



Park Ridge Public Library

PARK RIDGE PUBLIC LIBRARY

POLICIES AND PROCEDURES

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

A full review of this document will be conducted by the Library Board of Trustees every three years.
A complete review was conducted in Spring 2013.

The Library Board of Trustees is currently conducting a comprehensive review of this document, expected to be completed by June 2022.

This document will be updated monthly as new and revised policies are approved.

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

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

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 will be made. 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 multiyear 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 will be made. 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 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 Business 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

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

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

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

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

	Useful Life	Capitalization Threshold
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

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 _____

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

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

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

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

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

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

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. 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

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 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 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 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

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 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.

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

LEGAL (OVERSIGHT)

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 for the Library Director to seek legal counsel from an individual Trustee 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

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

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

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, address 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 residence address, 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.

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

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

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). 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

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.

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

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

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:

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: _____

TEMPORARY OUTDOOR PUBLIC ART POLICY

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

LIBRARY SERVICES

I B 1

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.

RULES:

1. Library programs are offered throughout the year.
2. Some programs may be limited to a specified number of participants if the nature of the program so demands. In most cases, the number of participants is limited only by the authorized capacity of the room.
3. Registration is required for some Library programs as noted in the description of each program.
4. Nonresidents will 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 April 21, 2015
Revised May 18, 2010
Approved June 12, 1979

LIBRARY SERVICES

I B 2

PAGING PATRONS

POLICY:

It is the policy of the Park Ridge Public Library not to page patrons except in an emergency or in special situations as deemed necessary by the designated 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. Because of the relatively compact area occupied by the Children's Department and the ability of the staff there to have personal contact with many of the children, the staff will attempt to transmit messages to children from parents who call the Children's Department with a reasonable request. Children may use the telephone in the event of an emergency or to call for a ride.

Revised May 18, 2010
Approved March 13, 1979

LIBRARY MATERIALS DEPOSITORIES**POLICY:**

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

RULES:

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

TEST PROCTORING

POLICY:

The Reference Services Department will proctor written tests for a fee of \$35.00 per test.

RULES:

1. The Reference Services 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 Reference Services Manager if s/he deems the proctoring request to be unreasonable in its demands or too burdensome to administer. The Library cannot provide proctoring if a librarian is required to be with the student during the entire exam.
4. Tests will be returned to the institute issuing the test the next business day by mail, FAX or prepaid delivery service. The Library is not responsible for completed examinations which go astray due to postal delays or problems.

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

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 place a "library" on their property, inviting neighbors 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.

RULES:

1. Marion's Mark/Park Ridge Public Library Little Free Libraries (LFLs) must be located with 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
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 contact person, 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.
 - Will provide regular updates on usage of LFLs on a regular basis.
 - LFL stewards should notify PRPL contact person should they move or need to update contact information

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
4. 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.

Everyone who uses the library has the right of helping make sure the types of books in it are appropriate to neighbors of all ages and backgrounds. The Park Ridge Public Library subscribes to the American Library Association Freedom to Read Statement. As such, censorship is not supported by the Library, but a balanced collection is recommended.

MEETING ROOMS

POLICY:

In keeping with the American Library Association's Library Bill of Rights, meeting space at the Park Ridge Public Library (PRPL) is available to non-profit organizations engaged in educational, cultural, intellectual or charitable activities and businesses serving the Park Ridge community. Businesses located in Park Ridge may reserve meeting room space for non-commercial purposes.

There is a fee for the use of the meeting rooms and equipment.

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

RULES:

1. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library 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.
2. Park Ridge Public Library meeting rooms are available to organizations and businesses according to the regulations of this policy when not otherwise used by either the PRPL or affiliated organizations, such as the Friends of the Library. See "Priorities for Use" below.
3. THE USE OF THE MEETING ROOMS SHALL NOT INTERFERE WITH NORMAL OPERATION OF THE LIBRARY, SUCH AS CAUSING EXCESSIVE NOISE, A SIGNIFICANT SAFETY HAZARD OR SECURITY RISK.
4. All meetings must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
5. Organizations may, at their discretion, 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.
6. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, 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.
7. The use of rooms for hosting private parties, receptions, or meetings of a strictly social nature is prohibited.
8. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director. 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.

I C 1 (cont'd)

9. 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.
10. 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.
11. 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.
12. 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. Keys to the building are not available to user groups.
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. 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 is a smoke-free environment conforming to the Smoke Free Illinois Act. Smoking is not permitted in the Library or within fifteen feet of the entrances.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons only 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. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Unattended Children 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.
20. The use of Library meeting rooms is a privilege and not a right and is subject to the sole and exclusive discretion of the Library. Accordingly, the Library reserves the right to deny the use of any meeting room to any organization that violates this policy.

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 his/her designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. REFUNDS WILL NOT BE GIVEN FOR CANCELLED RESERVATIONS.

