



Park Ridge Public Library

# Policy and Procedure Manual

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

## Table of Contents

<b>A. Oversight</b>	<b>C. Patrons</b>
<ol style="list-style-type: none"> <li>1 Levy and Budget Approval</li> <li>2 Library Fund</li> <li>3 Purchasing</li> <li>4 Payments for Goods and Services</li> <li>5 Investments</li> <li>6 Expense Reimbursement</li> <li>7 Credit Card Use</li> <li>8 Capital Assets</li> <li>9 Legal</li> <li>10 Identity Protection</li> <li>11 Freedom of Information Act</li> <li>12 Public Participation and Comment at Board Meetings</li> <li>13 Meeting Attendance via Electronic Means</li> <li>14 Gifts &amp; Donations</li> <li>15 Gifts of Real Property</li> <li>16 Buy a Brick</li> <li>17 Naming Rights</li> <li>18 Sponsorships</li> <li>19 Library Award</li> <li>20 Community Advisors</li> </ol>	<ol style="list-style-type: none"> <li>1 Security Cameras</li> <li>2 Confidentiality of Patron Information</li> <li>3 Persons Entitled to Borrowing Privileges</li> <li>4 Student Cards</li> <li>5 Teacher Cards</li> <li>6 Circulating Materials/Schedule of Fees</li> <li>7 Exploration Library Schedule of Fees</li> <li>8 Loans of Art Work</li> <li>9 Interlibrary Loan Services</li> <li>10 Conduct in the Library</li> <li>11 Children in the Library</li> <li>12 Vulnerable Adults</li> <li>13 Paging Patrons</li> <li>14 Public Access Computers</li> <li>15 Public Internet Access</li> <li>16 Printing Services</li> <li>17 Meeting Rooms</li> <li>18 Charity Collection Containter</li> <li>19 Digital Media Lab</li> <li>20 The Studio</li> <li>21 Display Cases/Exhibits</li> <li>22 Community Bulletin Board</li> </ol>
<b>B. Operations</b>	<b>D. Appendix</b>
<ol style="list-style-type: none"> <li>1 Collection Management Policy</li> <li>2 Request for Review of Item in Library Collection</li> <li>3 Gifts</li> <li>4 Library Programs</li> <li>5 Test Proctoring</li> <li>6 Volunteers</li> <li>7 Unpaid Internships</li> <li>8 Photography, Video, and Audio Recording</li> <li>9 Library Website</li> <li>10 Park Ridge Community Network Website</li> <li>11 Social Media</li> <li>12 Library Materials Depositories</li> <li>13 Temporary Outdoor Public Art</li> <li>14 Little Free Libraries</li> </ol>	<ol style="list-style-type: none"> <li>1 By-Laws of the Board of Trustees</li> <li>2 Library Trustee Orientation</li> <li>3 Organizational Chart</li> <li>4 Collection Management Guidelines</li> <li>5 ALA Library Bill of Rights</li> <li>6 ALA Freedom to Read Statement</li> <li>7 ALA Freedom to View Statement</li> <li>8 Municipal Code of Park Ridge</li> </ol>

*Updated: July 18, 2023*



# A. Oversight

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

### POLICY:

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

### RULES:

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

Approved: December 21, 2021

## **A2. LIBRARY FUND**

### **POLICY:**

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

### **RULES:**

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

Revised: October 19, 2021

Revised July 20, 2010

Approved April 21, 2009

### **A3. PURCHASING**

#### **POLICY:**

The Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The operating budget of the Library acts as the spending plan for the fiscal year. The Library Director or Library Finance Manager in the absence of the Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as may be defined in the pertinent rules.

#### **RULES:**

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

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

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

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

4. The Library will procure Professional, Technical or Artistic Services according to the provisions of Local Government Professional Services Selection Act ([50 ILCS 510/1](#) *et seq.*).
5. The Library Director or Library Finance Manager in the absence of the Library Director is authorized to obligate the Library for expenses up to \$25,000 for emergency repairs and equipment without prior Board action provided such expenditures can be accommodated within the budget limitations for such items. The Board of Trustees will act on the expenditure at the next appropriate meeting. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the Board.
6. The Library shall have the authority to join with other units of government in cooperative purchasing plans or in cooperative purchasing organizations, such as the Illinois Joint Purchasing Program pursuant to [30 ILCS 525/0.01](#) *et seq.* when the best interests of the Library would be served.
7. No Library Trustee or employee of the Library shall have a personal interest in Library purchases or contracts beyond the extent provided by law. ([50 ILCS 105/3](#)) Library trustees and employees shall also comply with the provisions regarding bidding contained in [720 ILCS 5/33 E-1](#) *et seq.* pertaining to public contracts.
8. The Library will keep records of all bidding activity, including competitive proposals and all solicitations made to obtain them in accordance with the Library's record retention schedule.

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

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

### **POLICY:**

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

### **RULES:**

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

Revised: October 19, 2021

Revised May 18, 2021

Revised June 20, 2017

Approved August 16, 2016



## **A5. INVESTMENTS**

### **POLICY:**

#### Responsibilities

All investment policies and procedures of the Park Ridge Public Library (PRPL) will be in accordance with Illinois Law. The authority of the Library Board to control and invest public funds is defined in the Illinois Public Funds Investment Act (30 ILCS 235/1) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Library Director acting under the authority of the Board.

### **RULES:**

#### "Prudent Person" Standard

The standard of care applicable to investment of PRPL funds is the "prudent person" standard of care. Using this standard, investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for any investment credit risk, market price, or value change, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

#### Objectives and Guidelines

It is the Board's policy to place funds outside of the Library's operating account in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of PRPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments to be used, the following general objectives and guidelines should be considered in the order listed:

##### 1. Legality and Safety

Investments in bonds or securities will be made only in bonds or securities guaranteed by the U.S. government or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed \$250,000, the amount insured under FDIC coverage, unless they are adequately collateralized.

Authorized investments include and will primarily consist of: interest-bearing Money Market accounts, Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under state law that satisfy the investment objectives of PRPL.

##### 2. Liquidity - Maintenance of sufficient liquidity to meet current obligations

The types and lengths of investments should be managed to ensure that PRPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

### 3. Yield

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

### 4. Simplicity of management

The Treasurer, Director and other designated administrative staff must be able to manage PRPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

## Signatories

Library Administration, namely the Library Director and Finance & Administrative Services Manager, will be signatories on all investment accounts within the Library's control.

