly salaried basis and is exempt from overtime, that is, is not eligible to



receive overtime regardless of the hours worked in any given week. Positions in this classification are executive, administrative and professional as defined by the Fair Labor Standards Act.

- ii. Non-Exempt. This classification of employee is paid on a bi-weekly basis, and is not exempt from overtime. It includes part-time employees and individuals hired by the city for temporary or seasonal employment. Employees in this classification will receive overtime for all hours worked over 37.5 per week. Police Commanders are eligible for overtime for all hours worked over 40 per week.

### **18.5 Calculation of Overtime**

- a) Non-exempt, non-union employees are eligible to receive overtime compensation at 1.5 times the regular hourly rate of pay and may receive this as direct pay or compensatory time. Overtime compensation or compensatory time will be given for hours actually worked over 37.5 in a work week. Police Commanders are eligible for overtime for all hours worked over 40 per week.
- b) The City reserves the right to pay overtime as wages, and unless mutually agreed in advance, all overtime will be paid as wages.

### **18.6 Evening/Saturday Meeting Overtime**

- a) Regular full-time employees who are non-exempt and are required to attend evening or Saturday meetings which are outside of the normal scheduled workday may be eligible for overtime or compensatory compensation.
  - i. Hours spent at the above meetings will be counted towards the hours worked in that week.
  - ii. A minimum of two hours will be paid for evening or Saturday meetings for administrative clerical support positions, in lieu of any other overtime.

### **18.7 Part-Time or Temporary Employees**

- a) All part-time or temporary employees performing non-exempt work, whether IMRF eligible or not, will receive overtime pay at 1.5 times the hourly rate for all hours worked over 37.5 during the work week.
- b) The workweek runs from Saturday through Friday for City Hall employees, and Sunday through Saturday for non-exempt and part-time Library employees.



Department: Human Resources

Topic: **Compensatory Time Policy Number 19**

Original Issue Date: 2/1/2000

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 3/1/2016

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### **19.0 Non-Exempt Employees**

- a) Non-exempt employees who work more than 37.5 hours per week may elect to receive compensatory time in lieu of paid overtime.
- b) Police Commanders who work more than 40 hours per week may elect to receive compensatory time in lieu of paid overtime.
- c) Compensatory time will be earned at the rate of 1.5 hours for each hour of overtime worked.
- d) The maximum accrual for compensatory time is sixty (60) hours (40 hours at time and a half) for employees who work 37.5 hours per week.
- e) Employees who terminate or retire will receive pay for unused compensatory time.
- f) The City may cash out an employee's accrued compensatory time off at any time or otherwise require employees to use accrued compensatory time.
- g) Non-exempt employees may use earned compensatory time off with prior approval of their Department Head. If it is not possible to approve the particular compensatory time off requested, time off will be granted within a reasonable period, normally within thirty (30) days, unless the requested time off would unduly disrupt operations.

### **19.1 Exempt Employees**

- a) Exempt Regular Full-Time employees who are required to attend meetings outside of regular work hours may be granted up to five administrative days.
- b) These days will be granted by the City Manager at his discretion once per calendar year.
- c) Administrative time cannot be carried over and will not be paid out at separation of employment.



Department: Human Resources

Topic: **Service Recognition Policy Number 20**

Original Issue Date: 7/1/2014

Revised: 08/25/2014

## 20.0 Service Recognition

- a) The City of Park Ridge recognizes that longevity is integral to the success of the organization and wants to recognize employees for their years of service.
- b) City employees will receive a coupon for time off as outlined below on these respective anniversaries: 5, 10, 15, 20, 25 years and every five years after. Time off awarded is determined by the number of hours per week the employee is currently budgeted for as follows:

Less than 30 hours/week	3.75 hours paid time off
More than 30 hours/week	7.5 hours paid time off
- c) The time off coupon expires six months after it is issued. This time cannot be carried over, nor will it be paid out upon termination or retirement.



Department: Human Resources

Topic: **Worker's Compensation Policy Number 21**

Original Issue Date: 1/1/99

Revised: 7/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 8/28/2014

Revised: 2/18/2019

Revised: 1/1/2020

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## **21.0 Accident Reporting Procedures**

- a) In the event of an accident at work no matter how minor, supervisors and employees are required to: 1) Notify Human Resources ASAP or within 24 hours. 2) Submit an incident report completed by the employee, supervisor, and any witness(es) within 24 hours.

### **21.1 Incident Report**

- a) The Incident Report (available via the Intranet, Human Resources, or Supervisors) is to be completed immediately by the supervisor of the employee and returned to Human Resources. It is a management document with significant legal implications and is not to be completed by the employee. Late reporting may result in violations of the state reporting deadlines and questionable legal status.
- b) The Employee's Incident Report is to be completed immediately, or no later than the end of the shift in which the incident occurred. The form is to reflect the employee's judgment of the accident and should be accurate, thorough and very specific.
- c) In the event the employee is completely disabled and unable to complete the form, the Supervisor must notify Human Resources immediately.

### **21.2 Witnesses**

- a) The Incident Report is to be completed by all witnesses and forwarded to Human Resources. A thorough accident investigation should be completed before the end of the shift during which the accident was reported.
- b) The report is to be based on a complete and thorough investigation of the accident, including an interview with all employees who are involved in or witness the accident. This report must be completed within 48 hours of the injury, illness or incident.





### 21.3 Medical Treatment

- a) No Medical Treatment Required. If an injury is minor and no medical treatment is required, the supervisor will complete the Incident Report and send to Human Resources.
- b) First Aid. Minor injuries requiring First Aid shall be treated in the workplace and an Incident Report will be completed and sent to Human Resources.
- c) Injuries Requiring Medical Treatment (not requiring ambulance transport) – Employees sustaining injuries that require medical treatment will be sent to Advocate Occupational Health, located in Skokie, Illinois. If the injury occurs after 8 p.m. during a weekday or after 4 p.m. on the weekend, the employee will be sent to Lutheran General Hospital for treatment. Hours for Advocate Occupational Health in Skokie, Illinois are Monday thru Friday (8 a.m. to 8 p.m.) and Saturday & Sunday (8 a.m. to 4 p.m.).
- d) Injuries Requiring Emergency Treatment/Ambulance Transport – Employees sustaining injuries that require ambulance transport to the emergency room will be taken to Lutheran General Hospital. Follow-up treatment will be at Advocate Occupational Health.

### 21.4 Determination of Fitness for Duty

- a) A City-approved physician will determine fitness for duty for all work-related injuries/illnesses.

### 21.5 Modified Duty Program

The City may require an employee who is receiving workers' compensation benefits to return to work in an available modified duty assignment, upon the following conditions:

- a) The City of Park Ridge is committed to providing injured and disabled employees the opportunity to return to gainful employment on a limited basis when appropriate, until able to return to full duty, whenever feasible. The intent of the program is to comply with all Federal and State Laws.
- b) Modified duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the City. Further, modified duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Modified duty assignments are intended to benefit the employee and the City and to the extent that modified duty assignments cease to serve the operational needs of the City, modified duty assignments will be terminated. Modified duty assignments may be made in the employee's usual department or another area within the City that offers work that the employee is physically able to perform. Supervisor cooperation and participation is mandatory to the extent of identifying and assigning employees appropriate work. The City shall be under no obligation to create a modified duty assignment for any employee.



- c) Modified duty is a possible option only in cases where the injury or disability happened on the job. Off-duty injuries resulting in the employee being unable to return to work are not eligible for modified duty.
- d) A City-approved physician will determine when an employee is available for modified duty. Employees must be released to modified duty by the City-approved physician.
- e) A suitable position must be identified that is within the medical restrictions as described by City-approved Occupational Healthcare provider.
- f) Employees who are expected to return to duty within 12 months of accident or injury may serve in a modified duty position up to 90 days, subject to availability of modified duty assignments.
- g) Any exceptions to this policy must be approved by the City Manager.

#### **21.6 OSHA Record Keeping Requirements**

- a) Human Resources will maintain an OSHA 300 log for the City Hall building, and each outside facility will be responsible for maintaining the facility log.
- b) Retention of OSHA Records  
The log and summary, OSHA No. 300, and the supplementary record, OSHA No. 101, must be retained in each establishment for 5 calendar years following the end of the year to which they relate.

#### **21.7 Violations/Disciplinary Actions**

The following violations are major offenses for which any employee could be discharged immediately. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.

- a) Drug-Related Accidents  
Employees who report to work when physically, mentally or emotionally impaired and unable to perform assigned responsibilities and are involved in an accident that results in injury and/or damage to property will be subject to a drug screen. The guidelines in the Drug-Free Workplace Policy and all collective bargaining agreements will be followed.
- b) Hazardous Acts  
Employees who knowingly circumvent safety procedures, or violate safety rules or practices as well as employees who have been previously counseled for a similar incident may be subject to immediate discharge.

#### **21.8**

The following violations are offenses for which substantial penalties could be levied. Normally, an employee will be subject to progressive counseling. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.



- a) Reporting Requirement. Failure to report all occupational injuries or acts that result in injury to conform to applicable OSHA regulations. This includes failure to report the accident to management within 24 hours of occurrence.
- b) Medical Attention. Failure to receive medical attention at the designated medical facility.
- c) Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- d) Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to company property or to the property or others while on company time or on the premises. This includes, but is not limited to: reckless use of company equipment; assault or attempted physical assault on any fellow associate or horseplay.



Department: Human Resources

Topic: **Benefits Policy Number 22**

Original Issue Date: 7/1/2014

Revised: 2/18/2019  
1/1/2020

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## **22.0 Benefits**

- a) The health, dental and life insurance provisions set forth below provide only a brief description of your benefits. Summary plan descriptions (SPD), which explain coverage of your health, dental and life insurance benefits in greater detail, are available from Human Resources. The actual plan documents, which are available by making a written request to the Human Resources Manager, are the final authority in all matters relating to benefits described in the Human Resource policies or in the summary plan descriptions and will govern in the event of any conflict. Additionally, the City reserves the right to change or eliminate any benefits at any time in accordance with applicable law or Council policy direction.

## **22.1 Group Medical Insurance Coverage**

- a) If you are a regular full-time employee, or for purposes of the Affordable Care Act only an employee who works on average at least thirty (30) hours per week or 130 hours per month, the City offers group health and major medical insurance to you and your eligible dependents effective the date of your employment. At your option, you may elect coverage through any one of the health and major medical plans made available by the City. Specific information regarding plan provisions is available for your review in the Human Resources Department. For full-time employees, the City shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.
- b) The City may, at its option, modify plan design, extent of benefits, or change commercial insurance carriers.

## **22.2 Employee Assistance Program**

- a) The City of Park Ridge provides an Employee Assistance Program for all employees. An Employee Assistance Program (EAP) is a professional and confidential counseling and information service designed to help resolve any personal concerns an employee or family member may have. EAP services are available 24 hours a day by calling 800/227-8620. Examples of personal issues commonly helped through an EAP include:

Marital and family conflict; interpersonal communication; stress and anxiety; alcohol or drug abuse; grief and loss; job pressures.



Information on the EAP is posted on City bulletin boards and available from Human Resources.

### **22.3 Group Dental Coverage**

- a) If you are a regular full-time employee, the City offers group dental insurance to you and your eligible dependents effective from the date of your employment. The City shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.

### **22.4 Life Insurance**

- a) Full-time employees receive basic term life insurance that is paid by the City. Additional supplemental term life insurance coverage is also available. Please see Human Resources for specific life insurance coverage information.

### **22.5 COBRA Provision for Continuation of Group Medical and Dental Coverage**

- a) If you would otherwise lose your group coverage because of a reduction in your working hours or the termination of your employment for reasons other than gross misconduct on your part, you may be eligible to continue under the City's plan for a period of time as prescribed by COBRA law. The City will notify you of the time period for which continuation coverage may be provided, depending upon your individual situation.
- b) If you elect to continue coverage, you are responsible for payment of the full premium plus administrative fees which may change from time to time.

### **22.6 Conversion Privileges**

- a) If you are no longer eligible for the City's group health, dental and/or life insurance coverage, you may be eligible to convert to an individual policy with the City carrier. For specific plan procedures governing conversion of coverage please contact Human Resources.

### **22.7 Disability Benefits through Illinois Municipal Retirement Fund (IMRF)**

Note: All disability benefits in this section (temporary and total and permanent disability) are for **personal** injuries or illnesses. Please see Policy Number 23.7 "Duty-Related Injury or Illness Leave" for duty-related injuries and illnesses.

### **22.8 Temporary Disability Benefits**

- a) IMRF eligible employees are eligible to receive temporary disability benefits. Temporary disability benefits are paid for a period of time equal to one-half of your credited service, but not more than 30 months. For example, if you have one year of IMRF service credit, six months are payable. With five or more years of service credit, 30 months of benefits may be payable.

Temporary disability benefits are payable under the following conditions:



- You are disabled by a physical or mental condition which makes you unable to perform the duties of any position that might be reasonably assigned by the City of Park Ridge.
- You have contributed as a participating member for at least 12 consecutive months since being enrolled as a participating member, and have at least nine months of contributing service in the 12 months immediately prior to the date of disability.
- The disability has existed for at least 30 consecutive calendar days and you are no longer receiving compensation from the City.

Temporary disability benefits may be discontinued as follows:

- You have used up all temporary disability benefits, or
- You return to work, or
- Your physician or the City's physician or IMRF's physician reports that you are able to return to work, even though there might not be a position available, or
- You refuse to submit to a physical examination requested by IMRF, or
- You fail to submit a medical report from your physician certifying continuance of disability.

## **22.9 Total and Permanent Disability Benefits under the Illinois Municipal Retirement Fund**

- a) Total and permanent disability benefits are payable when a member who has used up all temporary disability benefits is unable to engage in any gainful activity whatsoever and the disability is expected to result in death or be of long and continued duration.
- b) IMRF total and permanent disability benefits can be paid to a maximum age of 65 years for those members who become disabled under age 60. If a member becomes disabled after attaining age 60, total and permanent disability benefits may be paid until five years after the original disability began. The five-year period includes the 30-day waiting period, temporary disability, and total and permanent disability combined.
- c) Additional reasons for terminating the payment of total and permanent disability benefits are as follows:
  - You receive wages or other compensation for personal services from any source whatsoever, or
  - A report by a physician states that you are no longer totally and permanently disabled, or
  - You refuse to submit to a physical examination requested by IMRF, or



- You fail to submit a medical report from the treating physician to certify continuation of disability.

#### **22.10 Amount of IMRF Disability Benefits**

- a) The amount paid as an IMRF disability benefit depends on whether you receive Social Security Benefits, workers' compensation (including occupational disease) benefits, or have returned to work for a trial work period.
- b) The least that you can receive from all four sources is 50% of your average monthly earnings for the 12 calendar months prior to the date you are disabled.

#### **22.11 Group Medical and Dental Benefit Continuation under Illinois Municipal Retirement Fund**

- a) When you begin receiving temporary or total and permanent disability benefits under IMRF, your group dental insurance will cease. You may be eligible to continue your dental coverage under COBRA provisions.
- b) When you begin receiving permanent disability benefits under IMRF, you may continue your group medical benefits until age 65 by paying the full amount of the premium.

**Please contact Human Resources for specific information on IMRF disability benefits and continuation of health benefits.**

#### **22.12 Tuition Reimbursement Program**

- a) The City of Park Ridge is committed to the professional development and education of its employees by supporting educational opportunities to further employees' knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the City. Each fiscal year, tuition assistance is subject to the availability of budget funds, as approved by the City Council, and is subject to the approval of the City Manager. Therefore, eligible employees may receive tuition assistance on a first-come, first-approved basis. Reimbursement will be made only for tuition and not for fees, mileage, books or special materials.

- b) Eligibility

Only full-time employees with 12 months of continuous employment prior to the start of the course are eligible for this program.

Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels, courses designed to increase one's skill or trade, courses offered as part of an adult continuing education program and any other appropriate course in a field aligned



with the line of work of the employee. Doctoral-level degree programs and courses are not eligible for tuition reimbursement.

c) Approval

The City has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee's potential for career advancement within the City. In addition, the employee's past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The City Manager shall make the final determination on an employee's acceptance into the tuition reimbursement program and may deny any request for the reimbursement that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the City Manager can revoke the reimbursement privilege.

d) Application for Tuition Reimbursement

Employees wishing to participate in the City's Tuition Reimbursement Program must complete a Request for Participation Form before the start of each course along with any supporting documentation. Employees shall then submit this form to their Department Director for review and approval, who will then forward it on to Human Resources for review. The City Manager shall make the final determination on an employee's acceptance into the tuition reimbursement program based upon the availability of funding, recommendations of the Department Director and Human Resources, and other relevant information.

If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the City, length of time enrolled in a degree program, quality of work performance, and impact of coursework on the organization.

e) Applicable Costs and Amounts for Tuition Reimbursement

Approved employees may generally receive \$2,500 reimbursement in the fiscal year, at the City Manager's discretion, provided that funding has been approved and is available in the City's budget.

Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The City only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including discharge.





The amount of tuition reimbursed is based upon the employee's academic performance in accordance with the following schedule:

<b>Course Grade</b>	<b>Percent of Tuition Reimbursed</b>
Grade "A" or "B"	100% of allowed tuition
Grade "C"	75% of allowed tuition
Grade "Pass"	100% of allowed tuition

Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.

Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. Human Resources and the City Manager must first approve the request prior to the employee receiving any reimbursement from the City.

f) Refund of Tuition Reimbursement

Employees receiving tuition reimbursement agree to remain in active, full-time employment with the City for at least two years after receiving tuition assistance. Employees who voluntarily separate from the City before the two years have expired must refund the City 100% for all tuition reimbursements paid within the two-year period immediately prior to the separation. This two-year period commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the City prior to the completion of the two years of service, the entire amount of the reimbursement becomes due and payable from the employee's final paycheck or the City will invoice the unpaid balance, to be paid within 60 days.



Department: Human Resources

Topic: **Leaves of Absence Policy Number 23**

Original Issue Date 8/1/99

Revised: 1/1/2001  
Revised: 5/1/2003  
Revised: 7/1/2014  
Revised: 1/29/2018  
Revised: 2/18/2019

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### 23.0 General Provisions

- a) **Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over these policies. If an issue is not addressed in the collective bargaining agreement, these policies shall control.**
- b) Employees must normally request a leave of absence in advance from their Department Head, except in situations where they are absolutely prohibited from doing so by emergencies or unforeseen circumstances. All leaves must be reviewed by the Human Resources Manager and City Manager for final approval.
- d) Employees will maintain employment status and previously accrued benefits while on approved leave.
  - Paid Leaves of Absence. Except where otherwise noted, employees will continue to accrue benefits during the time they are on approved paid leave from City service.
  - Unpaid Leaves of Absence. Employees are not entitled to the accrual of any seniority, vacation, service credit or other benefits during an unpaid Leave of Absence, unless otherwise proscribed by law.
- e) Time spent on extended, unpaid leaves of absence may not be counted as creditable service for pension purposes. Further, if the employee goes on an approved, unpaid leave of absence for a period in excess of thirty (30) calendar days and wishes to continue to be covered by the City's health, dental or life insurance, the employee is responsible for payment of the total monthly insurance premiums unless otherwise provided by law.
- f) It is the policy of the City of Park Ridge NOT to request the City Council to grant IMRF Pension Credit and Death and Disability Protection Leave Authorization for an employee going on unpaid leave of absence. Employees may be able to buy back this service upon return to work.

The reasons for this policy include:



- Should the employee become disabled or die while on said leave of absence, a considerable liability could accrue to the City and IMRF;
  - The City incurs expenses for maintaining such coverage;
  - While on the leave of absence, the employee activities may increase his/her risk of serious injury and subsequent disability or death;
  - The City Council has indicated its desire to limit the exposure of the City to increased pension liability.
- g) Employees covered by a collective bargaining agreement will be granted leaves of absence in accordance with those agreements.

### **23.1 Medical and Family Leaves**

See Family and Medical Leave Act Policy Number 30.

### **23.2 Personal Leave**

- a) Emergency leave may be granted without pay by the department head for a period of up to three (3) working days when conditions warrant absence from work for compelling personal or business reasons.
- b) Personal leaves of absence may be granted when there is an urgent or compelling need for an employee to be absent to take care of important personal business. Personal leaves of absence will not be granted or extended to last for more than six (6) months.
- c) Personal leaves of absence (except for emergency leave) must be approved in advance by the Department Head, Human Resources Manager and the City Manager. All personal leaves will be unpaid, unless the employee has accrued unused vacation, PTO or compensatory time, in which case the employee will be required to utilize such leave concurrently with the requested personal leave.
- d) Employees on an unpaid personal leave of absence may continue their insurance coverage by paying current COBRA rates in advance each month during the leave.

### **23.3 Military Leave**

- a) Military leaves of absence will be granted for required military duty as prescribed under state and federal laws. Employees who require military leave must notify their supervisor or Department Head as soon as possible after receiving military orders. Employees who are returning from military leave should notify the City as soon as possible when they know of their release from military service if the employee intends to return to work.
- b) Employees may be eligible for continued compensation for any period actively spent in military service, including basic training, special or advanced training, and annual training, pursuant to law. During leaves for annual training,



employees will continue to receive regular compensation. Employees on military leave will continue to accrue seniority and benefits as if they were actively at work.

- c) Employees on a military leave of absence may continue their insurance coverage by paying their portion of the insurance premium (if any) in advance each month. If the required contribution is not paid, the insurance coverage will terminate and COBRA provisions will apply. Upon returning to work the employee may re-enter the group plan.

#### **23.4 Educational Leave**

- a) Regular full-time employees may be granted leave for purposes of taking coursework directly related to their work duties. Application for educational leave must be made in writing to the Department Head at least one month in advance of the coursework.
- b) Educational leave is unpaid unless the employee has unused, accrued vacation or compensatory time, which the employee may be required to use concurrently with the educational leave.
- c) Normally, educational leave shall not exceed twenty (20) working days, or one hundred sixty (160) hours in any calendar year. Exceptions may be made in cases where the coursework is of unusual merit to the City government.
- d) All educational leaves must be approved in advance by the Department Head, the Human Resources Manager, and either the Library Director or the City Manager.

#### **23.5 Victims' Economic Security and Safety Act ("VESSA") Leave**

Employees who are victims of domestic or sexual violence or who have a family or household member who is a victim of domestic or sexual violence may take up to twelve (12) weeks of unpaid leave in any twelve (12) month period to address needs for medical attention, recovery, counseling, safety planning, and to seek legal assistance to ensure victim safety, including court proceedings related to the violence. If you have questions relating to this form of unpaid leave, please contact your Human Resources.

#### **23.6 Sick Leave**

- a) Please see Policy Number 27 for information related to Sick Pay/Leave Policy for employees hired before July 1, 2014 and Policy Number 26 for employees hired after July 1, 2014.

#### **23.7 Duty-Related Injury or Illness Leave (Disability Leave)**

- a) You are covered under worker's compensation for injuries or illnesses related to your work. In the event of an accident at work, no matter how minor, supervisors and employees are required to complete the correct forms in a timely manner and report the injury or illness to the Human Resources Department.



- b) All duty-related accidents or illness are to be reported immediately to the department supervisor, even if medical attention is not required. The Incident Report Form is to be completed by the supervisor immediately and returned to Human Resources within 24 hours.
- c) All accidents and illnesses will be thoroughly investigated. If it has been determined that you have been injured in the line of duty, or contracted a duty-related illness you may be eligible for worker's compensation benefits.
- d) If you are a police officer or firefighter whose injury is covered by the Public Employee Disability Act, 5 ILCS 345, you may be eligible for continued compensation for up to one year for days off due to your line of duty injury. Any Worker's Compensation payments made to you during this period will be signed over to the City, and you must comply in full with the provisions of the Act.
- e) All absences from work due to duty-related injury or illness shall be recorded as "Injury on the Job" and not charged against other accrued leave benefits.

### **23.8 Sick Leave at Retirement or Termination**

- a) This applies only to employees in the City's Tier 1, hired before January 1, 2012. It does not apply to employees in the City's Tier 2 or Tier 1 employees hired on or after January 1, 2012. For Tier 1 employees hired on or after January 1, 2012, the City may authorize the payments below if the payment does not increase the employee's final earnings over the 106% cap contained in 40 ILCS 5/7-172(k). In the event the City pays less than available unused sick leave compensation at the time of retirement, the employee may receive payment for the remaining balance up to the maximum approximately 90 days following the employee's retirement date.

Full-time Tier 1 employees who retire or resign in good standing may be eligible to receive compensation for unused, accrued sick leave as follows:

- The employee must have accrued sick leave of a minimum of 120 days.
- The employee may receive compensation for 35% of all unused accrued sick leave days in excess of 120 days, up to a maximum of 180 days.
  - Fire Battalion Chiefs may receive compensation for 35% of all unused accrued sick leave days in excess of 60 days, up to a maximum of 105 days.
- Instead of receiving monetary compensation for sick leave days accrued in excess of 120, employees may opt to have unused accrued sick leave days converted to medical coverage upon retirement. A determination of what the conversion rate is will be given to the employee upon request.



Department: Human Resources

Topic: **Holiday Leave Policy Number 24**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 1/27/2015

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#### **24.0 Collective Bargaining Units**

- a) **Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over these policies. If an issue is not addressed in the collective bargaining agreement, these policies shall control.**

#### **24.1 Exempt Management Employees**

- a) Each year a holiday schedule designated by the City Manager (City Hall) and the Library Director (Library) will be distributed. Although specific dates and designated holidays may change from year to year, exempt and management staff will normally be given eight (8) (City Hall) and eight (8) (Library) pre-determined paid holidays each year.
- b) When an exempt employee is required to work on a designated holiday, the employee must generally take another day off within 30 days or forfeit the paid day off. Battalion Chiefs (Fire) will be given a floating holiday.
- c) Employees who terminate or retire will not receive pay for unused holidays.
- d) The City Manager reserves the right to close City Hall early the day before a holiday at his discretion.
- e) The Library normally closes early on July 3 and the evening before Thanksgiving Day.

#### **24.2 Full-Time FLSA Non-Exempt Non-Union Employees**

- a) Full-time employees who are FLSA non-exempt will be eligible to receive holiday pay.
- b) Any employee who does not work on the designated holiday will receive straight pay for the holiday for the normal scheduled hours.
- c) Employees scheduled to work on a designated holiday will receive time and one-half for all time worked on the holiday, in lieu of any other overtime.
- d) Employees who terminate or retire will not receive pay for unused holidays.



- e) Fire Lieutenants who work a designated holiday will be paid at one and a half times the rate of pay or time coming.

#### **24.3 Part-Time Employees**

- a) To be eligible for holiday leave, part-time employees must be enrolled in the Illinois Municipal Retirement Fund (IMRF).
- b) Part-time employees who do not work on the designated holiday will receive straight pay as determined by their normal work schedule.



Department: Human Resources

Topic: **Vacation Policy Number 25**

Original Issue Date: 1/1/99

Revised: 1/1/2001  
Revised: 5/1/2003  
Revised: 2/1/2006  
Revised: 7/1/2014  
Revised: 1/18/2017

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## **25.0 Vacation Accrual Policy for Full Time Employees (37.5 Hours Per Week)**

- a) The vacation policy applies to all full-time employees of the City of Park Ridge hired before July 1, 2014 (city's Tier 1 employees), whose positions are not covered by a collective bargaining agreement, and who regularly work thirty- seven and one-half (37.5) hours per week. This policy does not apply to employees hired after July 1, 2014; (city's Tier 2 employees) are granted paid time-off under policy number 26.
- b) Employees earn and accrue vacation hours beginning the first pay period of employment. The rate of vacation accrual is based on the employee's years of service at his or her anniversary date.
- c) Vacation may be used in one hour increments.
- d) Vacation should normally be taken in the year in which it is accrued. An employee with 10 years of service or less will not be allowed to carry over more than the equivalent of 300 vacation hours to the next calendar year without the written approval of the City Manager. An employee with 10 years of service or more will not be allowed to carry over more than the equivalent of 337.5 vacation hours to the next calendar year without the written approval of the City Manager.
- e) Fire Department supervisors including Battalion Chiefs may accrue and carry over up to a maximum of 36 vacation days, equivalent to 801 vacation hours. Vacation hours in excess of 801 will be lost as of the pay period encompassing January 1 each year.
- f) Vacation time not approved cannot normally be taken. The City Manager and Department Head may approve "borrowed" time, however a written agreement for payback on January 1 or at time of termination (whichever is first) must be authorized by the employee prior to taking of time off.
- g) Vacation reconciliation will be done the pay period in which January 1 falls.
- h) Vacation days must be scheduled in advance and approved by the employee's supervisor. Although vacation scheduling is first-come, first-serve in the event of a conflict, the employee with the most seniority will be given first consideration.





- i) Employees who are separated from City service will be compensated for all unused, accrued vacation. This pay will be at the regular rate of pay in effect at time of separation.
- j) Part-time employees must be IMRF eligible to receive vacation pay. Vacation pay for part-time employees is paid at straight time as determined by the average number of hours worked during a normal workweek. The Library will adopt this policy as of May 1, 2001.
- k) Any employee transitioning from part to full-time status will keep any accrued vacation time and the employee's accrual rate for benefits will be based on the total years of continuous service, regardless of full or part-time status.

**Non-Union City Employees hired before July 1, 2014:****Full Time Regular (37.5 hour work week)**

Years of Continuous Service	Annual Vacation Hours	Annual Vacation Days	Accrual Rate Per Pay Period
1-5 yrs.	105	14	4.038
6	112.5	15	4.327
7	120	16	4.615
8	127.5	17	4.904
9	135	18	5.192
10	142.5	19	5.481
11	150	20	5.769
12	157.5	21	6.058
13	165	22	6.346
14	172.5	23	6.635
15+	217.5	29	8.365

**Full Time Police Commander (40 hour work week)**

Years of Continuous Service	Annual Vacation Hours	Annual Vacation Days	Accrual Rate Per Pay Period
1-5 yrs.	112	14	4.308
6	120	15	4.615
7	128	16	4.923
8	136	17	5.231
9	144	18	5.538
10	152	19	5.846
11	160	20	6.154
12	168	21	6.462
13	176	22	6.769
14	184	23	7.077
15+	232	29	8.923

**Vacation Accrual for Fire Battalion Chiefs hired before July 1, 2014:**

Years of Continuous Service	Annual Vacation Hours	Annual Vacation Days
1 – 9	378.25	17
10 – 15	445	20
15+	534	24

***Please refer to the Library Appendix for Library Employee accrual rates.***



**Part-time Employees:**

- a) Part-time employees must work a minimum of 1,000 hours per year to be eligible for vacation leave, and must be eligible for IMRF as required by law. Vacation should normally be taken in the year in which it is accrued. An employee will not be allowed to carry over more than the equivalent of 60 hours of vacation time to the next calendar year without the written approval of the City Manager.
- b) Any employee transitioning from part to full-time status will keep any accrued vacation time and the employee's accrual rate for benefits will be based on the total years of service, regardless of full or part time status.