PRIORITIES FOR USE

Priorities for use of the meeting rooms are:

1. Library-sponsored meetings or programs
2. Library-related meetings or programs (such as by the Friends of the Park Ridge Library)
3. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions
4. Educational, cultural, intellectual, charitable or non-profit organizations conducting meetings or programs and businesses conducting meetings or programs for non-commercial purposes and who comply with rule #6 above.

RESERVATIONS

Reservations can be made by calling the Business Office between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at www.parkridgelibrary.org under "Contact Us".

1. Only one meeting is allowed in a 3 month period (rolling calendar).
 1. Meeting room requests cannot be submitted more than 90 days in advance
2. Applications must be made by individuals 18 years of age or older.
3. 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.

APPLICATIONS AND THE REQUIRED FEES MUST BE RETURNED TO THE BUSINESS OFFICE NO LATER THAN THE DATE INDICATED ON THE CONFIRMATION COVER SHEET. IF THE FORM AND FEES ARE NOT RETURNED BY THE DATE INDICATED ON THE CONFIRMATION COVER SHEET, THE ROOM WILL BE RELEASED FOR ANOTHER RESERVATION, WITHOUT FURTHER NOTICE.

Completed applications are reviewed by the Library director and returned to the applicant, with the Meeting Room Application Approval and Attendance Recording Form, indicating the status.

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

FACILITIES AVAILABLE

All rooms have Wi-Fi availability.

Room Capacity

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.

Small Meeting Room (Third Floor) = 20.

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

Accessibility

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.

Available Hours

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.

FEE SCHEDULE

Meeting Room Fees

First Floor Meeting Room – \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

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.

Equipment Use Fees

Piano and benches – \$25

Audio-Visual equipment – Because some electronic equipment requires Library staff setup and monitoring, use of this equipment will require a \$20 charge per reservation, payable in advance. See schedule of available equipment.

Other Fees

Fee for serving food in the first floor meeting room – \$20

POLITICAL MEETINGS

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:

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

FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THE MEETING ROOM POLICY MAY PROHIBIT FUTURE USE OF THE ROOMS.

Revised May 21, 2013
Revised August 21, 2012
Revised May 17, 2011
Approved May 8, 1979

USE OF LIBRARY FACILITIES

I C 2

HERITAGE ROOM

POLICY:

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

RULES:

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

Revised May 15, 2007
Approved May 8, 1979

USE OF LIBRARY FACILITIES

I C 3

DISPLAY CASES/EXHIBITS

POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community based individuals and non-commercial 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.
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 non-commercial nature. Materials deemed inaccurate or in violation of Policy IF1, Conduct in the Library may be removed at the discretion of the Library Director.
3. Priority for use of the display case and kiosk is given to Park Ridge residents and to non-commercial organizations that meet in 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 publications 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 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 2nd 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 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:

Signature

Date

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

USE OF LIBRARY FACILITIES

IC 4

COMMUNITY BULLETIN BOARD

POLICY:

A community bulletin board is available for the display of posters and notices in the second floor lobby.

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 and may be subject to approval by the Library Board of Trustees.

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

USE OF LIBRARY FACILITIES

IC 5

HORTICULTURAL DISPLAYS

POLICY:

The Library welcomes suitable horticultural displays (bouquets, plants, dried arrangements, etc.) that enhance the interior of the facility.

RULES:

1. Organizations wishing to arrange for horticultural displays shall submit plans and schedules to the Library Director so that suitable displays can be attractively displayed.
2. Plants or arrangements must be provided with appropriate containers which should be both attractive and protective of library furnishings.
3. Instructions for proper care must be provided. Library staff will be responsible for watering, all other care will be the responsibility of the submitting organization which must provide necessary watering, fertilization, or other care on a regular basis.
4. Final judgment regarding the acceptability of such displays and their location(s) will be the responsibility of the Library Director.

Revised May 18, 2010
Approved May 8, 1979

USE OF LIBRARY FACILITIES

IC 6

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, (Internet Access policy IC6a) word processing software, presentation software, and spreadsheet software. Several computers in the Children's Services Department provide access to educational games and special rules apply (see below).

RULES

1. The Library has an automated PC reservation system to manage the public access computers. Park Ridge library card holders may make a reservation in person or 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, staff in the Circulation Department will look up their card number if proper identification is provided.
4. Non Park Ridge card holders over 18 may purchase a guest pass according to Policy IC12, Nonresident Fees.
5. Infrequently, computers may be down for reasons beyond the Library's control. Lost time will not be added on or given to anyone who has lost scheduled time and no refunds will be provided. 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. Black & white printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library does not provide refunds for pages printed in error.
11. USB drives are available for purchase at the Information Desks for saving patron work.
12. The Law forbids duplication of copyrighted software. Library software may not be copied.
13. The Library has the right to restrict usage by those people who do not abide by the general regulations of the Library or the specific regulations governing Library computers.