## Execution

The Treasurer, working with Library Administration, will bring forth recommendations for new investments or changes to current investment accounts through the Budget and Finance Committee. The Library Board of Trustees will vote on a final recommendation. Library Administration will execute the Board's approved recommendation in a timely and expeditious manner.

## Reporting and Monitoring

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Library Trustees. This policy shall be reviewed at least every three years for any needed modifications. The Treasurer will report to the Board of Library Trustees on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance.

## Internal Controls

A system of procedures and Internal Controls shall be established by the Treasurer or Board of Trustees or governing body of the fund which at a minimum includes standards set by the Governmental Accounting Standards Board.

## Collateralization and Safekeeping

Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the PRPL makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another

custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for PRPL is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

#### Diversification

The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs for those funds. Diversification can be by type of investment, number of institutions, and/or length of maturity.

#### Authorized Financial Institutions

Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer. Library Administration will maintain a list of institutions authorized to provide investment services to PRPL. Any financial institution selected by PRPL shall provide normal banking services, including but not limited to: checking accounts, money market accounts, wire transfers, and safekeeping services. PRPL will not keep funds in any financial institution that is not a member of the FDIC.

#### Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees, employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Act (50 ILCS 105/3.2) no trustee or employee involved in the investment process shall have any interest, or receive any compensation from, any investments of PRPL, or the sellers, sponsors of managers of those investments.

#### Financial and Investment Service Providers

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director and Treasurer.

Approved: May 16, 2023

## **A6. 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

## **A7. 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

## **A8. 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

## **A9. LEGAL**

### **POLICY:**

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

### **RULES:**

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

Approved: November 16, 2021



## **A10. 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.

## **A11. FREEDOM OF INFORMATION ACT**

### POLICY:

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

### RULES:

#### 1. FOIA Officer

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

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

#### 2. Requests

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

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

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

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

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

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

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

### 3. Denial of a Request

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

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

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

Revised November 16, 2021

Revised May 17, 2016

Approved May 19, 2015

## **A12. PUBLIC PARTICIPATION AND COMMENT AT BOARD MEETINGS**

### **POLICY:**

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

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

### **RULES:**

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

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

Revised December 21, 2021  
Approved April 19, 2011

## **A13. 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



## **A14. 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 \_\_\_\_\_

## **A15. 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

## **A16. 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

## **A17. 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

## **A18. 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



## **A19. LIBRARY AWARD**

### POLICY:

A biennial 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.
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 honoree will be displayed in a place of prominence in the Library.

Revised July 18, 2023  
Revised November 16, 2021  
Revised May 21, 2013  
Revised May 18, 2010  
Approved: January 17, 2006

## **A20. 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



---

Park Ridge Public Library

## B. Operations

## **B1. COLLECTION MANAGEMENT POLICY**

### **POLICY:**

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

### **RULES:**

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

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

3. The Library recognizes its obligation to protect the expression of diverse ideas and also its responsibility to provide a balanced presentation of issues in its collection. The acquisition of an item does not indicate the Library's endorsement of the ideas or institutional approval of language or actions contained therein.
4. The Library will comply with current laws regarding obscenity. The Library Board of Trustees believes that the responsibility for monitoring materials used by a minor rests with their parent or guardian. The Library shall not censor the reading materials of its patrons.
5. The Library collection shall include a variety of print, non-print, and digital materials and special equipment. Collection Management Guidelines have been established for all library collections.
6. The Library is guided by a sense of responsibility to the past, present and the future of the community and therefore adds materials which will enhance the collection while attempting to preserve an intellectual balance. The Library also accepts as its responsibility the selection of materials that will add intellectual enlightenment and recreational reading pleasure.

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

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

## **B2. REQUEST FOR REVIEW OF ITEM IN LIBRARY**

### **COLLECTION POLICY:**

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

### **RULES:**

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

Revised XXX  
Revised May 15, 2007  
Approved October 9, 1979



Park Ridge Public Library

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

REQUEST MADE BY:

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

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

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

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

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

---

---

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

---

---

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

If not, which parts?

---

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

---

---

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

---

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

---

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

---

If yes, please identify source.

---

---

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

Make it available only to the following:

---

Withdraw it from the collection of the Library

Re-examine it for value

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

---

**COMMENTS:**

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

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

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



### **B3. GIFTS**

#### POLICY:

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

#### RULES:

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

*The Park Ridge Public Library appreciates your generous donation of materials to the Library.*

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

*Please be sure any donations you contribute are in readable/playable condition. Dirty, flood damaged, mildewed or otherwise damaged materials are not saleable and must be disposed of at Library expense.*

*Items donated should contain useful current information.*

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

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

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

## **B4. LIBRARY PROGRAMS**

### POLICY:

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

### RULES:

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

Revised January 18, 2022

Revised April 21, 2015

Revised May 18, 2010

Approved June 12, 1979

## **B5. TEST PROCTORING**

### POLICY:

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

### RULES:

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

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

## **B6. VOLUNTEERS**

### POLICY:

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

### RULES:

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

Revised December 21, 2021

Approved May 17, 2011

## **B7. UNPAID INTERNSHIPS**

### POLICY:

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

### RULES:

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

Revised: October 19, 2021

Approved May 17, 2011

## **B8. PHOTOGRAPHY, VIDEO, AND AUDIO RECORDING POLICY**

### POLICY:

As stated in the Conduct in the Library Policy, the Park Ridge Public Library maintains a safe, clean, courteous, respectful and productive environment for all Library patrons and staff. Towards this end, the Library maintains policies, including this Photography, Video, and Audio Recording Policy, that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being.

### LIBRARY PATRONS:

Permission is not required for photography, video or audio recording in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, photography, video and audio recording is prohibited in certain library locations (i.e., restrooms, spaces reserved for nursing, childcare areas, areas reserved for staff only, and exhibition areas displaying museum artifacts and archival materials). If tripods, lights, or other specialized equipment is to be used, requests with the Library Director must be made at least 24 hours in advance.