All IMRF-eligible part-time employees hired before July 1, 2014 will be assigned to the following schedule and will accrue vacation beginning their first paycheck:

<b>Years of Continuous Service</b>	<b>Annual Vacation Hours</b>
0-5	20
6	24
7	28
8	32
9	36
10	40
11	44
12	48
13	52
14	56
15+	60



Department: Human Resources

Topic: **Paid Time-Off Policy Number 26**

Original Issue Date: 7/1/2014

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## **26.0 Paid Time-Off Policy, Tier 2 Employees**

- a) This policy is in effect for all employees hired after July 1, 2014 and any employees in service prior to July 1, 2014 who voluntarily opt into the PTO bank instead of vacation, and sick time.
- b) *Collective Bargaining Agreements:* Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over these policies. If an issue is not addressed in the collective bargaining agreement, these policies shall control.
- c) This Paid Time Off (PTO) policy eliminates the distinction between sick and vacation time. PTO is an accrual of time, which an employee can use for any purpose such as vacation, other leisure time, personal illness, to care for another person who is ill, etc. PTO encompasses all time off, except specific leaves which are covered under Policy Number 23 and any other policy regarding specific leaves.
- d) Employees requesting to use PTO for a planned absence are required to give advance notice to their supervisor. Employees, who need to use PTO for an unplanned absence, need to give notification to their supervisor at least 30 minutes before the start of their shift. Employees are required to give their supervisor the reason for the unplanned absence, such as illness of themselves, their spouse, or any member of their immediate household. Use of PTO for illness is not to be abused by the employee and excessiveness absenteeism will not be tolerated. The City reserves the right to require the employee to verify illness of themselves, their spouse, or any member of their immediate household via a healthcare provider's note or any other communication deemed appropriate by the City.
- e) Full-time Regular Employees earn PTO according to the following accrual schedule:



<b>Years of Continuous Service</b>	<b>Annual PTO Hours</b>	<b>Annual PTO Days</b>	<b>PTO Hours Accrued Per Pay Period</b>
0-5	150	20	5.769
6	157.5	21	6.058
7	165	22	6.346
8	172.5	23	6.635
9	180	24	6.923
10	187.5	25	7.212
11+	195	26	7.500

- f) Part-Time Regular Employees earn PTO according to the following schedule:

<b>Years of Continuous Service</b>	<b>Annual PTO Hours</b>
0-5	20
6	24
7	28
8	32
9	36
10	40
11	44
12	48
13	52
14	56
15+	60

- e) *PTO Carry-Over:* Employees may carry-over up to 262.5 hours (35 days) from year to year. Department heads may, with City Manager approval, allow the employee to carry over additional PTO days. Employees must submit a request for the additional days to be carried over to their Department Head. If the request is granted, the additional PTO days must be used in the first quarter.



- l) Non-union Fire Department supervisors including Battalion Chiefs who opt into the PTO Policy or promoted after July 1, 2014, may accrue and carry over up to a maximum of 24 shift days, at 22.25 hours per shift day, 534 hours total can be accrued. Accrued time in excess of 534 hours will be lost as of the pay period encompassing January 1 each year.
- g) *PTO Pay out upon Retirement or Termination:* Accrued PTO remaining in the employee's bank will be paid out upon retirement or termination. Instead of being paid out, employees can opt to have their unused PTO days converted to medical coverage upon retirement. A determination of what the conversion rate is will be given to the employee upon request.



Department: Human Resources

Topic: **Sick Pay Policy Number 27**

Original Issue Date: 8/1/99

Revised: 7/1/2001  
Revised: 9/1/2002  
Revised: 2/22/2008  
Revised: 7/1/2014  
Revised: 1/18/2017  
Revised: 2/18/2019

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**27.0** This policy is in effect for employees hired before July 1, 2014. The City of Park Ridge recognizes that it may be necessary for some employees to be absent due to illness, whether personal or immediate family. To properly schedule work in accordance with the needs of the department and increase the effectiveness and ability to satisfy the needs of our customers, absences must be for good cause and within reasonable limits.

**27.1** If the City determines that an employee has patterns of absence that become excessive, or has four (4) or more occurrences in a rolling twelve (12) month period, the employee's supervisor, in conjunction with Human Resources, will review the reason for such absences. Excessive absenteeism may be subject to discipline as outlined in the Personal Conduct Expectations policy.

**27.2** Department Heads are responsible for the attendance of their department and are to complete attendance records including leave time, sick leave, overtime, etc.

**27.3** Sick leave is intended to provide employees with paid time off during occasional periods of illness, or in the event of certain unavoidable medical emergency situations. Sick leave shall not be used for matters of personal convenience, such as (but not limited to) weddings, graduations, or personal business. Sick leave may be used in the following instances only:

- a) Personal illness or injury (non-work related)
- b) Personal medical or dental appointment if unable to schedule during off-duty
- c) To care for a sick spouse, dependent, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or member of employee's immediate household.

**27.4** Employees are expected to pre-arrange any absences with their supervisor a minimum of two days in advance. In emergency situations employees who are unable to report to work as scheduled are required to contact their supervisor no later than thirty (30) minutes prior to the start of their shift. Employees are not to contact the Human Resources department.

- a) Employees who are absent due to illness, or pre-arranged medical or dental appointments must use sick leave time. If no sick leave time is available, the employee will not be paid for the time off unless it falls within the guidelines of FMLA, in which case the paid leave time substitution rules will apply. Generally, if



no banked leave time is available, time off will be unpaid (in accordance with FMLA and FLSA regulations).

- b) Generally and to the extent provided by law, employees who are ill and on paid sick leave are expected to be confined to their place of residence or be hospitalized, unless en route to, from or at the doctor's office or pharmacy.
- c) The City reserves the right to require the employee to verify illness of themselves, their spouse, or any member of their immediate household via a healthcare provider's note or any other communication deemed appropriate by the City.
- d) Employees who are sick for three (3) or more consecutive days must present a completed Medical Certification Form in order to return to work. If the employee does not provide appropriate medical documentation, the employee may not be allowed to return to work, and such time off will be considered an unpaid leave of absence subject to the terms and conditions of that policy.
- e) Employees who are absent for three (3) consecutive days without notifying their supervisor will be considered terminated.

#### **27.5 Sick Leave Accumulation**

- a) Regular full-time employees earn and accumulate one day of sick leave per calendar month of employment.
- b) Fire Battalion Chiefs earn and accumulate 6 days (133.5 hours) of sick leave per calendar year of employment.
- c) Part-time employees who are IMRF-eligible earn four hours of sick leave per calendar month of employment.
- d) Employees covered by a collective bargaining agreement will be paid in accordance with that agreement.
- e) The maximum sick leave accrual is two hundred forty (240) workdays for full-time employees.
- f) The maximum sick leave accrual is 96 hours for part-time employees who are IMRF-eligible.
- g) Any employee transitioning from part to full-time status will keep any accrued sick leave.

#### **27.6 Sick Leave Extension**

- a) An extension to paid sick leave may be granted in situations where the employee has an extended illness and all accrued sick leave, vacation leave and compensatory time has been used. Human Resources will monitor extended



illness and determine when an employee will deplete all paid sick leave and pension disability. Upon verification of continued illness, the City Manager may authorize continued paid sick leave.

- b) Employees covered by a collective bargaining unit will be paid in accordance with that agreement.

### **27.7 Sick Leave Verification and Documentation**

- a) Illnesses resulting in three (3) or more consecutive workdays of lost time will require a Medical Certification Form to verify illness/injury and ability to return to work.
- b) In the event the absence is to continue beyond seven (7) consecutive days, the following procedures will apply:
  - i. All injuries/illnesses requiring time off in excess of seven (7) consecutive days will require medical certification.
  - ii. The employee must provide Human Resources with a physician's statement indicating diagnosis, prognosis and estimated return to work date.
  - iii. Updated medical certification will be required every two weeks from the physician indicating prognosis and estimated return to work.
  - iv. Continuation of paid leave time is contingent upon receipt of continued medical certification.
  - v. The City of Park Ridge reserves the right to send the employee for an Independent Medical Examination to verify the status of the employee's condition and ability to perform job duties.
- c) If the illness or injury falls within Family Leave definitions, the time off will be designated as FMLA and FMLA provisions will apply.
- d) The following are examples of illnesses that are typically not FMLA eligible, unless they meet the criteria of a serious health condition: common cold, upset stomach, flu, headaches other than migraine, ulcers, ear aches, routine dental or orthodontic problems including periodontal disease.
- e) The supervisor reserves the right to request medical verification and/or documentation for absences less than three (3) days when the supervisor has determined that an employee has patterns of absence, or has taken an excessive amount of sick leave (non FMLA leave).

### **27.8 Disability Periods**

- a) Employees who are disabled due to serious health related conditions, as covered by the Family and Medical Leave Act, and are off work for one (1) day up to twelve (12) weeks will be treated in accordance with the Family and Medical Leave Act.





- b) Employees who continue to be disabled and unable to perform their regular duties for medical reasons after their twelve (12) week Family Leave period may request a personal leave of absence. Provisions as outlined in the Leaves of Absence policy will be in effect. The total leave, including FMLA, normally will not exceed six (6) months.
- c) Employees may be eligible for temporary disability benefits through the Illinois Municipal Retirement Fund. Eligibility for temporary disability benefits include:
  - i. The employee must be unable to perform the duties of any position reasonably assigned by the City.
  - ii. The employee must have at least twelve (12) months of continuous service prior to the disability period.
  - iii. There is a 30-day waiting period for temporary disability benefits through IMRF.
  - iv. All earnings from the City will cease while receiving temporary disability benefits through IMRF.
- d) Maternity leave will be treated as any other medical leave.

#### **27.9 Modified Duty**

- a) The City of Park Ridge will not normally provide modified duty for personal illness or injury. If, however, an employee requests modified duty and suitable work is available and appropriate in light of applicable laws, such work may be offered within the guidelines for modified duty, Workers Compensation Policy Number 21. The City will not create modified duty assignments where none exist.

**For information regarding the Family and Medical Leave Act, see Policy Number 30.**



Department: Human Resources

Topic: **Bereavement Leave Policy Number 28**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 2/18/2019

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## **28.0 Funeral Leave**

- 1.1 When it is necessary for an employee to be absent for purposes of funeral arrangements and/or attendance at a funeral for a member of their immediate family, provisions are made to cover such absences without employee loss of wages or salary.
- 1.2 Normally, such excused absences are to be limited to three (3) consecutive days for full-time employees and up to twelve (12) hours over three consecutive days for part-time employees. Additional time off may be granted upon prior approval of the department head.
- 1.3 Immediate family is defined as: spouse, (step) parent, (step) child, grandchild, grandparent, mother-in-law, father-in-law, brother, sister, brother-in-law or sister-in-law.
- 1.4 One paid funeral leave day may be taken for attendance at the funeral of an aunt, uncle, first cousin, niece or nephew.
- 1.5 Paid leave for funeral attendance for non-immediate family members not listed above will be reviewed by the Department Head and Human Resources on a case-by-case basis and is only approved for unique circumstances.
- 1.6 Vacation time must be utilized for any bereavement leaves that are not permissible under this policy. If an employee has no vacation time available, the employee may use compensatory time or be granted bereavement leave without pay.
- 1.7 In the case of the loss of a child, and pursuant to the Illinois Child Bereavement Leave Act, an employee who suffers the loss of a child may be entitled to two (2) weeks (10 working days) to grieve the death of the child and make arrangements following the death of a child or to attend the child's funeral. This leave must be used within sixty (60) days of the date upon which the employee receives notice of the child's death. In the event of the death of a second child in a twelve (12) month period, an employee is entitled to up to six (6) weeks of unpaid leave during the twelve (12) month period. This leave will be unpaid, unless the employee has benefit time to use.



Note: The Act does not afford an employee the right to take leave which exceeds FMLA. If an employees has already taken twelve (12) weeks of FMLA, no additional leave is required under this Act.



Department: Human Resources

Topic: **Jury and Civil Duty Policy Number 29**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

Revised: 2/18/2019

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### **29.0 Jury Duty**

- a) All employees shall be permitted necessary time off from work upon receipt of an appropriate court order directing them to report for jury duty. The employee's supervisor and Human Resources must be advised of this order as soon as possible.
- b) Full-time employees will be paid their normal salary while on jury duty, up to a maximum thirty (30) days. The employee shall submit their jury duty check to the City. The employee will receive pay from the City for normally scheduled work days/shifts only.
- c) If the period of jury duty is less than a normally scheduled shift for the employee, the employee will check in with their supervisor to determine if the employee should come to work for the remainder of their normally scheduled shift.

### **29.1 Civil Duty Leave**

- a) Regular full-time employees who are subpoenaed to appear on any matter connected with their employment by the City will receive pay for time lost from work. Any payment received shall be turned over to the City in order to qualify for regular compensation.



Department: Human Resources

Topic: **Family Medical Leave Act Policy Number 30**

Original Issue Date: 8/1/99

Revised: 7/1/2014

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## **Family and Medical Leave Act (FMLA)**

### **30.0 General Policy**

The City has adopted this policy to implement the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) (collectively referred to as "FMLA"). The terms used in this Section shall have the same meanings ascribed to said terms in the FMLA.

### **30.1 Applicability**

An eligible employee is entitled to a total of twelve (12) work weeks of leave during a twelve month period, as defined herein, for any one or more of the following reasons:

- a) The birth of a son or daughter, and to care for the newborn child within the twelve (12) months after birth;
- b) The placement with the employee of a son or daughter for adoption or foster care and to care for the child within the twelve (12) months after placement;
- c) To care for the employee's spouse, son, daughter or parent (but not a parent in-law) with a serious health condition;
- d) Because of a serious health condition that makes the employee unable to perform the functions of his or her job. (See Policy 23 for paid leave provisions.); and
- e) Due to any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation.

Entitlement to leave for the birth of a child or for adoption or foster care will expire twelve (12) months from the date of birth or placement. Spouses are entitled to a combined total of twelve (12) weeks of leave for the birth or placement of child, or the care of a parent.

An eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

Additionally, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care



for the service member. This Military caregiver leave is available during “a single 12-month period” (i.e. such leave is only available one time for the care of the service member) during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

### **30.2 Eligibility**

Employees who have been employed by the City for at least twelve (12) months, which need not be consecutive, and for 1,250 hours over the previous twelve months immediately preceding the leave shall be eligible for family and medical leave. Except under certain circumstances for those employees designated by the Act as “highly compensated employee”, employees will be returned to the same or equivalent position after taking family leave.

### **30.3 Definition of Serious Health Condition**

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:

- a) Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by a health care provider, or
- b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- c) “Regimen of continuing treatment” includes a course of prescription medication, and/or therapy requiring special equipment to resolve or alleviate the health condition.

This definition is not complete in its entirety; see Human Resources for specific, detailed description of serious health condition.

### **30.4 Computing the Twelve-Month Period**

Employees are entitled to twelve workweeks of FMLA leave during a twelve-month period. The twelve-month period is measured using a ‘rolling’ 12-month period backward from the date the employee’s first FMLA leave begins.

### **30.5 Notice**

An employee must provide the City with at least thirty (30) days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If thirty (30) days’ notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice shall be given as soon as practicable which generally means either the same day or the next business day that the employee learns of the need for the leave. Failure to provide timely notice may result in a delay or denial of leave.



Employees are required to comply with their Department's usual and customary policies for reporting absences and requesting leaves even where the absence is covered by FMLA, absent "unusual circumstances."

Whenever an employee is absent under circumstances that would otherwise qualify as FMLA leave and normally be eligible, the City will consider such incidents as "notice" that the FMLA may apply to the leave request.

### **30.6 Retroactive Designation of Leave**

If the employee does not request Family Leave, the City of Park Ridge reserves the right to designate time off as FMLA Leave. Designation may be made retroactive while leave is in progress or within two business days of the employee's return to work. All retroactive designation of leave will be made in accordance with the Family Medical Leave Act rules and regulations.