EDUCATIONAL GAME COMPUTERS IN CHILDREN'S SERVICES

1. Reservations may be made in person or by phone at the Information Desk in the Children's Services Department for either one-half hour or a full hour. Reservations will be held for 10 minutes after which the computer will be made available.

I C 6 (cont'd)

2. Children must be at least 2 years of age or older to use the game computers.
3. Educational Game computers may be used for a maximum of one hour per day.
4. There is no printing available through the game computers.

Revised February 18, 2014
Revised May 21, 2013
Revised April 21, 2009
Approved September 17, 1985

USE OF LIBRARY FACILITIES

I C 6a

PUBLIC INTERNET ACCESS

POLICY:

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

RULES:

1. The 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 to disable the filter to enable access for bona fide research and other lawful purposes.
3. Parents 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 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. The Library Director will review these matters on a case-by-case basis.
6. The Library is not liable for costs incurred through patron use of the Internet.
7. Black and white printing is charged at \$0.10 per page. Color printing is charged at \$1.00 per page. The Library will not provide refunds for pages printed in error. Printing from the online catalog, Park Ridge Public Library Community Network and City of Park Ridge websites is provided at no charge. There is a charge for printing from subscription databases, and external websites.
8. Library staff will help users navigate the Internet; however, staff will not provide in-depth training. Training classes and one-on-one training sessions are available by appointment.

Revised May 21, 2013
Revised June 15, 2010
Approved April 18, 1995

USE OF LIBRARY FACILITIES

IC 7

PUBLIC ACCESS TYPEWRITER

POLICY:

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

RULES:

1. The public access typewriter is available to all adult patrons and students.
2. Use of the typewriter is on a first come, first served basis; or by appointment. The typewriter is not available when the room has been reserved for another purpose.
3. The Library will provide limited supplies. Patrons are expected to use their own materials with the typewriter.
4. Occasionally, the typewriter may not be available due to damage. The Library will not furnish substitute equipment.
5. The Library has the right to restrict usage by those patrons who do not abide with the general regulations of the Library or the specific rules governing the use of the typewriter.

Revised April 21, 2015

Revised May 15, 2007

Approved July 19, 1988

USE OF LIBRARY FACILITIES

IC 8

IN-HOUSE AUDIO-VISUAL EQUIPMENT

POLICY:

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

RULES:

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

Revised May 15, 2007
Approved May 17, 1988

USE OF LIBRARY FACILITIES

I C 9

GRAND PIANO

POLICY:

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

RULES:

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

Reviewed May 18, 2010
Approved January 17, 1989

USE OF LIBRARY FACILITIES

IC 10

PRINTING SERVICES

POLICY:

The Park Ridge Public Library provides photocopy machines and a SCAN/FAX station for public use.

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. There are no refunds for pages printed in error.
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. Photocopying and faxing may be paid by cash or with a library card/vend card.
5. Printing from the Library's computers may be paid through use of vend cards only.
6. Park Ridge library cardholders will receive a library card/vend card when they apply for or renew their library card.
7. Non Park Ridge library card holders may purchase a vend card at the card service center in the Reference Department.
8. The Library is not responsible for lost or damaged cards.
9. Park Ridge library card holders must log onto the SCAN/FAX station using their library card number.
10. Non Park Ridge card holders must purchase a guest pass in order to log onto the SCAN/FAX station. See Policy IC12 – Nonresident Fees

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

USE OF LIBRARY FACILITIES

IC 11

SPECIAL SERVICES ROOM & EQUIPMENT

POLICY:

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

RULES:

1. The Special Services Room is available to handicapped and visually impaired patrons of all ages.
2. Use of equipment is available on a first come, first served basis or by appointment. The equipment is not available when the room has been reserved for another purpose.
3. There are self-explanatory directions for the various software programs. While Library staff is available for guidance, they cannot provide in-depth instruction.
4. The Library has the right to restrict usage by those who do not abide by the general regulations of the Library or the specific regulations governing the Special Services Room and all posted regulations.
5. Patrons are liable for library materials or equipment damaged through careless or malicious use. The cost of the damage will be determined by the Library Director.

Revised April 21, 2015
Revised May 21, 2013
Revised April 21, 2009
Approved May 17, 2005

USE OF LIBRARY FACILITIES

I C 12

NONRESIDENT FEES

POLICY:

The Library Board of Trustees has established Nonresident Fees according to the rules listed below.