*Prohibited Use.* The Library building is a limited public forum. Photography, video and audio recording is prohibited when it: (1) compromises a patron or staff member's right to privacy, (2) harasses, intimidates, or threatens a patron or staff member, (3) interferes with a staff member's ability to perform their duties, or (4) blocks library aisles, walkways, stairwells, doors, or exits.

*Exterior Photography, Video and Audio Recording.* Photography, video and audio recording outside of the Library building while on library grounds does not require permission, provided the activity does not impede the entering or exiting of patrons or staff to or from the library building and otherwise complies with this Policy.

*Commercial Photography, Video and Audio Recording.* The Library may permit use of its facilities for commercial photography, video and audio recording if the project does not interfere with the mission of the Library and otherwise complies with this Policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility, and prior permission from the Library Director must be sought at least one week in advance.

*Photography, Video and Audio Recording of Materials and Resources.* The Library permits photography, video and audio recording of its publicly available collections, provided such activity otherwise complies with this Policy. Patrons are solely responsible for obtaining consent or other permission when taking photographs, videos or audio recordings of copyrighted materials.

*Liability.* Patrons involved in taking photographs, videos or audio recordings are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library does not assume any responsibility for obtaining these releases or permissions.

*Enforcement.* The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs, videos or audio recordings. Violations may result in removal from the facility and/or suspension of library privileges. Illegal activity may result in arrest.

## LIBRARY STAFF:

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.

### *Rules:*

1. If a Library patron does not wish for themselves 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 a 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: July 18, 2023

Revised: October 19, 2021

Approved August 21, 2012



## **B9. LIBRARY WEBSITE**

### POLICY:

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

### RULES:

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

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

#### 2. Webmaster

A designee of the Library Director manages the website internally.

#### 3. Scope

The website is intended to provide both the public and staff access to a variety of educational and informational resources. The information complements the Library's physical collections and includes the catalog, databases, e-Content, information on Library programs, services, policies, agendas and minutes, and curated links to web resources.

#### 4. Content Management

Designated Library employees have permission to update content relevant to their departmental pages. Library employees who post content to the website without permission are subject to discipline, up to and including termination.

Only information relevant to the Library will be published on the website. Commercial trademarks and logos will only be used with permission from a vendor or indicating partnership or sponsorship of a Library event. Advertising on the Library's website is not permitted.

#### 5. Links

The Library will provide links 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 credible.

The site does not charge for access. The Library is not responsible for the content or accuracy of third party websites. Library staff will make every effort to keep links current and encourages website visitors to utilize the "Contact Us" page on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

## 6. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free and the Library will attempt to correct information in a timely manner. Issues should be reported using the "Contact Us" page on the website or by calling the Library directly at 847-825-3123.

## 7. 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.

## 8. Disclaimer of Endorsement

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

Revised July 18, 2023  
Revised November 16, 2021  
Revised May 21, 2013  
Approved September 21, 2010

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

### POLICY:

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

### RULES:

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

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

#### 2. Webmaster

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

#### 3. Scope

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

#### 4. Content Management

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

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

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

Advertising on the website is prohibited.

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

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

## 6. Links

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

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

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

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

## 7. Errors and Omissions

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

## 8. Disclaimer of Liability

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

## 9. Disclaimer of Endorsement

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

Revised November 16, 2021  
Approved February 21, 2012

## **B11. SOCIAL MEDIA**

### POLICY:

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

### RULES:

1. The Library's social media platforms are managed by the Library Director and Marketing Office staff. This group meets regularly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.
2. The Library Director or their designee reserve the right to monitor content before it is posted on any Library sponsored social media platform.
3. The Library does not endorse the opinions expressed by members of the public when commenting on Library posts on social media platforms. The Library may respond to commenters to correct misinformation regarding Library programs or services.
4. By participating in the library's social media platform(s), 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 limit, suspend, or 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](mailto:librarydirector@parkridgelibrary.org)
8. The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

Revised July 18, 2023

Revised December 21, 2021  
Approved May 20, 2014

## **B12. LIBRARY MATERIALS DEPOSITORIES**

### POLICY:

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

### RULES:

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

Revised January 19, 2022

Revised January 18, 2011

Approved March 13, 1979

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

### POLICY:

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

### RULES:

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

Revised December 21, 2021

Approved May 15, 2012



## **B14. LITTLE FREE LIBRARIES**

### POLICY:

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

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

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

### RULES:

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

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

LFL USE:

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



---

Park Ridge Public Library

# C. Patrons

## **C1. SECURITY CAMERAS**

### **POLICY:**

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

### **RULES:**

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

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

Approved June 21, 2022

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

### **POLICY:**

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

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

### **RULES:**

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

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

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

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

contain patron-identifiable information.

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

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

Revised: October 19, 2021

Revised May 17, 2016

Revised May 18, 2010

Approved December 16, 2003

### **C3. PERSONS ENTITLED TO BORROWING PRIVILEGES**

#### **POLICY:**

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to qualified non-residents.

#### **RULES:**

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and that library card is in good standing.
2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.
3. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
4. A maximum of 150 items may be checked out on a patron card at any time.
5. The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

A. Resident - valid for three years:

Any legal resident of Park Ridge 16 or older may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. For residents under the age of 16, a parent or legal guardian must sign the application and agree to be responsible for all fees and lost or damaged items checked out on the library card issued to their child.

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

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

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

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



a recent tax bill or lease for property in Park Ridge.

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

C. Qualified Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law, if that person's principal residence is not within a taxing district through which library services are available as per [75 ILCS 5/4-7](#)

1. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.
2. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.
3. Any person whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

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

#### **C4. STUDENT CARDS**

##### POLICY:

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

##### RULES:

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a qualification letter to eligible students at the beginning of each school year to present to the Library at the time of registration.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of twenty items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding fines. Bills for long overdue items and outstanding fines will be billed to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

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

## **C5. TEACHER CARDS**

### POLICY:

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

### RULES:

1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

Revised May 17, 2022  
Approved July 16, 2019

## C6. CIRCULATING MATERIALS/SCHEDULE OF FEES

### POLICY:

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

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules. The Library does not charge daily overdue fines for the items listed in the chart below.