**30.7 Continuation of Health and Retirement Benefits:** During any FMLA leave, the City shall maintain the employee's coverage under any group health, dental and life plan maintained by the City under the same conditions that existed when actively employed. Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. Employees going on unpaid FMLA leave will be informed at the beginning of the unpaid leave period of the right to continue group health and dental insurance, the responsibility for premiums, the amount due, and frequency of insurance premium payments. Premium payments more than thirty (30) days late can result in the City terminating group health and dental insurance coverage. However, group health insurance coverage will be restored, without a waiting period, immediately upon the employee's return from FMLA leave. Employees who fail to return from unpaid FMLA leave for reasons other than (1) the continuation of a serious health condition of employee or a covered family members or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason) may be required to reimburse the City for the cost of portion of the premium paid by the City.

The retirement plan (when applicable) will be continued on the same conditions as coverage would have been provided if the employee had been actively employed during the entire leave, unless specified differently in a collective bargaining agreement, **provided the employee is using accrued paid leave time** during the term of the family leave. If FMLA leave is unpaid, the City will not contribute to the Illinois Municipal Retirement Fund for employees on unpaid leave. The employee may be eligible to purchase this time upon return from leave, in accordance with IMRF rules and regulations.

An employee is not entitled to the accrual of seniority, vacation, service credit or other benefits during unpaid Family Medical Leave. An employee who takes family or medical leave will not lose any employment benefits that accrued before the leave date began.

### **30.8 Application of Paid Leave:**

In all qualifying instances, the City will require an employee to substitute paid leave for unpaid FMLA leave:



- a) **Leave for Child Care After Birth or Placement of a Child:** Employees shall be required to first use any and all vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
- b) **Leave for Serious Health Condition of a Family Member:** Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
- c) **Leave for Serious Health Condition of the Employee:** Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.

Employees using all available eligible paid leave accruals before the end of a scheduled FMLA leave will be in an “unpaid” status for the remainder of the leave. While in a “non-paid” FMLA leave status, employees with a serious medical condition may be eligible for disability benefits under the applicable pension program. Receipt of disability benefits under a pension program or through workers’ compensation benefits does not extend the maximum limit of FMLA leave entitlement; rather these benefit will run concurrently with FMLA leave.

### **30.9 Intermittent, Reduced Schedule Leave**

FMLA leave taken to care for a family member with a serious health condition or for an employee’s own serious health condition may be taken intermittently or on a reduced leave basis if medically necessary. If an employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the City may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position. The employee must make a reasonable effort to schedule intermittent leave for planned medical treatment so as not to unduly disrupt the City’s operations.

### **30.10**

FMLA taken for care of a newborn, or adopted or foster child may be taken intermittently or on a reduced leave basis only upon the City’s approval.

### **30.11 Certification**

The City may request that employees eligible for FMLA leave because of a serious health condition to themselves or a family member as defined above have the treating health care provider complete a *Certification of Health Care Provider for Employee’s Serious Health Condition* or a *Certification of Health Care Provider for Family Member’s Serious Health Condition*.





Employees have fifteen (15) days to submit their certification form to the Human Resources Division after it is requested.

At its discretion and its expense, the City may request a second medical opinion as to the employee's health condition. If the certification from the employee's health care provider and the second opinion differ, a third medical opinion will be required. A health care provider agreed on jointly by the employee's and City's health care providers will submit a third opinion, the results of which will be binding.

The City will require recertification for leave due to an employee's serious health condition following the minimum duration of a condition as stated in the certification form or every thirty (30) days. The City may request recertification more frequently as permitted by law. In all instances, the City requires recertification every six (6) months in connection with an FMLA medical leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. The City may provide the health care provider with the employee's attendance records and ask whether the need for leave is consistent with the serious health condition.

Employees shall be notified if submitted medical certifications are incomplete or insufficient and must correct any deficiencies within 7 days or as otherwise permitted by the City. The City may delay or deny FMLA leave to employees who fail to timely submit a requested *Certification of Health Care Provider for Employee's Serious Health Condition* or *Certification of Health Care Provider for Family Member's Serious Health Condition* or otherwise fail to timely correct deficiencies. With the employee's permission, the City (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. All documentation of an employee's personal or family member's health conditions will be held in strictest confidence and maintained in a separate medical records file maintained in the Human Resources Division.

### **30.12 Concurrent Running of Other Leave**

Any health related leave provisions provided for in other sections of the City policies and union contracts shall run concurrently with the leave provisions provided for under this Section.

### **30.13 Reinstatement**

During the leave, the employee may be required to report periodically on the employee's status and the employee's intentions to return to work. Any extension of time for the employee's leave of absence must be requested in writing prior to the employee's scheduled return to work date, and the employee will be required to provide a recertification if the employee remains eligible for FMLA leave.

Employees on FMLA leave for their own serious health condition must provide fitness for duty releases from their health care provider before they will be permitted to return to work.

Except under circumstances for those employees designated by the Act as "highly compensated", employees will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and



conditions of employment. If an employee is unable to return to work at the end of the original FMLA leave period due to a continuation of a serious medical condition, the employee should contact Human Resources to review available options. If an employee is unable to return to work at the end of an FMLA leave for reasons other than a continuation of a serious medical condition may be subject to discipline, up to and including termination.

#### **30.14 Application to Spouses**

Spouses working for the City who are eligible for FMLA leave shall be permitted to take only a combined total of twelve (12) work weeks for FMLA leave during the 12-month period for child care after the birth of a son or daughter, or after the placement of a son or daughter for adoption or foster care, or to care for a parent (but not a parent-in-law) with a serious health condition.

#### **30.15 Conflicts**

To the extent that there may be any conflict between the FMLA and this Section, the provisions of the FMLA shall control.



## **APPENDIX – PARK RIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES**

The Park Ridge Public Library is a component unit of the City of Park Ridge, not a City department. The Library has a separately appointed Board of Trustees who set policy for the Library and hire the Library Director. The Library Director, and their designees, are responsible for hiring, onboarding, training and retaining all Library staff. Please note, that the City of Park Ridge's policies apply to Park Ridge Library staff, except where there is a conflict between the policies listed in the City's manual and in the Library's appendix, in which case the Library's appendix supersedes City policy. Any questions or concerns about Library policy should be brought to a member of Library Administration.

### **Mission Statement**

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

### **Vision Statement**

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the intersection of engagement, information, tradition and innovation.

### **Library Values**

**Access:** All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all community members and library card holders.

**Education and Lifelong Learning:** PRPL promotes the creation, maintenance, and enhancement of a learning society, providing a repository of information so the community and individuals can pursue education or informational desires/interests.

**Expertise:** We are relentless in our efforts to better understand our community, collections and patrons – listening and being responsive to them.

**Innovation:** Our library is not static. We are always learning and constantly exploring new ways of doing things better and doing better things.

**Intellectual Freedom:** We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

**Service:** We provide the highest level of service to all library users – community members, organizations, government and businesses.

**Trusted Source:** The library serves as an ethical and neutral publicly-sourced asset that belongs to everyone.



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### **Standards of Service Excellence**

We have created these Standards of Service Excellence based upon the premise that the actions of one single individual can create or change the image of the Library and of all staff members in the eyes of our patrons and colleagues. Therefore, we have standardized certain behaviors and responses so that all may receive the same consistent level of excellent service. These standards apply to all areas of service both in person, online and on the telephone.

**Friendly:** Create an atmosphere that makes people feel welcome the moment they enter the building or your work area. Greet with a “hello” when possible.

**Attentive/Observant:** Acknowledge people with eye contact or a smile as quickly as possible. Always leave paperwork, conversations with others and the computer to help a person. Be aware of the actions of an individual that may signal the need for special assistance.

**Enthusiastic:** Be enthusiastic, enthusiasm is contagious; it improves the work environment and causes patrons and residents to look forward to their visit.

**Empathetic:** “What if this were happening to me?” is one of the best questions to ask us when an individual is experiencing a problem. “Asking what would I want the Library to do for me if I were in this situation?” gives us an indication of the action necessary to show that we understand and want to assist in the solution of the problem.

**Knowledgeable:** Develop a thorough working knowledge of the Library's services and which department(s) provides them. Use this knowledge to answer questions, solve problems or direct an individual to the appropriate department or person.

**Professional:** Professionalism is a matter of attitude, not academic degrees. We must appear and conduct ourselves in a professional manner while working, regardless of job classification. Professional appearance should be consistent with the highest standards in the field. Professional demeanor while working includes such things as



refraining from personal conversations and telephone calls, eating, drinking or chewing gum in public view, refraining from making any negative comments about other employees, patrons, the Library, the City or other organizations where it may be overheard by the public.

**Proud:** Display an attitude of pride in the quality of our work and the services we provide. Acknowledge the achievements of our colleagues.

**Diplomatic:** Be diplomatic and tactful in all situations. Although patrons or colleagues may not always be right, it is essential that they never be treated as though they are wrong. Care must be taken to avoid offending or embarrassing an individual, or causing one to lose face in front of his or her peers.

**Listen:** Communication occurs only when the person to whom we are talking hears what is being said. We should always listen carefully to understand not to judge a situation or individual. By understanding, we are able to respond in calming, confidence-building language and avoid aggravating, confidence-destroying language. By restating what we have heard, we indicate that we have understood what has been said.

**Courteous:** Always conduct yourself in a gracious and courteous manner to everyone.

**Appreciative:** Always thank patrons for using our services and facility. Always thank other employees for their thoughtfulness or help.

**Cooperative:** Be a team player. Understand, accept and practice these standards. Understand that they are the benchmark against which all our activities will be seen and evaluated.

### **Standards for Processes and Procedures**

**Convenient:** Within the framework of the Library's purpose and mission, all processes and procedures are designed for the convenience of library patrons, not staff. Services and facilities must be easily understood and used. Our responsibility is to accommodate the patron in the most reasonable manner.

**Flexible** – Although rules and regulations are important, they can never be detailed or extensive enough to cover every situation. Procedures cannot solve problems - people can. Procedures exist to give us guidelines and parameters within which to solve problems. Unnecessary rules or rules that are too difficult to explain or enforce do not permit excellent service. These should be brought to the attention of management.

**Solution-driven:** Avoid giving the patron the run-around. Take ownership of a misdirected patron; do not just point them in another direction. Whenever possible, accompany the patron to the appropriate person or location that can help them. If you have to transfer a patron who has been misdirected, place the person on hold and explain the situation to the next person before you transfer the call.



**Efficient & Accurate:** We are responsible to understand all procedures and processes within our area of responsibility or that have direct bearing on processes within our area of responsibility. We must stay informed regarding changes so that all tasks and procedures can be performed correctly the first time.

**Responsive:** Always indicate our course of action with every request. Be as specific as possible with a patron concerning when he or she may expect a response. Always respond by the time we promised, even if it is to tell the patron that we are still working on his or her request. Remember that the entire organization-every staff member-has promised the patron excellent service.

**Image Conscious:** Every employee must guard and promote our image, being aware that image and quality are linked. Understand that every move we make, every word we say, every decision we make is always a statement about quality, and reveals what we think about our patrons, our services and ourselves.

**Complaints:** Every effort should be made to respond positively to every question or complaint when and where it is received, even if the response is "Yes, that is a problem. Let me take you to someone who will help you." If no one is available, provide the patron with the name of the manager who can discuss the problem with them and/or provide them with a patron comment form. Do not make excuses for the problem; rather direct the patron to the person who can best help them with the problem.

### **Use of Standards**

Every staff member must be aware that these standards require the acceptance and cooperation from all be effective. These standards are only as good as our understanding and implementation of them. Just as with policies and procedures, they are designed to be guidelines and to set parameters. They are regularly reviewed and revised.

All staff members are encouraged to contribute ideas for changes and/or improvements to these standards and to the general work environment.

If a staff member has trouble understanding or meeting any of these standards, that individual has the responsibility to communicate that to their manager. Each manager is responsible for responding to their staff member's questions, problems and ideas concerning these standards.

New staff will be introduced to these standards during their onboarding and training period.



### **Compensation Philosophy**

Park Ridge Public Library recognizes the essential role staff has in furthering the mission and vision of the Library and in achieving the Library's strategic goals. The Board of Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain a staff of highly proficient and qualified employees and reward high-performing employees at all levels.

The Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

1. Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
2. In determining an employee's rate of compensation within their assigned pay range, Administration may consider the employee's performance, contribution, education, experience, and the requirements for the position.
3. Merit increases will be reviewed annually. Merit increases or one-time rewards may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
4. The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior staff.

The Library's compensation structure includes competitive benefits for eligible staff which may include health, dental, vision and insurance coverages; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.

1. Individual employee's eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
2. The Library seeks to ensure that benefits are offered and managed fairly across all jobs.
3. The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library endeavors to allow time and financial support to enable staff to attend approved training.



### **Hours of Work:**

The weekly schedule varies from department to department based on the needs of each department. In order to cover all of the hours that the library is open, staff are scheduled to work a combination of morning, afternoon and evening shifts, including Saturdays and Sundays.

- The Library's workweek runs Sunday through Saturday
- Full-time employees are scheduled to work 37.5 hours per workweek.
- Part-time employees are scheduled to work a total number of hours per pay period as determined by their position.
- Sunday is a regular workday, those staff members scheduled to work on a Sunday are paid straight time.

### **Meal and work Breaks:**

Meal periods are one hour of the employee's own time when working a 7 or 7.5 hour shift. These periods are scheduled by the staff member's manager. Exceptions must be approved by the staff member's manager or the person in charge.

Staff may take a paid fifteen-minute work break for each consecutive 3 ½ hours worked. Staff working a full day (at least 7 hours) may take two breaks, regardless of their meal break schedule. (Example of work schedule where employee would be entitled to an afternoon break when working less than a 3 ½ hour shift: 9am – 1pm, Lunch 1 - 2pm, 2 – 5pm).

If a department is short staffed or it is an exceptionally busy day and library service would be affected, staff may be asked to forfeit a work break.

Student pages working a shift that is a minimum of three hours are entitled to a 15 minute break.

Lost time may not be made up by skipping meals or breaks. Time allowed for meals or breaks may not be accumulated for future use. Breaks may not be used to take the place of a meal period, nor may they be used either at the beginning or end of a scheduled work period. Staff must return promptly from their meal periods and breaks. When employees are repeatedly tardy, it increases the workload of others in the department. Chronic tardiness will affect the staff member's performance appraisal and that individual may be subject to discipline.

### **Overtime:**

Non-exempt and hourly employees will receive time and one-half for all hours worked in excess of 37.5 in a workweek.

### **Reimbursement:**

In the instance that a staff member purchases a material/supply or food for a Library program using a personal payment method, a request for reimbursement may be made. Managers should sign off on all reimbursement requests for their direct reports. The Finance and Administrative Services Manager will sign off on all reimbursement requests for the Library Director. Reimbursements will be made in line with stated rules in the Library's "Expense Reimbursement" policy.





### **Emergency Closings:**

When it is necessary to close the Library in an emergency situation (e.g. snow, power failure, etc.) full-time staff will be paid for the hours they normally would have worked that day. Part-time staff present at the time of the closure will be paid for the hours they normally would have worked to the end of their scheduled shift or one hour beyond the time of emergency closing, whichever is less. Other part-time employees will be notified not to report to work and will not be paid.

### **Acceptable Dress:**

We strive to maintain a high degree of professionalism and Library staff members are expected to present a professional image to the public. A professional appearance is part of the pride we show in our work. Clothing does not determine one's competence and credibility, however it does influence others' perception of those qualities. The Library's standard for acceptable dress is business casual, which includes denim jeans.

No dress code can cover all contingencies therefore staff must exert a certain amount of judgement in their choice of clothing to wear to work.

All staff must adhere to the following:

- All attire will be neat, clean, and free from rips or tears
- Leggings worn as pants, exercise, sweat, and pajama pants and shorts are not permitted.
- Flip-flops are not permitted.
- Athletic/gym or walking shoes are permitted.
- Clothing that does not adequately cover underclothing, midribs or may be considered too revealing is not permitted
- Clothing with obscene, harassing, or discriminatory words, terms, logos or images are not permitted. Graphic t-shirts are discouraged.