RULES:

1. Nonresidents over 18 years of age must purchase a guest pass for \$3 to use a Library computer for up to one hour. A \$1 pass may be purchased to use an Express Computer or the SCAN/FAX station for up to 15 minutes. Guest passes may be purchased (cash only) at one of the Information Desks.
2. Nonresidents that have purchased a Park Ridge Public Library card according to the rules of (75 ILCS 5/) Illinois Local Library Act will not be charged nonresident fees.
3. Nonresidents will be charged a fee to attend some Library programs including when the Library has hired an outside presenter, 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 March 16, 2016

Revised April 21, 2015

Revised March 18, 2014

Approved February 18, 2014

USE OF LIBRARY FACILITIES

I C 13

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 (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 Reader 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 Lab. New users that need additional assistance beyond the basic orientation must schedule appointments for the 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 Reader Services Desk will direct users to instructions and information on using the equipment and software in the Lab but cannot provide individual assistance.
6. Users may reserve the Lab for up to 3 hours per day (with extended time permitted if no one else is waiting). Appointments may be made in-person or by calling the Reader Services Department (847) 720-3280. Appointments will be held for ten minutes.
7. A maximum of 2 people are allowed in the 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 Lab. The library is not responsible for equipment or files (digital or print) left behind.
9. 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.
10. Users may not leave the Lab unattended. Doing so will forfeit use of the room for that day.
11. No food or drinks of any kind are permitted in the Lab.

12. Due to a lack of soundproofing and space limitations, recording with musical instruments (other than those in Garage Band) is not permitted.
13. Users that do not comply with the Lab policy or the Library's "Conduct in the Library", Policy IFI, will not be allowed to use the Lab.
14. The Library reserves the right to modify this policy at any time.

Approved February 17, 2015

3D Printing

POLICY:

The Park Ridge Public Library offers 3D printing for the Park Ridge Library cardholders to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

RULES:

1. All 3D printing will be performed by Park Ridge Public Library staff. Patrons may not operate the 3D printers.
2. Only Park Ridge Public Library cardholders may submit designs for 3D printing.
3. There is a charge for printing based on the size of the item to be printed and the amount of material that will be required to print the item.
4. Any 3D drafting software may be used to create a design as long as the file can be saved in the .stl format.
5. Staff will review the design to determine the cost for printing and will contact the patron for approval prior to printing.
6. Only one print job may be submitted at a time.
7. The Library will not print objects that require more than 10 hours to complete.
8. The Library will not print items that are (a) unsafe, harmful, dangerous or pose a threat to the well-being of others, (b) in violation of the terms of use of the manufacturer of the 3D printer, (c) prohibited by local, state or federal law, (d) likely to fail or cause damage to the 3D printer or (e) in violation of another's intellectual property rights.
9. The printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.
10. The Library reserves the right to review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design/production the patron will be informed to make changes so the design can be printed.
11. The Library cannot guarantee that a print job will be completed within a particular time frame.
12. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else.
13. The Library may refuse any 3D print request or stop printing a request due to time or printer capabilities.

14. Patrons will not be charged for incomplete printing jobs.
15. Use of the 3D printers is subject to the Conduct in the Library policy.

Approved June 16, 2015

Business Organizations in the Library**POLICY:**

The Library premises are designated and intended for the use of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. It is not designated or intended to serve as a classroom or place of business, which are only secondary and accessory uses permitted by the Library. The Library permits business organizations to operate on the premises subject to the rules described in this policy. However, given space constraints on the premises, a desire to limit disturbance to other Library patrons and the Library staff and minimize uses which are incompatible with the Library's principal designated and intended use, the Library limits access to business organizations who are working with clients as stated in this policy. This policy applies to two or more individuals meeting in the Library in the course of providing or receiving any goods or services for compensation.

The Library does not endorse sponsor, recommend or assume liability or responsibility for the work and/or activities of business organizations that use Library space.

DEFINITIONS:

"Business organization" shall be construed to mean and include any individual, trust, estate, sole proprietor, partnership, association, company or corporation, engaged in the occupation of providing goods or services directly to consumers for compensation, regardless of whether it is for profit or not-for-profit.

"Meeting" shall be construed as a gathering of two or more people for the principal purpose of a business organization providing services in person, on Library premises, other than custodial care.

RULES:

1. Business organizations are permitted to use the Library during any of its hours of operation.
2. Business organization representatives must keep any meetings held in the Library as quiet as possible so as not to disturb other Library patrons or Library staff. Library staff may direct business organization representatives and clients meeting in the Library to relocate within the Library to reduce the impacts of any use which is incompatible with the primary use of the Library.
3. Business organization representatives are responsible for the behavior of their clients.
4. Meetings of business organization representatives and clients may be conducted only at those tables in the Library designated for that purpose. Business organization representatives and their clients may use the resources of the Library as required.
5. Business organizations may not publish or distribute advertisements indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. Business organizations may not advertise their business in the Library. Business organizations may not use any symbol, mark, copyright or other intellectual property belonging to the Library in association with their business.