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

### RULES:

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

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

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

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

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

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

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

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

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

Late Notices:

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

Bill Notice:

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

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

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

8. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or their designee determines that the item cannot be repaired, the item will be treated as lost.
9. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
10. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

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

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

### POLICY:

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

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

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

### RULES:

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

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



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

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

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

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

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

Late Notices:

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

Bill Notice:

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

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

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

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

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

## **C8. LOANS OF ART WORK**

### **POLICY:**

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

### **RULES:**

1. Loans of art work will be accepted at the discretion of the Board who reserve the right to determine the location, means and length of display.
2. The lender must sign the loan agreement prepared and authorized by the Library Board of Trustees or its designee.
3. The Library agrees to maintain all items within the facility at 20 S. Prospect Ave. and will provide the same care given all Library property.
4. The Library Board of Trustees, staff and City of Park Ridge will not be held responsible for loss or damage in excess of one thousand dollars (\$1,000.00).
5. The item(s) on loan will not be covered by the Library's Fine Art insurance policy.
6. The Board may require that an art work be accompanied by a current appraisal of its value.
7. The lender's name will be posted with the item(s) unless the lender wishes to be anonymous.
8. The lender will be encouraged to provide historical and cultural information on the item(s) that may be used in the display or in publicity on the loaned material.
9. The Library or the lender may terminate the loan with 30 days' notice.
10. The lender must withdraw the item(s) within sixty days following termination of the agreement. Any item left after sixty days shall become the property of the Library.



# AGREEMENT FORM FOR LOAN OF ART WORK

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

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

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

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

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

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

Park Ridge Public Library:

Lender:

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

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

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

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

## **C9. INTERLIBRARY LOAN SERVICES**

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

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

### **LENDING**

#### **POLICY:**

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

#### **RULES:**

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

### **BORROWING**

#### **POLICY:**

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

#### **RULES:**

1. The Library will only borrow items for Park Ridge Public Library cardholders.
2. Interlibrary Loan items may be renewed in person or by phone. Items may be renewed for one week by the Patron Services Staff; Libraries may be contacted by the Interlibrary Loan Coordinator for longer renewals.
3. Any loan fees are due upon checkout of the charged item. If the patron does not

comply, a fee will be attached to the patron's card and the patron's library privileges will be restricted.

*PHOTO DUPLICATED ARTICLES OBTAINED FROM OTHER SOURCES:*

POLICY:

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

RULES:

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

*PHOTO DUPLICATED ARTICLES SUPPLIED TO OTHER LIBRARIES:*

POLICY:

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

RULES:

1. The Library will supply photocopies of any material complying with copyright restrictions.
2. Up to thirty pages per bibliographic citation will be supplied free of charge and sent by van, mail, or fax.
3. Reference and local history items will be photocopied at the discretion of the Adult Services Manager.

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

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

### **POLICY:**

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

### **RULES:**

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

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

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

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

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

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

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

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

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

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

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

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

Revised February 15, 2022

Revised January 16, 2018

Revised November 21, 2017

Revised September 19, 2017

Revised September 20, 2016

Revised October 15, 2013

Revised May 21, 2013

Revised May 18, 2010

Approved January 8, 1980





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

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

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

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

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

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

---

---

---

---

---

---

---

---

---

---

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

*(Optional)*

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

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

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

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

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

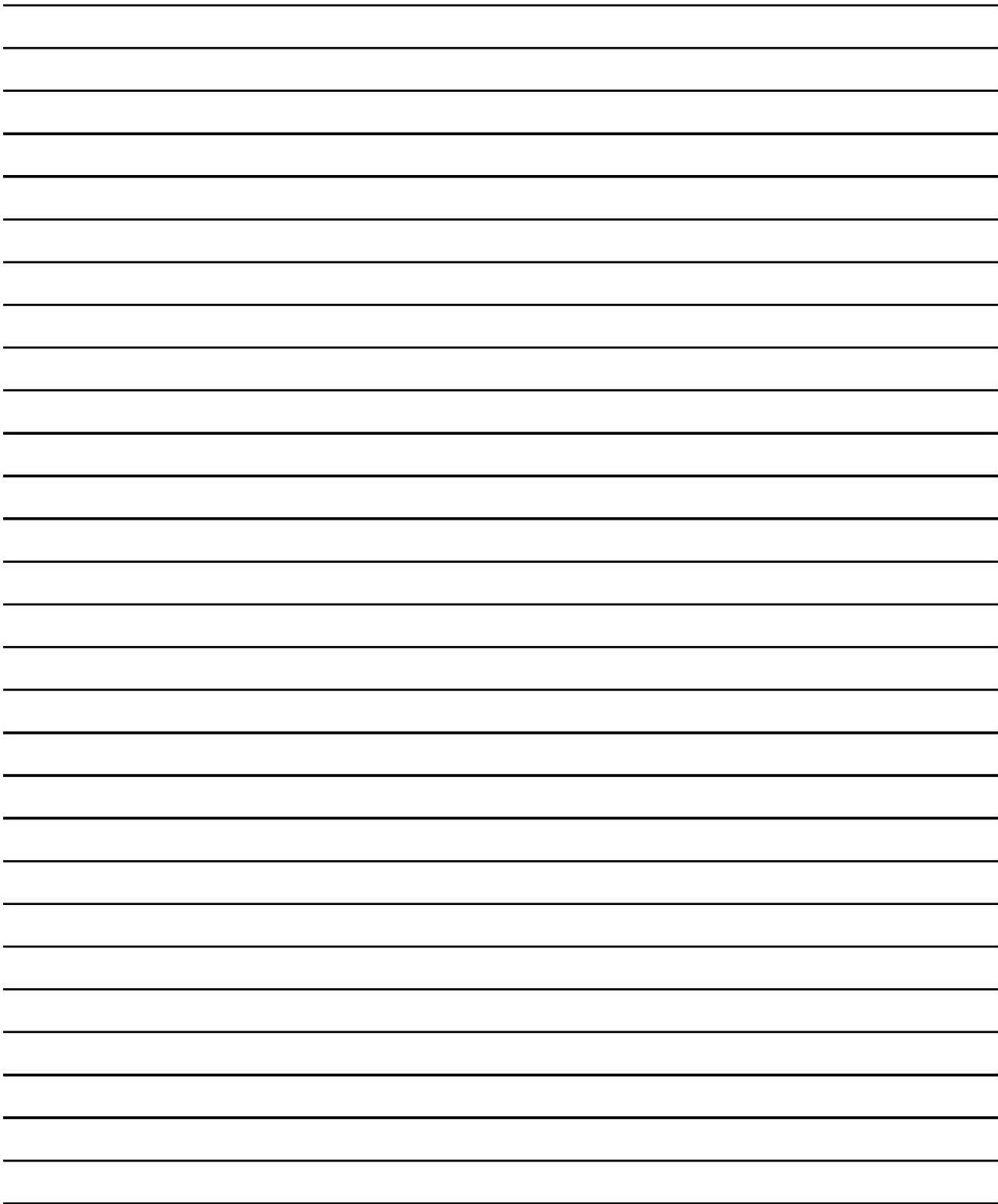
Address: \_\_\_\_\_

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

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

Mail completed form to:

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



# “Library Grounds”

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



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

### **POLICY:**

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

### **RULES:**

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

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

## **C12. VULNERABLE ADULTS**

### POLICY:

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

### RULES:

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

Approved June 21, 2022

## **C13. PAGING PATRONS**

### POLICY:

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

### RULES:

1. If, in the opinion of the staff member answering the telephone, a critical situation exists, efforts are made to contact the patron and convey a message.
2. Library telephones are available for public use in the event of an emergency, or at the discretion of the staff on duty.
3. Children may use the telephone in the event of an emergency or to reach their parent/guardian.

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

## **C14. PUBLIC ACCESS COMPUTERS**

### POLICY:

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

### RULES:

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

Revised June 21, 2022  
Revised February 18, 2014  
Revised May 21, 2013  
Revised April 21, 2009  
Approved September 17, 1985

## **C15. PUBLIC INTERNET ACCESS**

### **POLICY:**

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

### **RULES:**

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

Revised June 21, 2022  
Revised May 21, 2013  
Revised June 15, 2010  
Approved April 18, 1995



## **C16. PRINTING SERVICES**

### **POLICY:**

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

### **RULES:**

1. Black and white photocopying and printing will be charged at \$0.10 per page. Color photocopying and printing will be charged at \$1.00 per page. Refunds will be given at the discretion of Adult Service staff.
2. Printing from catalog pages, the Park Ridge Public Library website, and the City of Park Ridge website is free. There is a charge for printing from subscription databases and all other websites.
3. There is a fee of \$1.00 per page to send a fax. The Library cannot accept incoming faxes. There is no fee to scan documents to save to a USB drive or to send as an attachment to an email.
4. Printing, photocopying and faxing may be paid for with cash, credit card, or value added to a Park Ridge Public Library card.

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

## **C17. MEETING ROOMS**

### POLICY:

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

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

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

### RULES:

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

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

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
11. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
12. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director or their designee. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- a. All candidates are invited to attend.
  - b. The forum is sponsored by a non-partisan group.
  - c. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL 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 elsewhere in the Library.
20. Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours' notice to the Library Director or their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations
- Reservations can be made by calling the Business Office at 847-720-3207 between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Contact Us".
- a. Not for profits groups may use a meeting room once a month. For profit groups may use the meeting room once in 3 month period (rolling calendar).
  - b. Meeting room requests cannot be submitted more than 90 days in advance
  - c. Applicants must be 18 years of age or older.
  - d. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.

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

### 23. Meeting Rooms

- a. Large Meeting Room (First Floor) = 84 seated, maximum. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.
- b. Small Meeting Room (Third Floor) = 20.
- c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.
- d. All rooms have Wi Fi capability
- e. Meeting rooms are accessible to the disabled. All meetings must comply with the current Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.
- f. Meeting rooms are available during the following hours on days the Library is open.
 

Monday - Thursday	9:30 a.m. – 8:30 p.m.
Friday	9:30 a.m. – 5:30 p.m.
Saturday	9:30 a.m. – 4:30 p.m.
Sunday	12:30 p.m. – 4:30 p.m.
- g. The Library has set the following fee schedule for meeting room and equipment use
  - i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.
  - ii. Third Floor Meeting Room:
    - a. No charge to nonprofit groups for a maximum of 3 hours. \$10 per hour for each additional hour or portion thereof. The Library reserves the right to require proof of nonprofit status prior to room booking.
    - b. \$35 for first 3 hours of use by for profit groups. \$10 per hour for each additional hour or portion thereof.

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

- iii. Piano and benches: \$25
  - a. To encourage musical programs, the Park Ridge Public Library provides a piano for use in the first floor, large meeting room.
  - b. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor based on the vendor's

availability, at the patron's expense. This bill must be paid prior to the program.

- c. 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.

- iv. Fee for serving food in the first floor meeting room: \$20

Revised January 17, 2023  
Revised February 15, 2022  
Revised May 21, 2013  
Revised August 21, 2012  
Revised May 17, 2011  
Approved May 8, 1979

## **C18. CHARITY COLLECTION CONTAINER POLICY**

### **POLICY:**

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

### **RULES:**

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

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

Approved November 15, 2022



## **C19. DIGITAL MEDIA LAB**

### **POLICY:**

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

### **RULES:**

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

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

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

Revised February 15, 2022  
Approved February 17, 2015

## **C20. THE STUDIO**

### POLICY:

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

### RULES:

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

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

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

Revised February 15, 2022  
Approved September 17, 2019

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

### **POLICY:**

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

### **RULES:**

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

THE DISPLAY CASE REQUEST FORM



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

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

Name:

\_\_\_\_\_

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

Address:

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

Evening \_\_\_\_\_

Type of Exhibit (describe briefly):

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

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

I hereby acknowledge that I have read and received a copy of the "Display and Exhibit" policy and agree to comply with all of the provisions contained therein. I understand that the Park Ridge Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

\_\_\_\_\_  
Signature

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

Library Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

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





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

## **C22. COMMUNITY BULLETIN BOARD**

### POLICY:

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

### RULES:

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

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



# D. Appendix

BYLAWS  
OF  
THE BOARD OF TRUSTEES  
PARK RIDGE PUBLIC LIBRARY  
PARK RIDGE, ILLINOIS  
Revised, May 15, 2012  
Revised, May 17, 2016  
Revised, August 16, 2016  
Revised, March 15, 2022  
Revised, January 17, 2023

PREFACE

The Board of Trustees is composed of nine (9) members, each of whom holds office for three (3) years from the first of July of the year of appointment and until a successor is appointed. The Mayor appoints three (3) Trustees each year before the first of July to take the place of Trustees whose terms expire. Vacancies on the Board occasioned by removal, resignation, or other-wise are reported to the Mayor, and the unexpired term is filled in a like manner as original appointments. Trustees must reside in the City of Park Ridge. Trustees are required to attend 75% of all meetings as per City of Park Ridge Ordinance. No. [2018-16](#).