## Employee Tiers and Benefits

### Tier 1: Sick and Vacation

#### Sick Pay

- Staff hired before July 1, 2014 are entitled to sick pay as outlined in the City of Park Ridge's **Sick Pay Policy Number 27.**
- 

#### Vacation Days:

- Staff hired before July 1, 2014 accrue vacation based on their position classification and date of hire.
- For specific information regarding vacation accruals see the Library's Finance Manager.
- Employees accrue at the new rate beginning with the first day after their anniversary
- Any staff member transitioning from part-time to full-time with 10 years or more of employment will be given 5 years of service credit for vacation or PTO based on their original date of hire.

### **Vacation Accrual Rates: Full time staff hired prior to January 1, 2005**

#### NON-LIBRARIANS

YEARS	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 YEAR	4.04	105.0	14
YEAR 2	4.33	112.5	15
YEAR 3	4.62	120.0	16
YEAR 4	4.9	127.5	17
YEAR 5	5.19	135.0	18
YEAR 6	5.48	142.5	19
YEAR 7	5.77	150.0	20
YEAR 8	6.06	157.5	21
YEAR 9	6.35	165.0	22
YEAR 10	6.63	172.5	23
YEAR 11	8.37	217.5	29
YEAR 12	8.37	217.5	29
YEAR 13	8.37	217.5	29
YEAR 14	8.37	217.5	29
YEAR 15+	8.37	217.5	29



**Vacation Accrual Rates: Staff hired January 1, 2005 - June 30, 2014**

Full Time Librarians			
YEARS	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 YEAR	5.19	135.0	18
YEAR 2	5.48	142.5	19
YEAR 3	5.77	150.0	20
YEAR 4	6.06	157.5	21
YEAR 5	6.35	165.0	22
YEAR 6	6.63	172.5	23
YEAR 7	8.37	217.5	29
YEAR 8	8.37	217.5	29
YEAR 9	8.37	217.5	29
YEAR 10+	8.37	217.5	29

Full Time Non-Librarians			
YEARS	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 YEAR	4.04	105.0	14
YEAR 2	4.04	105.0	14
YEAR 3	4.04	105.0	14
YEAR 4	4.04	105.0	14
YEAR 5	4.04	105.0	14
YEAR 6	4.33	112.5	15
YEAR 7	4.62	120.0	16
YEAR 8	4.90	127.5	17
YEAR 9	5.19	135.0	18
YEAR 10	5.48	142.5	19
YEAR 11	5.77	150.0	20
YEAR 12	6.06	157.5	21
YEAR 13	6.35	165.0	22
YEAR 14	6.63	172.5	23
YEAR 15+	8.37	217.5	29

Part Time, IMRF Eligible Staff		
Years	Accrual per pay period	Annual Vacation Hours
0-5	0.769	20
6	0.923	24
7	1.077	28
8	1.231	32
9	1.385	36
10	1.538	40
11	1.692	44
12	1.846	48
13	2.000	52
14	2.154	56
15+	2.308	60

**Tier 2: Paid Time Off (PTO)**

The following accruals apply to all Library staff hired starting July 1, 2014 and any employees in service prior to July 1, 2014 who voluntarily opt into the PTO Bank instead of receiving vacation and sick time.

- **Paid-Time Off Policy Number 26** in the Employee Handbook provides additional details on how PTO may be used.
- Employees may carry-over up to 262.5 hours (35 days) from year to year.
- Department Managers, with approval of the Library Director, may allow the employee to carry over additional PTO days. Employees must submit a request to carry over additional PTO days prior to the end of the calendar year. If the request is granted, the additional PTO days must be used in the first quarter of the new calendar year.

**PTO Accrual Rates**

<b>FT NON-LIBRARIANS HIRED AFTER 7/1/14</b>			
<b>YEARS</b>	<b>Accrual per pay period</b>	<b>Annual Hours</b>	<b>Annual PTO Days</b>
0- 5	5.769	150	20
6	6.058	157.5	21
7	6.346	165	22
8	6.635	172.5	23
9	6.923	180	24
10	7.212	187.5	25
11+	7.5	195	26

<b>PART TIME STAFF, IMRF Eligible</b>		
<b>Hired After 7/1/14</b>		
<b>Years</b>	<b>Accrual per pay period</b>	<b>Annual PTO Hours</b>
0-5	1.538	40
6	1.692	44
7	1.846	48
8	2.000	52
9	2.154	56
10+	2.308	60

<b>FT LIBRARIANS HIRED AFTER 7/1/14</b>			
<b>Years</b>	<b>Accrual per pay period</b>	<b>Annual Hours</b>	<b>Annual PTO Days</b>
0-5	6.92	180	24
6	7.21	187.5	25
7+	7.5	195	26



## **Library Holiday Closings and Pay**

### **Paid Holidays:**

The Library is typically closed on the following, eight holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Annually in November, Library Administration will prepare a list of the days closed for holidays and observed holidays for Board approval. This list is posted on the Library website and staff intranet. Staff will be notified in advance of any changes to this schedule.

- Regular full-time staff will be paid for the above holidays.
- IMRF eligible part-time employees will be paid for holiday hours they normally would have been scheduled to work.

### **Unpaid Holidays:**

The Library is also closed the following days, which are unpaid:

Easter Sunday

Early closings are customary on July 3 and the evening before Thanksgiving

### **Other Holiday Closures:**

The President of the United States, the Governor of Illinois or the Mayor of Park Ridge may declare additional paid holidays on special occasions. The Library will be closed on these occasions with the approval of the President of the Library Board of Trustees in accordance with closing procedures.

### **Holiday Effect on Work Schedules:**

When the observed holiday is on a day which is a regularly scheduled day off for a full-time employee, then another day off will be given the same week or a compensatory day off at a later date with the approval of staff member's manager. This provision does not apply to part-time employees.

Holidays which occur on a weekend are extended to the following Monday or the preceding Friday by the direction of the Library Director in consultation with the Library Board.

### **Religious Holidays**

Religious holidays not regularly observed as holidays by the Library may be taken as vacation leave, compensatory time, PTO, or, with the approval of the Manager or Library Director, be scheduled as time off to be made up later.



## **Tuition Reimbursement Program**

### **a) Overview**

The Park Ridge Public Library is committed to the professional development and education of its employees by supporting educational opportunities to further employees' knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the Library. The Tuition Reimbursement Program was established to provide an opportunity for employees to obtain additional education in order to increase their knowledge and abilities to prepare for future opportunities within the Library.

### **b) Eligibility**

All full-time employees with 12-months of continuous employment prior to the start of the course are eligible for this program.

Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate and graduate levels, courses designed to increase one's skill, courses offered as part of an adult continuing education program and any other appropriate course in the field of library and information science or other applicable field aligned with the line of work of the employee. Doctoral-level degree programs and courses are not eligible for tuition reimbursement.

### **c) Approval**

The Library has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee's potential for career advancement within the Library. In addition, the employee's past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The Library Director will make the final determination on an employee's acceptance into the tuition reimbursement program and may deny any request that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the Library Director can revoke the reimbursement privilege.

### **d) Application for Tuition Reimbursement**

Employees wishing to participate in the Library's Tuition Reimbursement Program must complete a Request for Participation Form BEFORE THE START of each course along with any supporting documentation. Employees shall then submit this form to their Manager for review and approval, who will then forward it on to the Finance and Administrative Services Manager for review. The Library Director shall make the final determination on an employee's acceptance into the tuition reimbursement program based upon the availability of funding, prior award of reimbursement funds, recommendations of the Department Manager and Finance and Administrative Services Manager, and other relevant information.

If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the Library, length of time enrolled in a degree program, quality of work performance, prior award of reimbursement funds, and impact of coursework on the organization.

### **e) Applicable Costs and Amounts for Tuition Reimbursement**

Approved employees may generally receive up to \$2,500 reimbursement in the fiscal year, at the Library Director's discretion, provided that funding has been approved and is available in the Library's



budget.

The total pool set aside for the Tuition Reimbursement Program, will be determined annually as part of the budgeting process.

Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The Library only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including discharge.

The amount of tuition reimbursed is based upon the employee's academic performance in accordance with the following schedule:

Course Grade	Percent of Tuition Reimbursed
Grade "A" or "B"	100% of allowed tuition
Grade "C"	75% of allowed tuition
Grade "Pass"	100% of allowed tuition

Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.

Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. The Library Director must first approve the request prior to the employee receiving any reimbursement from the Library.

f) Refund of Tuition Reimbursement

Employees receiving tuition reimbursement agree to remain in active, full-time employment with the Library for at least 12-months after receiving tuition assistance. An employee who voluntarily separates from the Library before the 12-months have expired must refund the Library 100% for all tuition reimbursements paid within the 12-month period immediately prior to the separation. The stated time frame commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the Library prior to the completion of 12-months of service, the entire amount of the reimbursement becomes due and payable from the employee's final paycheck or the Library will invoice the unpaid balance, to be paid within 60 days.



### **Staff Meetings**

It is important that each employee completely understand the policies and service programs of the Library. To this end, staff meetings are held periodically. These include general meetings, departmental meetings, and manager meetings. Purposes of these meetings include: to present and explain matters of policy; to discuss professional problems, new trends, procedures and materials; and to consider matters involving the staff and its interests. Staff members are expected to attend their appropriate meetings and to discuss common interests.

### **Guidelines for appropriate staff use of the Internet**

Park Ridge Public Library staff is expected to follow these guidelines whether used during business hours or on personal time while using Library computers.

1. While the use of library equipment for Internet exploration is encouraged, departmental priorities must be taken into account. Public area computers should be used for library work only.
2. Departmental and individual passwords should not be disclosed to or used by anyone other than those authorized for those passwords. Logins and passwords are the property of Park Ridge Public Library and may be accessed by authorized library personnel at any time for proper maintenance of the system.
3. Staff with individual passwords are responsible for maintaining their mailboxes and file directories. Departments are responsible for maintaining department mailboxes and file directories according to individual department needs. In the event of an unplanned lengthy absence, authorized library personnel may access individual mailboxes and file directories for maintenance.
4. The Internet is not a secure or private communication system. Staff should keep this in mind when sending messages.
5. Library email is to be used only for Library business. Staff should not use their @parkridgelibrary.org email accounts for personal correspondence.
6. The Internet consists of resources outside of Park Ridge Public Library. Some material may not be completely accurate, complete or current; some material may be considered offensive. 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 staff from offensivematerial. The library also cannot assure access to all resources at any given time; they may be busy, available only to authorized people, or closed.





7. 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. Staff 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.
8. Park Ridge Public Library may suspend or terminate Internet privileges if the Library reasonably believes that any staff member has violated these guidelines. Park Ridge Public Library will review these matters on a case-by-case basis.

### **Social Media Policy**

The Park Ridge Public Library's use of social media is closely tied to the to the Library's Mission, Vision, and Strategic Plan. The Library uses social media to communicate information, to promote Library programs, reading, services, and community events. Social media is defined as: blogs and online discussion forums including but not limited to Facebook, Twitter, Instagram and LinkedIn.

### **Library Sponsored Social Media**

1. The Library Director has access to social media platform passwords and shares them with their designees. Staff are not permitted to change social media platform passwords without authorization from the Library Director.
2. Only employees designated and authorized by the Library Director can post content on Library sponsored social media accounts.
3. Staff members that contribute to the Library's social media should present content in a clear and professional manner.
4. Staff members must follow all copyright laws as they relate to posting content on the Library's social media accounts and must check facts, grammar and spelling before posting.
5. Staff may not post confidential, work-related information.
6. Staff that leave the employment of the Library may not continue to post items on the Library's accounts. Social Media platform passwords will be changed upon employee exit.
7. Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act requirements and records retention guidelines.



### **Staff Members' Personal Use of Social Media**

Library staff have the same rights to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library staff are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any Library policy. Library staff should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

1. Employees that identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.
2. Employees shall respect the Library's confidential and proprietary information and shall not post information that is still in draft form or is confidential.
3. Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

### **Anti-Harassment Policy**

The Park Ridge Public Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library has zero tolerance for harassment of Park Ridge Public Library staff by anyone, including any co-worker, supervisor, manager, elected official, vendor, client, patron or any other person.

Harassment, sexual harassment, discrimination, reporting requirements, and investigations procedures are defined in **Policy Number 8, Anti-Harassment**.

Staff members who feel they have experienced or witnessed any conduct that is inconsistent with this policy are to notify the Library Director, if said person is not involved in the harassment charge. If the Library Director is involved in the harassment charge, notification should be given to the Finance and Administrative Services Manager. All reports describing conduct inconsistent with this policy will be investigated promptly.

The Library forbids retaliation against anyone that has reported a harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation.

All Library staff members are required to participate in annual anti-harassment training.



## E. Appendix

BYLAWS  
OF  
THE BOARD OF TRUSTEES  
PARK RIDGE PUBLIC LIBRARY  
PARK RIDGE, ILLINOIS  
Revised, May 15, 2012  
Revised, May 17, 2016  
Revised, August 16, 2016  
Revised, March 15, 2022

PREFACE

The Board of Trustees is composed of nine (9) members, each of whom holds office for three (3) years from the first of July of the year of appointment and until a successor is appointed. The Mayor appoints three (3) Trustees each year before the first of July to take the place of Trustees whose terms expire. Vacancies on the Board occasioned by removal, resignation, or other-wise are reported to the Mayor, and the unexpired term is filled in a like manner as original appointments. Trustees must reside in the City of Park Ridge.

Park Ridge Public Library Trustees may not profit from personal or business special privilege or enrichment arising out of the position occupied.

Pursuant to the requirements of the Illinois Revised Statutes pertaining to Public Libraries, the following Bylaws are established for the guidance of the Board of Trustees and for the government of the Park Ridge Public Library.

ARTICLE I

OBJECT

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community, and professional standards, including the Illinois Library Association Standards for Public Libraries. To this end, the Board shall:

1. Establish and support Library policies.
2. Employ a qualified library director who shall be responsible for hiring, directing, supervising and disciplining all Library staff.
3. Evaluate and set goals for the Library Director annually.
4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of Library funds.
7. Receive gifts to the Library.
8. Provide and maintain adequate facilities and up-to-date technology.
9. Insure a representative selection of books and other library resources.
10. Participate actively in cooperative efforts to improve local library services.

## ARTICLE II

### OFFICERS

- Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall serve for a term of one (1) year.
- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all Board meetings including closed sessions, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, shall share communications that are received by the Library and shall notify the Mayor of any vacancies occurring on the Board. Library staff support the Secretary at the Secretary's discretion.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

## ARTICLE III

### MEETINGS

- Section 1. Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board.
- Section 2. Five members shall constitute a quorum.

Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.

Section 4. Notice of all regular and special meetings shall be posted in the Library, on the Library's website, and communicated to each member of the Board, at least forty eight (48) hours before the date of the meeting.

Section 5. The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Comments from the General Public (Non-agenda items)
4. Consent Agenda which includes Minutes of previous meeting
5. Treasurer's Report
6. President's Report
7. Secretary's report
8. Library Director's Report
9. Friends of the Library Report
10. Unfinished business
11. New business
12. Adjournment

Section 6. The Annual Report shall be presented by the Secretary to the Library Board for approval and subsequently transmitted to the City Council. It shall contain:

1. An itemized statement of the various sums of money received from the Library Fund and from other sources.
2. An itemized statement of the objects and purposes for which those sums of money have been expended.
3. A statement of the number of books, periodicals, and other resources available for use and the number and character thereof circulated.
4. A statement of the real and personal property acquired by devise, bequest, purchase, gift or otherwise.
5. A statement of the character of any extensions of library service which have been undertaken.
6. A statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance.
7. A statement as to the amount of accumulation and the reasons therefore.
8. A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgment, settlement, liability insurance, or for amounts due under a certificate of the board.
9. Any other statistics, information, and suggestions that may be of interest.

## ARTICLE IV

### COMMITTEES

Section 1. There shall be such regular and special committees as may be determined by the Board from time to time.