6. Business organization representatives shall sign-in at the service desk before commencing any meeting(s) and shall sign out at the conclusion of the last meeting held at the Library on said day.
7. All business organization representatives shall register with the Library annually by providing their contact information including name, address, email address, and telephone number to a designated Library staff member.
8. Upon signing out, business organizations shall pay by cash or check a fee of \$10 for each hour and any fraction thereof that meetings were conducted in the Library. The fee will be deposited in the Library's General Revenue Fund.
9. Business organizations are responsible for establishing communication procedures with their clients. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to business organization representatives or clients.
10. In the case of a tutor working with children in the Library, those children who are not yet in 3rd grade must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
11. The Library reserves the right, at the Library's sole discretion, to limit activities of any business organization based on space availability or an assessment by Library staff that the business organization's activity interferes with Library's principal designated and intended use and/or operations. The Library, at its discretion, may require any business organization to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.
12. The Library reserves the right to request a representative of a business organization who fails to comply with the terms of this Policy to leave the premises; and the Library may refuse admission to the premises to any representative of a business organization who fails to comply with the terms of this Policy, including making timely payment of fees required under the Policy.

Revised August 15, 2017
Revised March 16, 2016
Approved January 19, 2016

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 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.
4. Library staff will direct users to instructions and information on using the equipment, tools and software in the Lab but cannot provide individual assistance.
5. Use of select equipment and tools require staff assistance to operate.
6. Materials are subject to staff approval.
7. Card holders may use The Studio for up to 2 hours per day (with extended time permitted if no one else is waiting). Appointments may be made in person or by calling the Reference Department (847) 720-3232. Appointments will be held for ten minutes.
8. A maximum of 10 people are allowed in the Studio at one time.
9. 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.
10. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.
11. No food or drinks of any kind are permitted in The Studio.
12. Users that do not comply with The Studio policy or the Library's "Conduct in the Library", Policy IFI, will not be allowed to use The Studio.
13. The Library reserves the right to modify this policy at any time.
14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation 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

LOANS OF BOOKS AND OTHER MATERIALS

I D 1

PERSONS ENTITLED TO BORROWING PRIVILEGES

POLICY:

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

RULES:

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

A. Resident - valid for three years:

Any legal resident of Park Ridge 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 countersign the application and agree to be responsible for all late 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

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.

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

LOANS OF BOOKS AND OTHER MATERIALS

I D 1a

STUDENT CARDS

POLICY:

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

Revised May 21, 2013

Reviewed May 18, 2010

Approved December 16, 2003

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 rules or for other reasonable cause.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher losing a Library card must notify the Park Ridge Public Library immediately. The school is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

LOANS OF BOOKS AND OTHER MATERIALS

ID 2

CIRCULATING MATERIALS/SCHEDULE OF FEES

POLICY:

Library books and other materials, except certain reference and historical materials, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are not delinquent. 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.

RULES:

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

Annual non-resident borrower's card						\$425.00
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	Reserve	Overdue fees /day	Maximum fees Overdue
Books		3 weeks	3 times	Yes	\$0.20/day	\$5.00
Books - 14-day		2 weeks	1 time	Yes	\$0.20/day	\$10.00
Books - Most Wanted		2 weeks	No	No	\$0.20/day	\$10.00
Book Club Books		3 weeks	2 times	No	\$0.20/day	\$5.00
Books on CD/ Compact Discs		3 weeks	2 times	Yes	\$0.20/day	\$5.00
New Books on CD/ Compact Discs		3 weeks	1 time	Yes	\$0.20/day	\$10.00
New DVDs	(Adult DVDs-non-restricted card, only)	7 days	1 time	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
DVDs	(Adult DVDs-non-restricted card, only)	7 days	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
New BLU RAY DVDs	(Adult DVDs-non-restricted card, only) Limit 5 per person	7 days	1 time	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)

ID 2 (cont'd)

Materials	Restrictions*	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
BLU RAY DVDs	(Adult DVDs-non-restricted card, only) Limit 5 per person	7 days	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
HOT DVDs	Registered patron of Park Ridge Public Library; (Adult DVDs-non-restricted card, only) Limit 2 per person	3 days	No	No	\$1.00/day	\$25.00 (but not to exceed retail cost)
TV Series DVDs		2 weeks	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
E-Books	Registered patron of Park Ridge Public Library	3 weeks	No	Yes		
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		
Magazines and pamphlets		3 weeks	2 times	Yes	\$0.20/day	\$5.00
Magazines – Digital	Registered patron of Park Ridge Public Library	Unlimited	N/A	N/A	N/A	N/A
MP3 Players eReaders	Registered patron of Park Ridge Public Library	3 weeks	No	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
Playaways	Limit 5 per person	3 weeks	2 times	Yes	\$0.20/day	\$5.00
Playaway Views	Registered patron of Park Ridge Public Library Limit 5 per person	7 days	No	Yes	\$1.00/day	\$25.00 (not to exceed retail cost)
Parent/Kid Concern Bags/ Music Literacy Kits/ Preschool Theme Kits/ Storytime Theme Kits/ Preschool Music Kits/ Common Core Kits	Registered patron of Park Ridge Public Library	3 weeks	2 times	Yes	\$0.20/day	\$5.00
Reference Items		At discretion of Librarian	No	No	\$2.00/day	\$25.00 (but not to exceed retail cost)
Special Services Equipment **	Registered patron of Park Ridge Public Library	6 weeks	2 times	Yes	\$0.50/day	Smaller of \$20.00 or retail cost
Digital Media Lab External Hard Drive	Registered patron of Park Ridge Public Library	7 Days	No	No	\$5.00	\$25.00

I D 2 (cont'd)

Materials	Restrictions*	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
Video Games	Limit 5 per person	2 weeks	2 times	Yes	\$1.00 day	\$25.00 (but not to exceed retail cost)

*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 Circulation Services staff.
3. Library materials may be renewed at the Circulation Desk, online, or by phone. For telephone renewal, see policy below. (Interlibrary Loan renewal policy is stated in 1D 3.)
4. The date due slip received 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.