Park Ridge Public Library Trustees may not profit from personal or business special privilege or enrichment arising out of the position occupied.

Pursuant to the requirements of the Illinois Revised Statutes pertaining to Public Libraries, the following Bylaws are established for the guidance of the Board of Trustees and for the government of the Park Ridge Public Library.

ARTICLE I

OBJECT

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community, and professional standards, including the Illinois Library Association Standards for Public Libraries. To this end, the Board shall:

1. Establish and support Library policies.
2. Employ a qualified library director who shall be responsible for hiring, directing, supervising and disciplining all Library staff.
3. Evaluate and set goals for the Library Director annually.
4. Insure appropriate personnel policies and procedures exist including those for hiring, managing and terminating employees.
5. Secure adequate funds.
6. Approve expenditure of Library funds.
7. Receive gifts to the Library.
8. Provide and maintain adequate facilities and up-to-date technology.
9. Insure a representative selection of books and other library resources.
10. Participate actively in cooperative efforts to improve local library services.

## ARTICLE II

### OFFICERS

- Section 1. The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall serve for a term of one (1) year.
- Section 2. The President shall preside at all meetings, appoint all committees with the approval of the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- Section 3. The Vice-President shall act for the President in the latter's absence and shall have such other duties and responsibilities as the Board may determine.
- Section 4. The Secretary shall keep the minutes of all Board meetings including closed sessions, shall issue notices of all regular meetings and of special meetings upon proper authorization, shall have custody of the minutes and other records of the Board not specifically assigned to other officers, shall share communications that are received by the Library and shall notify the Mayor of any vacancies occurring on the Board. Library staff support the Secretary at the Secretary's discretion.
- Section 5. The Treasurer shall maintain an accounting of all library funds and shall arrange for payment of expenses and obligations as authorized by the Board, shall make a financial report at each regular meeting, and shall furnish such information as may be requested by the Board or any appropriate committee.
- Section 6. The President shall appoint a nominating committee of three (3) members of the Board at the June meeting. Such committee shall present its recommendations at the July meeting, listing the names of one or more candidates for each office, provided the consent of such candidates shall have been obtained. Additional nominations may be made from the floor with the consent of the nominee(s).
- Section 7. At the July meeting, the highest ranking officer present from among the previous officers shall call the meeting to order. The Board shall then elect a Chairman pro tem who shall conduct the roll call and election of officers. The terms of newly elected officers shall begin immediately after the election.
- Section 8. No trustee shall hold more than one office at any one time, and no officer shall serve more than two consecutive terms in the same office. If an officer has served more than three-quarters of a term, that officer shall be considered as having served that term.

## ARTICLE III

### MEETINGS

- Section 1. Regular meetings of the Board shall be held monthly at a fixed time and date determined in advance each year by the Board and recorded in the minutes. Changes in the time and date for future meetings may be made at any regular or special meeting of the Board.
- Section 2. Five members shall constitute a quorum.

Section 3. Special meetings may be called by the President, or upon written request of three (3) members. At special meetings only such matters of business may be transacted as are stated in the call for the special meeting.

Section 4. Notice of all regular and special meetings shall be posted in the Library, on the Library's website, and communicated to each member of the Board, at least forty-eight (48) hours before the date of the meeting.

Section 5. The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Comments from the General Public (Non-agenda items)
4. Consent Agenda which includes Minutes of previous meeting
5. Treasurer's Report
6. President's Report
7. Secretary's report
8. Library Director's Report
9. Friends of the Library Report
10. Unfinished business
11. New business
12. Adjournment

Section 6. The Annual Report shall be presented by the Secretary to the Library Board for approval and subsequently transmitted to the City Council. It shall contain:

1. An itemized statement of the various sums of money received from the Library Fund and from other sources.
2. An itemized statement of the objects and purposes for which those sums of money have been expended.
3. A statement of the number of books, periodicals, and other resources available for use and the number and character thereof circulated.
4. A statement of the real and personal property acquired by devise, bequest, purchase, gift or otherwise.
5. A statement of the character of any extensions of library service which have been undertaken.
6. A statement of the financial requirements of the Library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the Board of Library Trustees, it will be necessary to levy for library purposes in the next annual tax levy ordinance.
7. A statement as to the amount of accumulation and the reasons therefore.
8. A statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgment, settlement, liability insurance, or for amounts due under a certificate of the board.
9. Any other statistics, information, and suggestions that may be of interest.

#### ARTICLE IV

#### COMMITTEES

Section 1. There shall be such regular and special committees as may be determined by the Board from time to time.

Section 2. The duties of the following regular standing committees shall be:

1. Budget and Finance Committee – a Committee of the Whole – in conjunction with the Library Director shall prepare the annual budget for the approval of the Board.
2. Planning and Operations Committee – a Committee of the Whole – prepare annually a revised long range plan; review policies and oversee operation of the Library to insure excellent service with maximum efficiency.
3. Communications and Development Committee – a Committee of the Whole – exercise responsibility for public relations; maintain Library Endowment Fund; investigate opportunities for fund raising and for building community support.
4. Personnel Committee – a Committee of the Whole – meet as needed to evaluate the Library Director, set goals and exercise responsibility for matters affecting employees of the Library.
5. Building and Grounds Committee – a Committee of the Whole – exercise responsibility for the proper maintenance of building and grounds, and make recommendations to the Board on any major expenditures.
6. Library Resources Committee – a Committee of the Whole – exercise responsibility for recommending to the Board policies governing the selection and availability of library resources and periodically reviews the collection development guidelines and allocation of funds for library resources

## ARTICLE V

### DISBURSEMENT OF FUNDS

Section 1. Payment of warrants shall be made in accordance with the Library's Policy on "Payment for Goods and Services" within the limits of the Board approved budget for each fiscal year.