Section 2. The duties of the following regular standing committees shall be:

1. Budget and Finance Committee – a Committee of the Whole – in conjunction with the Library Director shall prepare the annual budget for the approval of the Board.
2. Planning and Operations Committee – a Committee of the Whole – prepare annually a revised long range plan; review policies and oversee operation of the Library to insure excellent service with maximum efficiency.
3. Communications and Development Committee – a Committee of the Whole – exercise responsibility for public relations; maintain Library Endowment Fund; investigate opportunities for fund raising and for building community support.
4. Personnel Committee – a Committee of the Whole – meet as needed to evaluate the Library Director, set goals and exercise responsibility for matters affecting employees of the Library.
5. Building and Grounds Committee – a Committee of the Whole – exercise responsibility for the proper maintenance of building and grounds, and make recommendations to the Board on any major expenditures.
6. Library Resources Committee – a Committee of the Whole – exercise responsibility for recommending to the Board policies governing the selection and availability of library resources and periodically reviews the collection development guidelines and allocation of funds for library resources

## ARTICLE V

### DISBURSEMENT OF FUNDS

Section 1. Payment of warrants shall be made in accordance with the Library's Policy on "Payment for Goods and Services" within the limits of the Board approved budget for each fiscal year.

Section 2. Payment of individual warrants over \$5,000.00 shall be approved by the Treasurer, or in the Treasurer's absence the Secretary.

## ARTICLE VI

### GIFTS AND ENDOWMENT FUND

Section 1. A permanent fund, known as the Park Ridge Public Library Endowment Fund shall be established and maintained by the Board of Trustees of the Park Ridge Library. All gifts and bequests, unless otherwise designated, shall be placed in this fund.

Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.

Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

## ARTICLE VII

### ADMINISTRATION

- Section 1. The Library Director shall implement the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be that of hiring personnel, directing, supervising and disciplining of all staff members. The Director will notify the Board of all personnel decisions involving hiring and termination at the next regularly scheduled Board meeting. The Director will submit to the Board monthly and annual reports as required by the Board, recommending such policies and procedures as will promote the efficiency and service of the Library to the people of the community.
- Section 2. The Board shall make and adopt such rules and regulations for the operation and government of the Library as will promote the proper and efficient use of the facilities.
- Section 3. The Board may exclude from the use of the Library any persons who willfully violate the posted rules. Such persons may be liable to further penalties as prescribed by City ordinances.
- Section 4. The Board may extend the privileges and use of the Library to persons residing outside of the City of Park Ridge upon such conditions and terms as do not conflict with City ordinances.

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## ARTICLE IX

### AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.



## **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.

An orientation 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: mandatory training and 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
- Computer Cooperative Services and RAILS
- Required Statement of Economic Interest filing

Printed materials will be provided with more information:

- Policy and Procedures Manual – including By-Laws and Collection Management Guidelines
- Open Meetings Act handout
- *Trustee Facts File*, most recent edition, Illinois Library Association
- *Serving our Public: Standards for Illinois Public Libraries*, most recent 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 themselves 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 individual Board Officers can provide information on the specific roles of each officer and more detail on the role of Library Trustee, as requested.

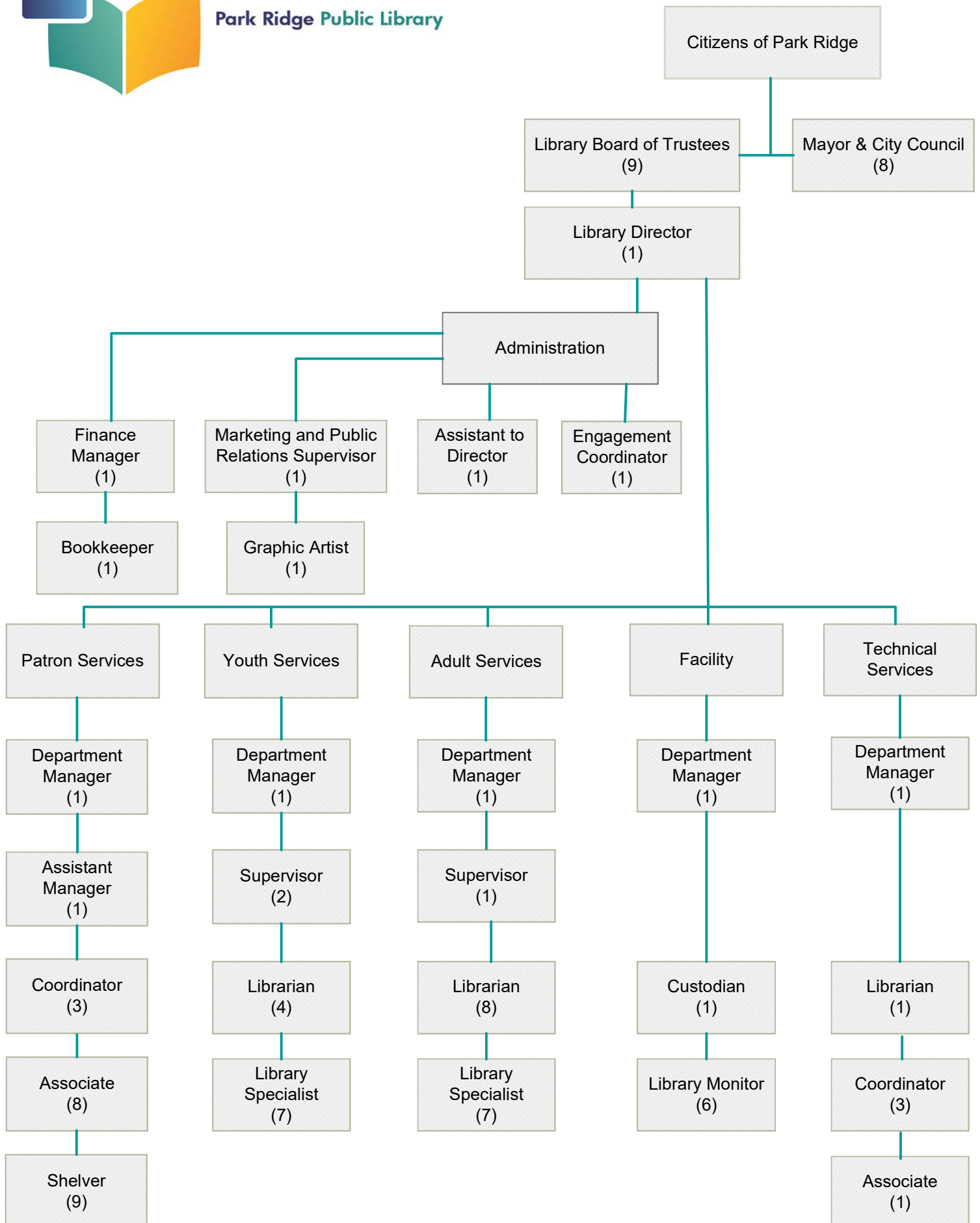
Revised March 15, 2022

Reviewed May 18, 2010

Approved: March 21, 2006



## Park Ridge Public Library



# **PARK RIDGE PUBLIC LIBRARY**

## **COLLECTION MANAGEMENT GUIDELINES**

**Developed by the  
Youth and Adult Services Departments**

**January 1992  
Revised March 1994  
Revised December 1997  
Revised March 2003  
Revised June 2009  
Revised November 2012  
Revised June 2015  
Revised October 2022**

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## **COLLECTION MANAGEMENT GUIDELINES**

The mission of the Park Ridge Public Library is to be a trusted community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

In order to achieve this mission, the Library purchases and makes available informational and recreational materials and resources. The Library also provides access to items through interlibrary loan and the OCLC international catalog to fill needs unmet by our own collection.

The selection and weeding of materials and resources is an ongoing task that is conducted by the professional staff (i.e., staff with a Master's Degree in Library Science) in the Youth and Adult Services departments.

### **Selection**

The following guidelines have been developed by those departments in order to provide specific criteria for selection and weeding of materials according to the Library's Collection Management policy. These guidelines and the professional judgment of staff determine what materials are selected and weeded.

The Library Director in consultation with professional staff shall develop and implement the selection process using the criteria listed below:

- community demand
- published peer reviews
- authority and accuracy of content
- availability from reliable library vendors and distributors
- existing library resources in the subject area
- ownership and demand at nearby public libraries
- media and critical attention
- space
- cost
- physical durability of the item

All criteria need not be met for acquisition and can vary based on individual titles, formats, languages and age levels.

### **Weeding**

An attractive, current, and useful collection shall be maintained through a continual discarding of materials. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, obsolete format or lack of circulation. Materials removed from the collection may be donated to Friends of the Park Ridge Library, local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

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 2 year cycles.

Material formats will be evaluated based on the following criteria: use, availability, ability to replace, currency and availability of supporting equipment, space requirements.

## YOUTH SERVICES

### CHILDREN'S PRINT COLLECTION

The print collection serves children, teens, parents, teachers and caregivers and is divided into several areas. The collection is purchased through a combination of vendors' catalogs, review journals, patron requests and other suggestions. The journals used in the selection of books include: Booklist, School Library Journal, Kirkus Reviews, Publishers Weekly, the Horn Book, Bulletin of the Center for Children's Books, Library Journal, and Book Links.

#### **Picture Books**

The picture book collection consists of illustrated stories of all kinds and serves young children, school age children, parents, caregivers, and teachers.

**Selection:** Multiple copies of popular authors, subjects, and characters are purchased to supply demand. Consideration for multiple copies is also given to books on the Power Wall and books in high demand for school loans.

**Weeding:** This collection is weeded yearly. Items that have not circulated in one year are considered for weeding along with any items that are in poor condition.

#### **Big Books**

Primarily used by teachers and families with young children, this collection consists of books by popular picture book authors in a larger format.

**Selection:** No duplicate titles are purchased.

**Weeding:** Collection is weeded yearly. Items that have not circulated in two years or are in poor condition are considered for weeding.

#### **Board Books**

Located in the play area of the Children's Department, this collection of books for very young children have thick cardboard pages and hold up to use by children who might tear the pages of regular books.

**Selection:** Selection is based upon popularity, reviews and the visual appeal of the book. Multiple copies of popular titles may be purchased.

**Weeding:** Books are weeded when worn. Weeding takes place continuously.

#### **Early Fiction**

This collection includes books for children who are learning to read independently. Titles are purchased in hardcover and paperback. The books are separated into five reading levels as determined by Youth Services staff, and then they are labeled to help patrons browse the collection.

**Selection:** This collection primarily consists of series; multiple copies of the popular series are purchased along with each volume in a series. Other popular books are purchased in duplicate as needed. A standing order plan with Baker and Taylor is used in order to ensure purchase of all new series titles. The standing order plans are updated yearly. Other titles are purchased through journals, publisher catalogs and vendors.

**Weeding:** This collection is weeded annually. Items that have not circulated for over a year or are in poor condition are considered for weeding.

### **Juvenile Fiction**

This collection contains books for children typically in 4th-6th grade. Some crossover with Loft fiction at the 6th grade level may occur to accommodate the needs and interests of children as they transition to middle school.

**Selection:** Titles are purchased from journals, publisher catalogs and vendors. Multiple copies of popular items and series are purchased as needed.

**Weeding:** Collection is weeded annually or for space as needed. Items that have not circulated for over a year or are in poor condition are considered for weeding.

### **Juvenile Nonfiction**

This collection includes general interest nonfiction as well as materials to supplement the curriculums of local schools, from preschool through 6th grade.

**Selection:** Items are purchased from vendors and review journals. Every effort is made to purchase books about subjects of high interest at varying reading levels.

**Weeding:** This collection is weeded over the course of three years with several areas being done each year.

Collection Overview: The nonfiction collection includes the following subjects as organized by call number:

000-299- Includes encyclopedias, computer science, social emotional learning, mythology and religion.

300-399- Includes government, immigrants, folk & fairy tales, holidays,

400-499- Includes books on language, spelling, grammar, etc. as well as a collection of foreign language materials. The language section has a strong focus on Polish and Spanish languages and includes other languages of interest. This collection includes materials for learning a foreign language as well as books printed in languages other than English.

500-599 - Includes all areas of science and math updated regularly for accuracy. Includes books on science experiments and science fair projects.

600-699 - Includes books on technology, medical science, pets, agriculture, cooking and more. Technology and medical science books are updated frequently to remain current.

700-799 - Includes books on fine arts, music, games, sports, riddles, magic, crafts, etc.

800-899 - Includes poetry, plays, and short stories. Focus is on the poetry section.

900-919 - Includes books about specific states in the United States and foreign countries both in a historical context and present day. This is a large curriculum

area and items are selected to meet the needs of varying reading levels based on curriculum connections.

920-921 - Includes all biographies, both collected biographies and individual biographies, including athletes and musicians.

922-999 - Includes world history from ancient civilizations to modern day. This collection may contain older and out of print titles.

### **Battle of the Books**

This collection changes yearly to support the Library's annual Battle of the Books. Multiple copies of each title are available. Select titles are kept in storage for use in future Battles at the discretion of the librarian in charge of Battle of the Books.

**Selection:** Consideration is given to ensure representation of a wide variety of genres, characters and authors. Chosen titles have been reviewed professionally, and must be age-appropriate for the Battle participants. All formats, based on availability, are purchased for the selected titles, including print, large print, audiobook, eBook, Book on CD, and Playaways.

**Weeding:** The collection is weeded after each completed Battle season, with materials added back into the general collection, withdrawn due to condition, or placed in storage for future use.

### **PARENT-TEACHER COLLECTION**

The Parent-Teacher Collection provides informational resources to parents, teachers, and caregivers covering topics such as child development, emotional and physical health of children, learning and behavioral concerns, as well as general child care. Additionally, a picture book collection containing a variety of topics is available to facilitate and support discussions between caregivers and children. Picture book topics include, but are not limited to, grief/loss, chronic illness, divorce, adoption, new baby, my body/consent, feelings, potty training, and more.

**Selection:** This area covers general topics of interest to the parents of young children focusing mainly on children's educational development, emotional and physical health and well-being. This section also focuses on materials for parents of children with special needs. Titles are purchased from journals, publisher catalogs and vendors.

**Weeding:** This collection is weeded annually.

### **THEME BAGS & KITS**

A variety of theme bags and kits are available for teachers, parents and caregivers. The bags in this collection include a combination of books, movies, puzzles, and manipulatives relating to a specific theme. Both fiction and nonfiction materials as well as a variety of musical instruments are available. Currently, the Youth Services Department maintains the following bag and kit collections: Preschool Theme Kits, Preschool Music Kits, Music Literacy Kits and Nonfiction Kits.

**Selection:** The different collections of bags and kits were primarily grant funded. New materials are not regularly added.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs



replacement, a different item will be purchased to replace it. Kits or bags beyond repair are withdrawn. This collection is weeded primarily based on condition, however consideration is given to circulation as well.

### **CHILDREN'S MAGAZINES**

This collection covers most popular children's magazines as well as some parenting magazines and attempts to balance a variety of interests. Back issues are kept for circulation up to two years. Missing or damaged issues are not replaced.

**Selection:** Titles are selected mainly for leisure reading and entertainment as well as some early literacy building. The number of subscriptions is controlled by space availability, budget, circulations and number of appropriate titles available. All sources are considered for selection, but patron requests are particularly helpful in determining what to purchase.

**Weeding:** Items in this collection are weeded when they are damaged or lost. Replacements are not purchased. Back issues are retained for up to two years.

### **TEXTBOOKS**

In cooperation with the local public and private schools, the Youth Services Department houses the textbooks for grades K-5, while the Teen Loft keeps the textbooks for grades 6-8. These books do not circulate. Workbooks are not available. The books are on loan to the Library and are returned to the schools upon request. All damaged items are returned to the school. Librarians who collaborate with the schools are responsible for communicating with school personnel each year to assess what textbooks should stay and what should be returned to the schools. All text books are the property of the schools.