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

Late Notices:

- 1st Overdue Notice: 3 days overdue
- 2nd Overdue Notice: 15 days overdue
- 3rd 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 overdue materials (value of materials) and/or \$50.00 in late fees will, at the discretion of the Circulation 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 his or her card. Lost items should be reported immediately to avoid cost of additional overdue fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

6. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.
7. Any person who owes more than \$10.00 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.

8. 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.
- Replacement costs for eReaders will be as follows plus a \$5.00 processing fee:

Damage or loss of eReader, case, and components:	Retail cost
Damage or loss of eReader only:	Retail cost
Damage or loss of Nook Case	\$25.00
Damage or loss to USB cord and/or Power Adapter	\$15.00
Damage or loss of Multimedia Case	\$12.00

9. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
10. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
11. 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.

TELEPHONE RENEWAL POLICY

RULES:

Library materials may be renewed by phone under the following guidelines:

1. Patrons must have their library card number available.
2. Items on hold are not subject to telephone renewal.
3. Staff reserves the right to ask the patron to call back at a later time if the department is busy.
4. Staff will provide the patron with the renewal date.
5. No renewals are allowed if there are more than \$10 in late fees on the patron's card.

The following are not subject to renewal:

1. Items reserved or on hold for another patron, otherwise renewable items that have reached their designated renewal limit, eReaders, MP3 players, eBooks, Playaways, Playaway Views, Reference books and Hot DVDs.

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

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

LOANS OF BOOKS AND OTHER MATERIALS

I D 2A

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 who are not delinquent. 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.

RULES:

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

Equipment	Restrictions	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
GoPro Cameras	18 years and older Limit 1	2 weeks	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	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Art Kits: Knitting Crocheting		2 weeks	No	Yes	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods		2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses		2 weeks	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		2 weeks	No	No	\$1.00/day	\$5.00

2. The date due slip 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.

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

Late Notices:

- 1st Overdue Notice: 3 days overdue
- 2nd Overdue Notice: 15 days overdue
- 3rd 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 overdue materials (value of materials) and/or \$50.00 in late fees will, at the discretion of the Circulation 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 his or her card. Lost items should be reported immediately to avoid cost of additional overdue fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.
4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.
5. Any person who owes more than ten dollars 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.
6. 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 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.
7. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
8. 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 30, 2018

Revised March 20, 2018

Approved February 21, 2017

LOANS OF BOOKS AND OTHER MATERIALS

I D 2B

TEMPORARY FINE FREE POLICY

For a trial period from November 1, 2020 through October 31, 2021, the Park Ridge Public Library shall adopt an account block model. During this period, patrons will not be charged overdue fines for most library materials, with the exception of the materials listed in Policy I D 2A, to which the specified fines will still apply.

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

The first overdue notice will be sent to patrons when an item is 10 days overdue (during COVID; that may adjust as item quarantine periods shift per RAILS recommendations. The normal timeframe for the first overdue notice is when the item is 3 days overdue).

Items will continue to have due dates and patrons are still responsible for honoring the due date or renewing their items. Language will be added to overdue notices informing patrons that their account will be blocked from checking out if they do not return their items.

A bill for overdue materials will be sent to patrons when an item is 45 days overdue.

Patrons will still be responsible for lost or damaged items, and will be required to pay repair or replacement fees for such items, as described in Library Policy I D 2.

LOANS OF BOOKS AND OTHER MATERIALS

ID 3

INTERLIBRARY LOAN AND INTERLIBRARY LOAN PHOTO DUPLICATION SERVICES

LENDING

POLICY:

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

RULES:

1. Books, paperbacks, books-on-CD, compact discs, and periodicals are checked out for a period of three weeks.
2. DVDs are checked out for a period of one week.
3. All interlibrary-loaned materials can be renewed with the approval of designated Library staff.
4. New materials will be interlibrary-loaned after four months from accession with exceptions being made at the librarian's discretion.
5. Special Collection and fragile material will be loaned at the discretion of the librarian.
6. Titles that are lost by borrowing libraries will be charged replacement cost plus a \$5.00 processing fee, which will not be refunded if the lost item is returned.

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

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 the RAILS the patron will not be assessed a fee.

RULES:

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

PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:

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. Special Collection and fragile material will be photocopied at the discretion of the librarian.