Section 2. Payment of individual warrants over \$5,000.00 shall be approved by the Treasurer, or in the Treasurer's absence the Secretary.

## ARTICLE VI

### GIFTS AND ENDOWMENT FUND

Section 1. A permanent fund, known as the Park Ridge Public Library Endowment Fund shall be established and maintained by the Board of Trustees of the Park Ridge Library. All gifts and bequests, unless otherwise designated, shall be placed in this fund.

Section 2. A special permanent fund, known as the Park Ridge Public Library Restricted Gift Fund shall be maintained by the Board of Trustees of the Park Ridge Public Library. Gifts and bequests which are restricted or specially designated shall be placed in this fund until their purposes shall be fulfilled.

Section 3. All gifts, grants, and/or bequests to the Library shall be accepted, held invested, used, or disposed of at the sole discretion of the Board of Trustees. Disbursements from the above Endowment, Restricted Gift Funds, or special grant, gift or bequest allocations shall only be made with Board approval.

## ARTICLE VII

### ADMINISTRATION

- Section 1. The Library Director shall implement the policies adopted by the Board. Among the Library Director's duties and responsibilities shall be that of hiring personnel, directing, supervising and disciplining of all staff members. The Director will notify the Board of all personnel decisions involving hiring and termination at the next regularly scheduled Board meeting. The Director will submit to the Board monthly and annual reports as required by the Board, recommending such policies and procedures as will promote the efficiency and service of the Library to the people of the community.
- Section 2. The Board shall make and adopt such rules and regulations for the operation and government of the Library as will promote the proper and efficient use of the facilities.
- Section 3. The Board may exclude from the use of the Library any persons who willfully violate the posted rules. Such persons may be liable to further penalties as prescribed by City ordinances.
- Section 4. The Board may extend the privileges and use of the Library to persons residing outside of the City of Park Ridge upon such conditions and terms as do not conflict with City ordinances.

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## ARTICLE IX

### AMENDMENTS

These Bylaws may be amended at any regular meeting by two-thirds affirmative vote of the members present and voting, provided that notice of the proposed amendment was stated in the call for the meeting.



## **LIBRARY TRUSTEE ORIENTATION**

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

An orientation with the President of the Library Board of Trustees and the Library Director will cover the following:

- Structure of Library Board
- Relationship of the Library to City government and elected officials
- Roles and responsibilities of Library Trustees
- Meeting structure, schedule, rules of order and preparation for meetings
- Board Committees
- Open Meetings Act: mandatory training and use of e-mail
- Library funding, budget and expenditures
- Tour and staff introductions
- Roles and responsibilities of Library Director and staff
- Friends of the Library
- Computer Cooperative Services and RAILS
- Required Statement of Economic Interest filing

Printed materials will be provided with more information:

- Policy and Procedures Manual – including By-Laws and Collection Management Guidelines
- Open Meetings Act handout
- *Trustee Facts File*, most recent edition, Illinois Library Association
- *Serving our Public: Standards for Illinois Public Libraries*, most recent edition, Illinois Library Association
- Annual Report
- Strategic Plan
- Annual Calendar
- List of Library Trustees including contact information

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

Follow up meeting(s) with individual Board Officers can provide information on the specific roles of each officer and more detail on the role of Library Trustee, as requested.