### **CHILDREN'S AUDIOVISUAL COLLECTION**

The audiovisual collection serves children from birth to 5th grade, parents, teachers, and adults working with children. It is currently divided into several collections, housed in various parts of the department. Formats and devices change frequently and may be added or withdrawn depending on interest and use by the community. Selection and weeding criteria are different for each collection.

#### **DVDs & Blu-rays**

This collection includes both nonfiction and fiction DVDs and Blu-rays for children from infant through 5th grade. This collection is heavily used by children, caregivers, parents and grandparents.

**Selection:** Multiple copies of most fiction titles are ordered. Multiple copies of any holiday movies are purchased. Titles added to the collection have a rating of either G or PG.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. This collection is reviewed annually. Items that have not circulated in 18 months will be considered for withdrawal.

#### **Music Compact Discs**

This collection includes popular music for children; soundtracks, sound effects recordings and holiday music.

**Selection:** Music is ordered from multiple vendors. Selection is based on popular artists, suggestions and reviews. Multiple copies of popular children's recordings are purchased.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. CDs are reviewed once a year. CDs that have not circulated for one year

will be considered for withdrawal.

### **Readalongs**

This collection consists of two formats. CD Readalongs consist of a book with an accompanying CD or CDs. Self-contained Readalongs are books that have digital device bound inside them. This collection contains primarily picture books and non-fiction titles with a small selection of early fiction titles available.

**Selection:** Picture books, including popular titles, as well as non-fiction titles are the primary focus of this growing collection. Space is limited so multiple copies are not purchased. Self-contained digital titles are primarily purchased from Findaway. Books with accompanying compact discs are purchased infrequently to allow for the digital titles to grow into the collection space.

**Weeding:** This collection is weeded once a year or when space is required. When possible, separate parts of the set are replaced as needed.

### **Books on Compact Disc**

This collection consists of copies of popular spoken word titles in primarily fiction with popular non-fiction titles as well.

**Selection:** Single copies are purchased due to space constraints. All available Battle of the Books, AISLE Monarch and Bluestem nominees as well as Rebecca Caudill titles are purchased on CD. Items are purchased primarily from Midwest Tape and Blackstone Publishing.

**Weeding:** This collection is regularly weeded due to space constraints. Criteria for weeding include circulation, duplicate copies and condition of materials. Books on CD are reviewed yearly, and titles that have not circulated for one year will be considered for weeding.

### **Playaways**

This collection consists of digital media players with preloaded audiobooks.

**Selection:** With the decline of popularity of CDs, this collection continues to grow. All available Battle of the Books, AISLE Monarch and Bluestem nominees as well as Rebecca Caudill titles are purchased as Playaways. Effort is made to purchase a balance between titles for very young children and older children as well as fiction and nonfiction content.

**Weeding:** This collection is regularly weeded due to space constraints. Criteria for weeding include circulation, duplicate copies and condition of materials. Playaways are reviewed yearly, and titles that have not circulated for one year will be considered for weeding.

### **Children's Video Games**

Children's video games for the following systems are purchased: PlayStation 4, PlayStation 5, Nintendo Switch, Xbox One and Xbox Series X. Games rated E or E 10+ are purchased for the Children's collection.

**Selection:** Games are selected based on popularity, patron requests, and title availability. Copies of popular games available on multiple platforms are purchased for all available systems. Aside from a select few extremely popular games, there is no overlap with the Loft video game collection.

**Weeding:** This collection is weeded yearly. Items are weeded when damaged or when they have not circulated for a year. Damaged items that are still popular are considered for repurchase.

## ELECTRONIC COLLECTION

Electronic content for children is increasingly being developed and changes frequently. The Youth Services electronic collection encompasses online resources that are intended for children from infant to grade 5.

### Databases

Children's databases are intended to be used for homework assignments, information gathering, education and entertainment. These resources serve to complement, supplement, or replace content in the print collection. Subscriptions include databases that supplement school assignments and curriculum, subscriptions that provide access to eBooks, and online book content for youth and resources for Readers Advisory.

**Selection:** Youth Services purchases and evaluates databases on an annual basis in conjunction with the Reference department to review resources that are of interest to both adults and children. Reviews from professional journals and online sources, demonstrations from vendors, and patron demand are considered when purchasing premium resources. Databases are added and retained based on subject matter, search features, ease of use, remote access, price and interest in the community.

**Weeding:** Contracts are evaluated annually. Usage statistics, price, availability of other resources, and usability are considered when determining if a contract will be renewed.

### eBooks

We provide access to electronic editions of print materials for youth as eBooks and audiobooks. Our Three main providers are OverDrive, Axis 360 and Hoopla. Youth Services curates a small collection of items for children and teens using OverDrive Advantage and Axis 360 Unbound. Additionally, a large selection of OverDrive titles are available and curated by the North Suburban Digital Consortium (NSDC). Axis 360 contains additional titles through our participation in the eRead Illinois program. Finally, the Library also has a Hoopla subscription which contains a vendor curated collection of eBooks, audiobooks, video content, and emagazines.

**Selection:** Factors used for purchase of titles include: patron requests, holds ratios, circulation patterns with physical items in the collection and professional reviews.

**Weeding:** Some titles purchased through OverDrive and Axis 360 are a permanent part of the Library's collection as long as our relationship with OverDrive remains intact. Some titles are licensed for a specific number of uses and then will need to be evaluated to determine whether or not they will be replaced. Titles may be withdrawn or replaced as licensing agreements expire or when they are no longer used by patrons.

## TEEN LOFT COLLECTION

### School Collection

This small but strong collection consists of multiple copies of titles studied in local middle schools during the school year and throughout the summer. Titles are purchased by the Teen Services Librarian.

**Selection:** All the titles in this collection are duplicated. The number of copies purchased is often based on the number of student requests. Mainstream and professional journals are rarely used for selection in this collection. Input by local teachers, student requests, and lists of award-winning books (e.g., Caudill) are utilized by selectors.

**Weeding:** General weeding guidelines apply. Titles are added and deleted from this collection as the curriculum changes.

## **Fiction**

This core collection provides fiction materials in a variety of formats, including Large Print audiobook, eBook, and Playaway, for students between sixth and ninth grades. There is some overlap with the Youth and High School collections, as readers transition from one area to the other. These materials are housed in the Teen Loft.

**Selection:** Titles are purchased by the Teen Services librarians and appeal to both the recreational reading habits of teenagers as well as to school reading needs. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Because of space constraints, most titles in the collection are not duplicated. However, at least two copies of high profile, popular titles are purchased. Duplicates are purchased in response to patron holds at a ratio of one copy per three holds. Mass market paperback copies and hardcover copies of the same title are shelved together. Some titles are duplicated in the children's collection. All sources are used for selection. Titles are purchased from journals, publisher catalogs and vendors.

**Weeding:** General weeding guidelines apply. Special care is taken to preserve award-winning titles (Caudill, Printz, etc.). Emphasis is on keeping the collection relevant, diverse, and current.

## **Graphic Novels**

This collection features fiction and non-fiction graphic novels in a variety of genres. There is some overlap with the Children's Graphic Novel collection as readers transition from one area to the other.

**Selection:** There is little to no duplication among titles in this collection. Shelving space is limited and the level of patron demand for individual titles may warrant the purchase of additional copies. All sources are used for selection. Publishers' catalogs and requests from young adult patrons are particularly helpful. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

**Weeding:** General weeding guidelines apply. Graphic novels are prone to damage due to their construction/binding. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

## **Manga**

A collection of manga, a style of Japanese comic books and graphic novels that are generally read from left to right, targeted at teens is housed in the Teen Loft.

**Selection:** Manga books are rarely published as stand-alone entities – they are nearly always part of a series. Every attempt is made to purchase all volumes in a series. With that said, because there are so many volumes in manga series titles, staff must be selective as to what series to purchase for the collection. Series titles purchased represent many genres – from fantasy to romance to action. Titles purchased are rated E for Everyone, Y for Youth (10+), or T for Teen (geared toward readers that are 13 years of age and older). More mature titles are reserved for the High School Manga Collection.

No specific volumes in a series are duplicated in the Middle School Manga Collection. There is a priority of providing more series than providing multiple copies of existing volumes in a series. All sources are used for selection. Publishers' catalogs and requests from teen patrons are particularly helpful.

**Weeding:** General weeding guidelines apply. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

## **Nonfiction**

This core browsing collection provides nonfiction materials in a variety of formats, including audiobook, eBook, and Playaway, for students between sixth and ninth grades. There is some overlap with the Youth and High School collections, as readers transition from one area to the other. These materials are housed in the Teen Loft.

**Selection:** Titles are geared toward the casual or reluctant reader. Subjects that are covered by this collection are both recreational and informational in tone. Reference titles are considered, but the collection as a whole should serve as a popular collection more than a reference one.

No duplication occurs in this collection, unless a title has also been purchased by the Reference Department for the Adult Nonfiction Collection. There is limited space available in the Teen Loft for these titles. All sources are used for selection. Adult nonfiction titles that have crossover appeal for young adults are also considered for purchase, but selectors will attempt to avoid duplication.

**Weeding:** General weeding guidelines apply. As with other nonfiction collections at the Library, as certain subjects become less popular among patrons, titles in those areas may become candidates for withdrawal

## **Loft Video Games**

This high-circulating collection features titles that are appropriate for a teen audience and is housed in the Young Adult Loft. Titles are rated E for Everyone or T for Teen.

**Selection:** Every attempt is made to have a well-rounded video game collection that appeals to a variety of interests and video game players. With that in mind, games range from sports and adventure to puzzles and dancing. Titles are purchased for various platforms based on currency and patron demand. Duplication may occur across platforms. Titles are selected based on patron requests and strong reviews in print and online sources.

**Weeding:** Items are withdrawn due to damage or wear or to satisfy space constraints.

## **Teen Magazines**

A small collection of magazines targeted toward middle and high school patrons are housed in the Teen Loft.

**Selection:** Titles are selected for leisure reading rather than reference. Titles are retained for one year and all backlist copies circulate. The most current issue does not circulate. There is no duplication of subscriptions within this collection. All sources are considered for selection, but patron requests are particularly helpful in determining what to purchase.

**Weeding:** Items in this collection are weeded when they are damaged or lost. Replacements are not purchased. Back issues are retained for up to six months.

## **HIGH SCHOOL COLLECTION**

### **Fiction**

This collection of fiction titles in a variety of formats, including Large Print, audiobook, eBook, and Playaways, is targeted at students between ninth and twelfth grades. There is some overlap with the Middle School collections, as readers transition from one area to the other.

**Selection:** Titles are purchased by the Teen Services librarians and appeal to the recreational reading habits of teenagers as well as to school reading needs. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas,

information, stories, and experiences.

Duplication occurs infrequently in this collection, except for titles that are assigned for school reading. All sources are used for selection, but local high school and summer reading lists are referenced annually.

**Weeding:** General weeding guidelines apply. Because this collection has a high rate of circulation as well as limited space, titles that may not usually be weeded, including items that have not circulated for six months or one year, may be considered for withdrawal. Special care is taken to preserve award-winning titles (Caudill, Printz, etc.). When weeding, the emphasis is on keeping the collection relevant, diverse, and current.

### **Graphic Novels**

This collection features fiction and non-fiction graphic novels in a variety of genres. There is some overlap with the Middle School Graphic Novel collection as readers transition from one area to the other.

**Selection:** There is little to no duplication among titles in this collection. Shelving space is limited and the level of patron demand for individual titles does may warrant the purchase of additional copies. All sources are used for selection. Publishers' catalogs and requests from high school patrons are particularly helpful. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

**Weeding:** General weeding guidelines apply. Graphic novels are prone to damage due to their construction/binding. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

### **Manga**

A collection of manga, a style of Japanese comic books and graphic novels that are generally read from left to right, targeted at teens in ninth through twelfth grade.

**Selection:** Manga books are rarely published as stand-alone entities – they are nearly always part of a series. Every attempt is made to purchase all volumes in a series. Because there are so many volumes in manga series titles, staff must be selective as to what series to purchase for the collection. Series titles purchased represent many genres – from fantasy to romance to action.

No specific volumes in a series are duplicated in the Middle School Manga Collection. There is a priority of providing more series than providing multiple copies of existing volumes in a series. All sources are used for selection. Publishers' catalogs and requests from teen patrons are particularly helpful.

**Weeding:** General weeding guidelines apply. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

### **Nonfiction**

This core browsing collection provides nonfiction materials in a variety of formats, including audiobook, eBook, and Playaway, for students between ninth and twelfth grades. There is some overlap with the Middle School collection, as readers transition from one area to the other.

**Selection:** Titles are geared toward the casual or reluctant reader. Subjects that are covered by this collection are both recreational and informational in tone. Reference titles are considered, but the collection as a whole should serve as a popular collection more than a reference one.

No duplication occurs in this collection, unless a title has also been purchased by the Reference Department for the Adult Nonfiction Collection. There is limited space available for these titles. All sources are used for selection. Adult nonfiction titles that have crossover appeal for young adults are

also considered for purchase, but selectors will attempt to avoid duplication.

**Weeding:** General weeding guidelines apply. As with other nonfiction collections at the Library, as certain subjects become less popular among patrons, titles in those areas may become candidates for withdrawal

## READER SERVICES

### PRINT COLLECTION

The Reader Services print collection is used by patrons ages sixth grade through adult. It is divided into various genres including Fiction, Mystery, and Science Fiction.

Duplication of titles varies between each area of the print collection. Titles are duplicated according to patron demand as expressed by holds as well as by the judgment of professional staff, who select print materials based on a combination of quality and anticipated patron demand.

Most of the materials in the Reader Services book collection are ordered from the following standard selection sources: Publishers Weekly, Kirkus Reviews, Booklist, Library Journal, publisher and vendor catalogs, and professional bibliographies. Staff also used websites like Edelweiss; Netgalley; Goodreads and email newsletters from publishers. Consideration is also given to patron requests by Park Ridge Public Library cardholders.

Weeding is an ongoing process in the print collection of the Reader Services Department. Multiple copies of titles once purchased to meet high demand are later culled to a more reasonable number. Books that are worn or badly damaged are withdrawn from the collection and replaced with new copies, only if the titles are determined to be useful to our patrons and the collection as a whole. Printed materials with little or no circulation and little anticipated demand are also considered for withdrawal.

Below are the various areas of the Reader Services print collection and the guidelines for evaluating each area:

### GENERAL FICTION

The General Fiction collection is located in the Adult Fiction Collection stacks on the second floor of the Library. These books, which begin their circulation in the New Book Area and then move into the Fiction stacks after six months, may see a drop-off in circulation without continued marketing. In order to give the titles better visibility, Reader Services staff promote them through ongoing displays, booklists, book discussions, the Preferred Author List program, e-newsletters, social media, and word-of-mouth marketing. Continued demand is seen on current as well as older titles, especially those by well-known authors.

**Selection:** This collection represents a combination of titles with literary merit and those that are in high demand by popular authors (regardless of their critical reviews). Multiple copies of books by popular authors and book discussion favorites are purchased and maintained until demand wanes. Copies of popular fiction books are purchased at a 4:1 hold to copy ratio. The number of subscribers to individual authors on the Preferred Author List as well as other patron holds inform the number of copies of popular fiction titles that are purchased.

**Weeding:** General weeding guidelines apply. Because of space constraints and a desire to remain relevant to the needs of the community, added care is taken to weed multiple copies of titles that are no longer popular.



## **PREFERRED AUTHOR LIST PROGRAM TITLES**

The Preferred Author List Program is a service for Park Ridge Public Library cardholders. Patrons may select their favorite authors from a list of over 340 authors, and we then automatically place holds on that author's new titles for them. Most Preferred Author List authors are bestselling authors in their particular genre.