COLLECTION MANAGEMENT POLICY**POLICY:**

A collection management policy is intended to support the mission and roles of the Park Ridge Public Library.

RULES:

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

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

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

SELECTION OF MATERIALS

I E 2

REQUEST FOR REVIEW OF ITEM IN LIBRARY COLLECTION

POLICY:

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

RULES:

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

Revised May 15, 2007

Approved October 9, 1979



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

REQUEST MADE BY:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

DO YOU REPRESENT

_____ Yourself

_____ A group or organization (please name) _____

TITLE: _____ AUTHOR: _____

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

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.

(Please continue on other side.)

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

_____ Make it available only to the following: _____

_____ Withdraw it from the collection of the Library

_____ Re-examine it for value

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

COMMENTS:

Signature _____ Date _____

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

Reviewed May 18, 2010

Approved May 20, 2003

GIFTS**POLICY:**

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

RULES:

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



NOTICE TO LIBRARY DONORS

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

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

- 1) Please be sure any donations you contribute are in readable/playable condition. Dirty, flood damaged, mildewed or otherwise damaged materials are not saleable and must be disposed of at Library expense.
- 2) Items donated should contain useful current information.
- 3) DONATIONS OF THE FOLLOWING TYPES OF MATERIALS WILL NOT BE ACCEPTED BY THE LIBRARY:
 - a) TEXTBOOKS
 - b) NON-CURRENT BUSINESS AND PROFESSIONAL BOOKS
 - c) NON-CURRENT MAGAZINES AND JOURNALS
 - d) READER'S DIGEST CONDENSED BOOKS
 - e) ENCYCLOPEDIAS

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

CONDUCT IN THE LIBRARY**POLICY:**

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

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

RULES:

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

- Interfering with the use of the Library or its resources by Library patrons or interfering with Library employees' 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.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Theft, vandalism, defacing or mutilation of Library property.
- Smoking or using tobacco products in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Use of e-cigarettes and other electronic smoking devices in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building.
- Consuming alcohol (unless specifically authorized at a Library function) or being under the influence of alcohol or drugs, or bringing these items into the building.
- Consuming food or uncovered beverages in the Library building, unless specifically authorized at a Library function.
- Using the public restrooms for the purpose of shaving, bathing, or washing and drying clothes.
- Failing to wear proper attire (e.g., bare feet, bare chest, transparent or see-through clothing, bathing suits, etc.).
- Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff or to interfere with others' use of the building
- Conducting any activity that obstructs or interferes with patrons entering or exiting the Library building or grounds.
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- Bringing animals into the Library building except for registered handicap support or guide animals – or for an authorized Library function.

- Leaving personal items unattended in the building.
- 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

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 Library events

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 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 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 his or her views as to the facts giving rise to the proposed sanction.

A person whose Library privileges have been denied or limited may request reconsideration of the decision to the Board of Trustees within forty-five (45) days after mailing of notice of the imposition of the sanction to the patron's last known address. 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 designee), at their discretion, will determine if the behavior is inappropriate.

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

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*):