**Selection:** Generally, for every four patrons who are on the list for an author, one copy of a book is purchased. The Preferred Author List itself is used as one of the main sources for selection of materials by popular authors. Other sources including professional journals and online sources like Fantastic Fiction are also utilized.

**Weeding:** General weeding guidelines apply. Multiple copies of titles once purchased to meet high patron demand are later culled to a more reasonable number (usually one or two copies).

## **MOST WANTED LIST – FICTION**

The Most Wanted List Fiction Collection is a short-term, high-demand collection. Titles are first-come, first served – no holds are permitted. Most Wanted titles are acquired to fill either an anticipated demand (determined by publicity and number of copies printed) or a demand determined by patron reserves. Most titles on the Top 10 of the New York Times Fiction Bestseller List have multiple copies on the Most Wanted shelves. Any title we own in the Most Wanted collection is also owned in the regular collection.

**Selection:** The Most Wanted List Fiction Collection is designed to be a browseable collection. In contrast to titles in the 14 Day Collection that are purchased according to a specific formula (ratio of holds to copies), titles in the Most Wanted Fiction Collection are purchased on a case-by-case basis, with the number of patron holds taken into account. All sources are used for selection.

**Weeding:** Weeding guidelines for the Most Wanted List Collection are different than in other areas of the Reader Services Print Collection. Titles in this collection remain in the New Book Area for no longer than six months. Once the demand for titles in the collection wanes, these items are either withdrawn and donated to the Friends or added to the Adult Fiction Collection.

## **MOST WANTED LIST – NON-FICTION**

The Most Wanted List Non-Fiction Collection is a short-term, high-demand collection. Titles are first-come, first served – no holds are permitted. Most Wanted List Non-Fiction titles are acquired to fill either an anticipated demand (determined by publicity and number of copies printed) or a demand determined by patron reserves. Some titles on the Top 10 New York Times Non-Fiction Bestseller List have multiple copies on the Most Wanted shelves. Any title we own in the Most Wanted collection is also owned in the regular collection.

**Weeding:** Weeding guidelines for the Most Wanted List Collection are different than in other areas of the Reader Services Print Collection. Titles remain in the collection for no longer than six months. Once the demand for titles in the collection wanes, items are withdrawn and donated to the Friends or added to the Adult Nonfiction Collection.

## **MYSTERIES**

The Mystery section of the Adult Fiction Collection is separated from the General Fiction collection and consists of books with strong elements of detection – not thrillers and suspense titles (e.g., books by

James Patterson, John Grisham), which are shelved with General Fiction. Special consideration is given to purchasing series titles and retaining all titles within the series.

**Selection:** The Mystery collection is an in-depth section of the Reader Services print collection. It features books with good to favorable reviews, books by popular and classic authors, and past and present books within a series.

**Weeding:** General weeding guidelines apply. Added care is taken to maintain and preserve backlist items, which results in ongoing rebinding and/or replacement.

## **SCIENCE FICTION**

The Science Fiction section of the Adult Fiction Collection encompasses both Science Fiction and Fantasy titles.

**Selection:** Emphasis is placed on items that are part of a series as well as those receiving excellent critical reviews. Media tie-ins and popular authors are given strong consideration.

**Weeding:** General weeding guidelines apply. Due to space constraints, the collection is weeded annually or as space is needed. Every attempt is made to have all books in a series. However, if books in a particular series do not circulate particularly well, the entire series may be weeded.

## **SHORT STORIES COLLECTIONS BY MULTIPLE AUTHORS**

This small, basic collection of short story anthologies is located in a separate area within the Adult Fiction Collection stacks. Short story collections written by one author are interfiled with General Fiction.

**Selection:** Because of low patron demand for short story anthologies, purchasing is limited to titles with excellent reviews, notable authors, and subject matter that will be relevant to our patrons' needs.

**Weeding:** General weeding guidelines apply. Titles are weeded annually, or as space is needed. Care is taken to preserve titles within the Best American Short Stories series.

## **LARGE PRINT BOOKS**

The Large Print books collection is located in a separate area of the Adult Fiction Collection stacks and consists of both fiction and non-fiction materials.

**Selection:** Due to space constraints and low number of patron holds, there is limited duplication of titles in Large Print. Most of the popular titles in the Large Print collection are duplicated in regular type in the General Fiction collection. All sources are used for selection, but publisher and vendor catalogs of Large Print materials are particularly helpful, since mainstream journals do not include specific sections for Large Print.

**Weeding:** General weeding guidelines apply. Every attempt is made to replace or preserve damaged titles by re-binding them.

## **GENERAL PAPERBACKS FOR ADULTS**

Reader Services maintains a small browsing collection of mass market paperbacks. Core collection

titles purchased in this format because they are no longer available in hardcover are placed on the General Fiction shelves rather than in this area. Trade paperbacks are interfiled in the fiction and mystery sections.

## **ADULT GRAPHIC NOVELS**

The Adult Graphic Novel collection is one of the newer print collections in the Reader Services Department. This collection is located in the Adult Fiction Collection stacks in a separate area and consists of graphic novels and manga titles that have content (i.e., adult subjects, graphic violence, and profanity) that render them more appropriate for an adult audience than for teenagers. A young adult graphic novel collection is housed separately in the Teen Loft on the 3<sup>rd</sup> floor.

**Selection:** Due to space constraints, purchasing for the Adult Graphic Novel collection is limited. Duplicate copies are rarely purchased. The collection is nonetheless more than basic –it is a good core collection that is actively growing. Selectors purchase books with favorable reviews and also consider popular authors/artists, media tie-ins, and patron input, with special attention paid to books that are part of a series. In addition to regular sources, selectors utilize online resources such as Amazon.com and Diamond Bookshelf.

**Weeding:** General weeding guidelines apply, with attention paid to condition. Every effort is made to maintain the continuity of titles in a series.

## **BOOK DISCUSSION SETS**

The Adult Book Discussion set collection is a growing collection. These titles are purchased with community book clubs in mind (our staff facilitates book club ordering for 70 Park Ridge book groups). Ten copies of each title are purchased and they are almost always in paperback format. When the books are not in use by book clubs, they are available for patrons to check out. This is a very popular collection for browsing.

**Selection:** The majority of the titles purchased are in paperback. The book club coordinators take note of titles that clubs request and pass them along to the selector. We also choose books based on awards, popularity, and their likelihood of sparking discussion.

**Weeding:** General weeding guidelines apply. Book club coordinators take note of sets that have damaged copies and weigh whether to replace them. If a set is no longer popular, it is weeded. This is continually monitored as we do have space constraints.

## **READER SERVICES REFERENCE SOURCES**

Items in this small, non-circulating collection are located in the Adult Services office.

**Selection:** Materials in this collection are designed to provide professional assistance to the staff in the areas in which they operate (e.g., reader's advisory, outreach, audiovisual reference, young adult services, etc.). These titles are not able to be checked out by patrons nor do they generally go out to other libraries through Interlibrary Loan.

Although the collection is small, it is kept up-to-date. Titles are not duplicated, unless Youth or Reference Services also purchases a copy for their reference collections. All sources are used for selection, but publisher catalogs (e.g., ALA, Libraries Unlimited) and professional magazines (e.g., Library Journal, Booklist) are particularly helpful.

**Weeding:** General weeding guidelines apply. The increased availability of online reader's advisory tools has made it possible to weed more aggressively in this collection.

### **ADULT EASY READERS**

This small, basic collection is geared toward new adult readers and those learning English as a second language. All sources are used for selection, but publishers' catalogs and recommendations from other librarians and specialists are particularly helpful

**Weeding:** General weeding guidelines apply. Since this collection is not growing at a rapid pace, many of the titles are retained even if they have low circulation statistics.

### **AUDIOVISUAL COLLECTIONS**

The Reader Services audiovisual collection is used by patrons of all ages, with an intended audience of sixth grade through adults, depending on the particular format and/or title. Materials are divided into separate areas by format and/or genre for easy browsing. Titles in certain areas of the collection are duplicated based on patron demand (as expressed by holds) as well as by the judgment of professional staff, who select audiovisual materials based on a combination of quality and anticipated and recorded patron demand. For every five patron holds on an item, an additional copy is purchased for the collection.

Most of the materials in the audiovisual collection are ordered from publisher and vendor catalogs and specialty publications. Standard selection sources – Publishers Weekly, Booklist, and Library Journal –are helpful but often limited in sections describing audiovisual materials. Great consideration is also given to requests by Park Ridge Public Library cardholders. Movies that are rated G, PG, PG-13, and R will be purchased, and careful consideration will be given to unrated films. Titles rated NC-17 are not purchased.

Weeding is an ongoing process in the audiovisual collection of the Reader Services Department. Space constraints are the primary reasons for weeding audiovisual materials, although damaged, duplicated, or outdated materials are also withdrawn. Materials that are worn or badly damaged are withdrawn from the collection and replaced with new copies if and only if the titles are determined to be useful to our patrons and the collection as a whole. Titles with little or no circulation and little anticipated demand are also considered for withdrawal. Multiple copies of titles once purchased to meet high demand are regularly reduced to two to three copies.

The Reader Services audiovisual collection includes the following collections:

- New DVDs
- Feature Films
- Foreign Language DVDs
- Nonfiction DVDs
- TV shows
- Blu-rays
- 4K Blu-rays
- Adult Anime
- Movie Marathon collections (these are themed sets of 5-6 movies that are together in one case and circulate for two weeks)
- Playaways (fiction and nonfiction)
- Books on CD (fiction and nonfiction)
- Adult Video Games
- Music CDs

## **EXPLORATION LIBRARY**

This is a collection of nontraditional items including telescopes; a backyard movie bundle (17 ft. inflatable screen, DVD player, and projector); robots; giant lawn games; Go Pro camera; handheld scanner, and more. Adult Services is responsible for the circulation and maintenance of the collection. Items are stored and checked out by Patron Services.

## **ELECTRONIC COLLECTION**

The Adult Services electronic collection encompasses online resources that are used by patrons of all ages, with an intended audience of sixth grade through adults, depending on the particular collection area and/or title.

Reader Services-related resources in the electronic collection are selected based on perceived value in terms of price, relevance to users' needs and interests, and the ease of use.

Below are the various areas of the Adult Services electronic collection:

- eBooks (providers include OverDrive/Libby; Axis360; and Hoopla)
- audiobooks (providers include OverDrive/Libby; Axis360; and Hoopla)
- Downloadable music (Hoopla)
- Downloadable movies (Kanopy)
- Digital magazines (OverDrive/Libby and Flipster)

## REFERENCE AND INFORMATION SERVICES

### PRINT COLLECTION

The print collection serves grades seven through adult. The collection descriptions below include both reference and circulating non-fiction print. The collection is classified by the Dewey Decimal System. Reference titles tend to be overviews of information such as general and subject specific dictionaries and encyclopedias. Circulating print is selected for either longer informational content and/or leisure reading.

Selection sources for the Reference Department include Library Journal, Booklist, Kirkus Reviews, Publishers Weekly and various bibliographies and professional booklists. Patron requests are another source for selection of titles.

Books are weeded when they are damaged or worn and are replaced as needed on a regular basis. Out of date materials are replaced with newer materials on various subjects. Older editions of most reference books are withdrawn or put into the circulating collection. Books that have low circulation for a determined number of years are periodically examined and weeded to make room for newer materials. Most areas are weeded on a three to four year cycle unless noted more frequently below.

### PERIODICAL COLLECTION

The periodical collection consists of mostly general titles serving seventh grade through adult. It includes magazines, newspapers, and newsletters as well as professional journals primarily for staff use.

**Weeding:** Storage space for back issues of periodicals is restricted with most issues limited to the storage space with the current issue. Due to lack of space and limited demand, most periodicals are retained for one to two years. Some titles with historical importance are retained longer. When a title ceases publication, the past issues will be weeded if the subject matter is obsolete, in low demand, or if it can be readily found in other sources. Newspapers are retained from one month to one year

### MICROFILM COLLECTION

Our microfilm collection consists of the Chicago Tribune and the Park Ridge newspapers. Microfilm format includes full image, all content and long shelf life.

**Selection:** We only get the Chicago Tribune in digital "microfilm" format and the Park Ridge Herald Advocate in microfilm format. We send the Park Ridge Herald Advocate out yearly to be converted to a microfilm format. Through our magazine databases we have access to hundreds of periodical titles. No multiple copies, however our local newspapers are a copy with the original stored in a vault kept by the company that produces the microfilm.

**Weeding:** Our microfilm collection is stored in four cabinets. At this time we retain the Chicago Tribune from 1986 to 2009 in microfilm and continuing years in digital format, and the local newspaper. We will continue to monitor use.

## DATABASE COLLECTION

The online databases serve to complement, duplicate, or replace some content in the print and microfilm collections. The databases grew from online periodical databases to include specialized databases on a variety of topics. Our subject databases include content on business and investments, science, foreign languages, genealogy, health, biography and literature.

**Selection:** In addition to reviews from professional journals and online sources, staff demo and evaluate new databases. There are several considerations when considering adding a new database such as lease or purchase, subject matter already covered or offering some unique component, search features not available in print, pricing, ease of use, remote access and intended audience. Some of these resources have replaced print reference resources while others are unique in their electronic format.

**Weeding:** The databases are usually renewed annually. Throughout the year and at renewal time the use statistics are considered as well as the renewal price and other available resources. With leased resources the entire database or a module may not be renewed but content is usually added and not removed from any databases that we continue to lease.

## LOCAL HISTORY DIGITAL COLLECTION

Our digital collection was established in 1998 through a grant from the Illinois State Library and the North Suburban Library System. Rare materials that previously would be available only in the library at special request, due to the possibility of damage or loss, are now available to everyone with an internet connection. Our content is available on the Illinois Digital Archives site [www.idaillinois.org](http://www.idaillinois.org) which is maintained by the Illinois State Library. Currently our digital history includes a digitized collection of index cards and newspaper articles about local servicemen gathered by the Mel Tierney American Legion Post during World War II, two print histories, Orvis F. Jordan's 1961 "A History of Park Ridge" and "The History of Park Ridge, 1841-1926." The newest collection, "Pieces of Park Ridge," contains photographs and other memorabilia from Park Ridge businesses, community organizations, government and citizens.

**Selection:** Items are scanned and cataloged and made accessible for viewing through the home page of our website. Items to be scanned are chosen for their relevance to the Park Ridge community, by their clearance of any known copyright restrictions and for their unique value. The process of scanning and entering data is involved and sometimes changes with updates to the software. This limits the amount of digitization we can complete.

**Weeding:** There is presently no reason to weed this collection.

## LOCAL HISTORY COLLECTION

The local history collection 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. The collection includes the following types of materials: books and pamphlets concerning the geographical areas outlined above; local city and telephone directories, yearbooks of local schools; local memorabilia, maps of the area, photographs of people, places and events important in Park Ridge history, recorded media of local history.

**Selection:** For local history there are challenges related to what to save and what is saved by other institutions and organizations in the area. There is also the question of what has sufficient lasting historical interest to merit the required space. There is more content being offered online and also less material being printed. Very little is printed in book form related to Park Ridge. We have annual copies of the phone books, Haines Criss-Cross directories and high school yearbooks. We collect pamphlets, articles, photos and other ephemera dealing with Park Ridge. We also attempt to collect information on important Park Ridge citizens such as Hillary Rodham Clinton. We collect limited historical titles on Chicago and local histories of surrounding communities.

**Weeding:** Only if it does not meet the criteria of the collection.





## ALA LIBRARY BILL OF RIGHTS

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

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

Adopted June 19, 1939, by the ALA Council;  
amended October 14, 1944; June 18, 1948; February 2, 1961;  
June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996.

## ALA FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely

from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative*

*responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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

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

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

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

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## **ALA FREEDOM TO VIEW STATEMENT**

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

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

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

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

**MUNICIPAL CODE OF PARK RIDGE**  
**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.

Reviewed March 8, 2022  
Reviewed May 18, 2010  
Approved May 15, 2007