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: _____

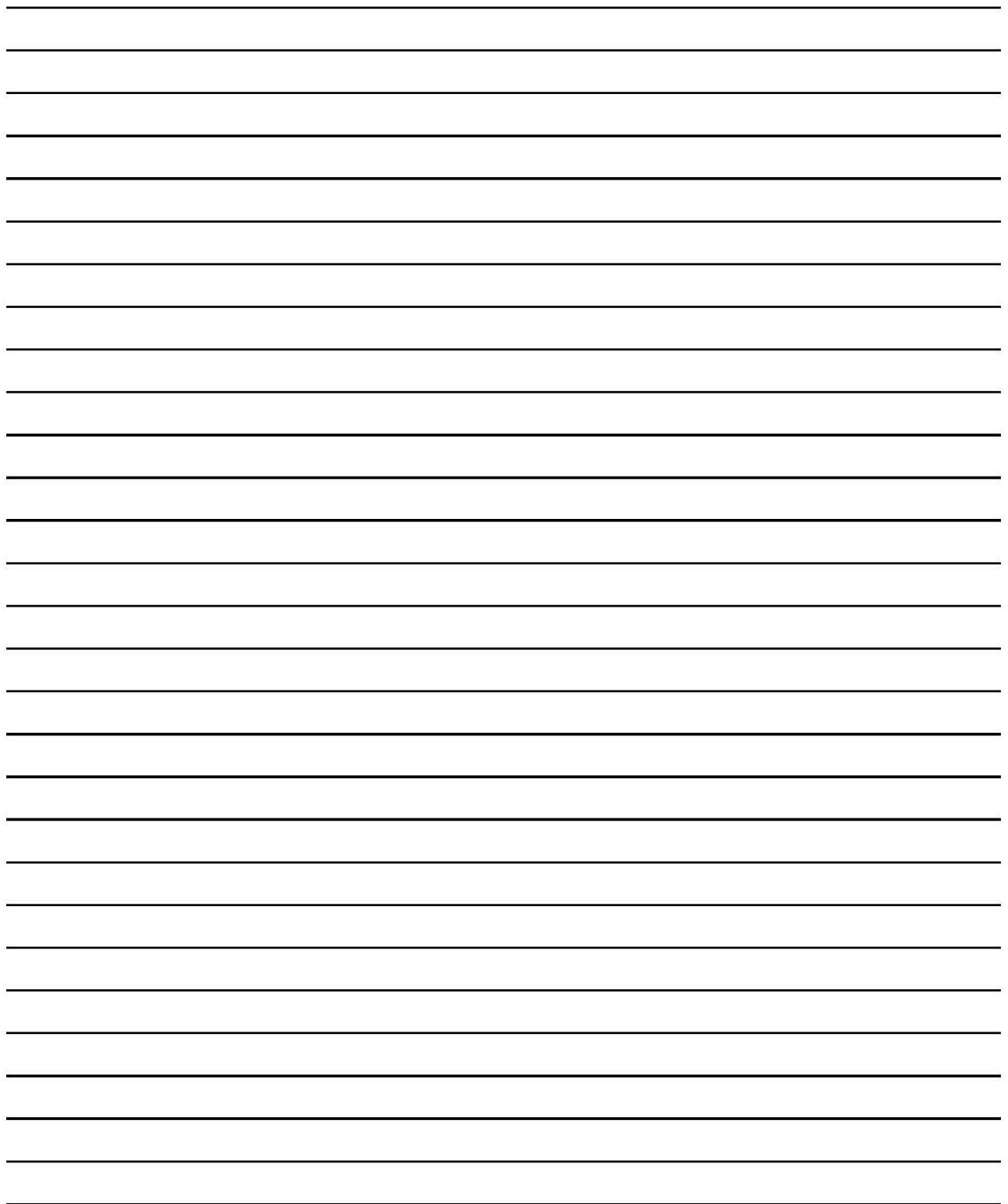
Telephone #: _____ E-mail address: _____

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

20 S. PROSPECT AVENUE, PARK RIDGE, IL 60068 | 847.825.3123 | www.parkridgelibrary.org



“Library Grounds”

(For the purposes of Library Policy IF 1, Conduct in the Library)



SPECIAL SAFETY RULES CONCERNING CHILDREN**POLICY:**

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

RULES:

1. Library staff is available to answer questions, assist with computers and assist as needed but cannot and do not serve as baby sitters, teachers, security guards, or disciplinarians.
2. Children in kindergarten or younger must be supervised at all times by a parent, legal guardian, or caregiver 12 years of age or older. Children who are not yet in 3rd grade must have a parent/caregiver in the Library building.
3. If a child not yet in 3rd grade is participating in a Library program, the parent/caregiver must remain in the Library building.
4. Parents/caregivers must remain at the Library if the children cannot follow the Library rules and be safe without their parent/caregiver. It is recommended that parents teach their children how to contact the parent or caregiver in case of emergency.
5. Parents or caregivers must adequately supervise the behavior of their children. If not, they will be made aware of the problem as quickly and discreetly as possible. Children's behavior must improve immediately, or the parent/caregiver and children will be directed to leave the Library.
6. The Children's Services Department is for the use of children and adults accompanied by children. Patrons age 14 and above using the Children's Services Department must be accompanied by a parent, legal guardian, or adult caregiver that will remain with them while they are in the department.
7. If a child, 12 years of age or younger, remains longer than 15 minutes after the building has closed, staff will contact the police. Two staff members will stay with the child until a parent, other caregiver or police arrive.
8. If these rules are repeatedly violated, the parent, caregiver and child's access to the Library may be suspended.
9. The Library is a public building open to everyone. Parents and caregivers should keep this in mind when children are using the building.

Revised August 18, 2015

Revised May 18, 2010

Approved: April 15, 2008

LIBRARY TRUSTEE ORIENTATION

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

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

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

Printed materials will be provided with more information:

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

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

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

Reviewed May 18, 2010

Approved: March 21, 2006

LIBRARY BILL OF RIGHTS

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

LIBRARY BILL OF RIGHTS

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961,
June 27, 1967, and January 23, 1980;
inclusion of "age" reaffirmed January 24, 1996 by the ALA Council.

Revised May 15, 2007
Adopted April 19, 1983

THE FREEDOM TO READ STATEMENT

Adopted June 25, 1953;
Revised January 28, 1972,
January 16, 1991;
by the
American Library Association Council
and the
Association of American Publishers

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid: that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

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

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

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

II E (cont'd)

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

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

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

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

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these

II E (cont'd)

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

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

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

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

Subsequently Endorsed by:

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

MUNICIPAL CODE OF PARK RIDGE¹

ARTICLE 14 CHAPTER 7

PUBLIC GATHERINGS AND CROWDS

CONDUCT IN PUBLIC LIBRARY

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

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