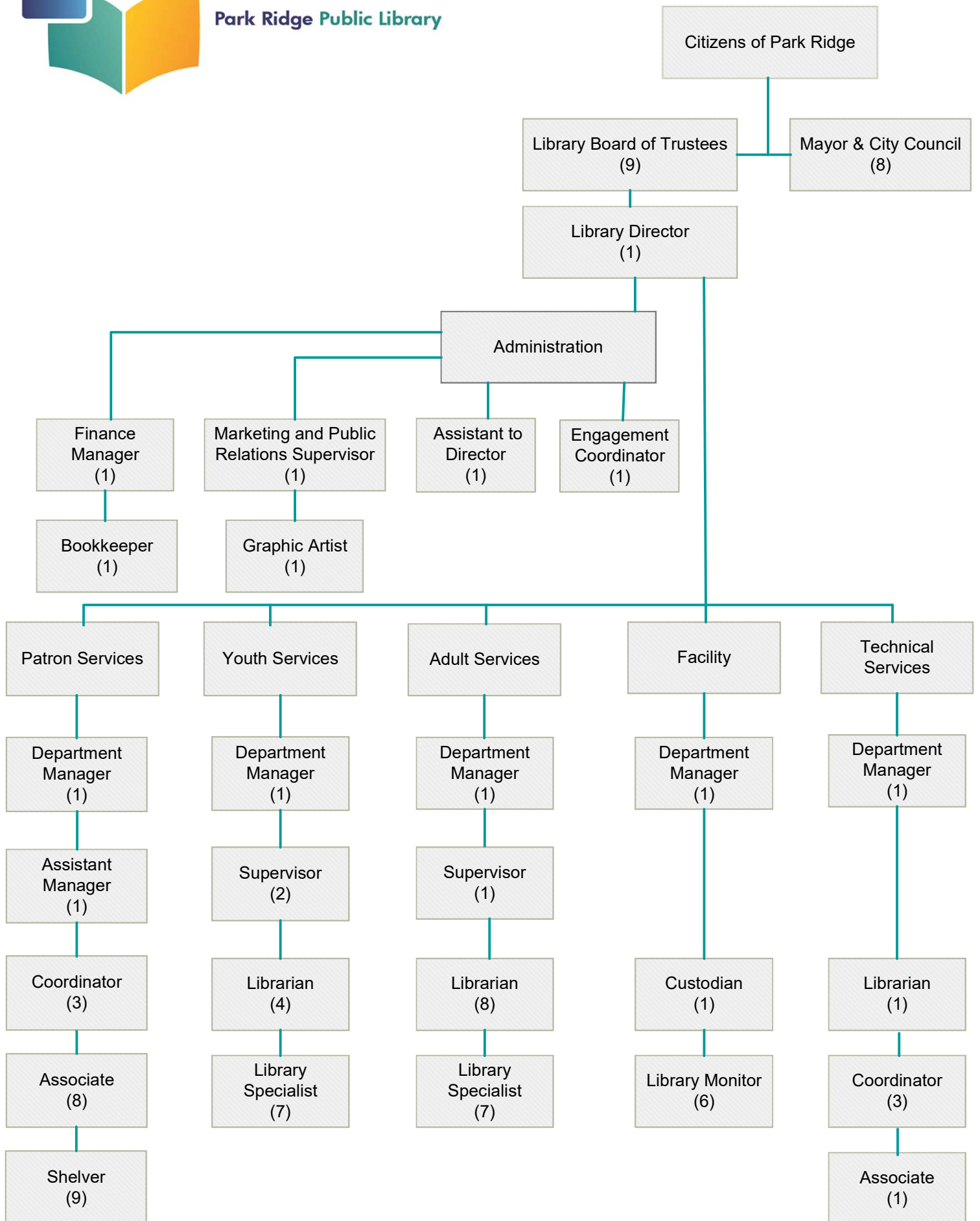
Revised March 15, 2022

Reviewed May 18, 2010

Approved: March 21, 2006



**Park Ridge Public Library**



# **PARK RIDGE PUBLIC LIBRARY**

## **COLLECTION MANAGEMENT GUIDELINES**

**Developed by the  
Youth and Adult Services Departments**

**January 1992  
Revised March 1994  
Revised December 1997  
Revised March 2003  
Revised June 2009  
Revised November 2012  
Revised June 2015  
Revised October 2022**

# TABLE OF CONTENTS

INTRODUCTION	1
<b><u>YOUTH SERVICES</u></b>	
PRINT COLLECTION	2
PARENT-TEACHER COLLECTION	4
THEME BAGS & KITS	4
CHILDREN'S AUDIOVISUAL COLLECTION	5
ELECTRONIC COLLECTION	7
TEEN LOFT COLLECTION	7
HIGH SCHOOL COLLECTION	9
<b><u>READER SERVICES</u></b>	
PRINT COLLECTION	12
AUDIOVISUAL COLLECTION	16
ELECTRONIC COLLECTION	17
<b><u>REFERENCE</u></b>	
PRINT COLLECTION	18
PERIODICAL COLLECTION	18
MICROFILM COLLECTION	18
DATABASE COLLECTION	19
LOCAL HISTORY DIGITAL COLLECTION	19
LOCAL HISTORY COLLECTION	19

## **COLLECTION MANAGEMENT GUIDELINES**

The mission of the Park Ridge Public Library is to be a trusted community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

In order to achieve this mission, the Library purchases and makes available informational and recreational materials and resources. The Library also provides access to items through interlibrary loan and the OCLC international catalog to fill needs unmet by our own collection.

The selection and weeding of materials and resources is an ongoing task that is conducted by the professional staff (i.e., staff with a Master's Degree in Library Science) in the Youth and Adult Services departments.

### **Selection**

The following guidelines have been developed by those departments in order to provide specific criteria for selection and weeding of materials according to the Library's Collection Management policy. These guidelines and the professional judgment of staff determine what materials are selected and weeded.

The Library Director in consultation with professional staff shall develop and implement the selection process using the criteria listed below:

- community demand
- published peer reviews
- authority and accuracy of content
- availability from reliable library vendors and distributors
- existing library resources in the subject area
- ownership and demand at nearby public libraries
- media and critical attention
- space
- cost
- physical durability of the item

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

### **Weeding**

An attractive, current, and useful collection shall be maintained through a continual discarding of materials. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, obsolete format or lack of circulation. Materials removed from the collection may be donated to Friends of the Park Ridge Library, local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

Each department is responsible for conducting on-going reevaluation of its collections according to departmental guidelines developed for that purpose. It is the goal of the Library to complete a general reevaluation of every collection in 2 year cycles.

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

# YOUTH SERVICES

## CHILDREN'S PRINT COLLECTION

The print collection serves children, teens, parents, teachers and caregivers and is divided into several areas. The collection is purchased through a combination of vendors' catalogs, review journals, patron requests and other suggestions. The journals used in the selection of books include: Booklist, School Library Journal, Kirkus Reviews, Publishers Weekly, the Horn Book, Bulletin of the Center for Children's Books, Library Journal, and Book Links.

### Picture Books

The picture book collection consists of illustrated stories of all kinds and serves young children, school age children, parents, caregivers, and teachers.

**Selection:** Multiple copies of popular authors, subjects, and characters are purchased to supply demand. Consideration for multiple copies is also given to books on the Power Wall and books in high demand for school loans.

**Weeding:** This collection is weeded yearly. Items that have not circulated in one year are considered for weeding along with any items that are in poor condition.

### Big Books

Primarily used by teachers and families with young children, this collection consists of books by popular picture book authors in a larger format.

**Selection:** No duplicate titles are purchased.

**Weeding:** Collection is weeded yearly. Items that have not circulated in two years or are in poor condition are considered for weeding.

### Board Books

Located in the play area of the Children's Department, this collection of books for very young children have thick cardboard pages and hold up to use by children who might tear the pages of regular books.

**Selection:** Selection is based upon popularity, reviews and the visual appeal of the book. Multiple copies of popular titles may be purchased.

**Weeding:** Books are weeded when worn. Weeding takes place continuously.

### Early Fiction

This collection includes books for children who are learning to read independently. Titles are purchased in hardcover and paperback. The books are separated into five reading levels as determined by Youth Services staff, and then they are labeled to help patrons browse the collection.

**Selection:** This collection primarily consists of series; multiple copies of the popular series are purchased along with each volume in a series. Other popular books are purchased in duplicate as needed. A standing order plan with Baker and Taylor is used in order to ensure purchase of all new series titles. The standing order plans are updated yearly. Other titles are purchased through journals, publisher catalogs and vendors.

**Weeding:** This collection is weeded annually. Items that have not circulated for over a year or are in poor condition are considered for weeding.

### **Juvenile Fiction**

This collection contains books for children typically in 4th-6th grade. Some crossover with Loft fiction at the 6th grade level may occur to accommodate the needs and interests of children as they transition to middle school.

**Selection:** Titles are purchased from journals, publisher catalogs and vendors. Multiple copies of popular items and series are purchased as needed.

**Weeding:** Collection is weeded annually or for space as needed. Items that have not circulated for over a year or are in poor condition are considered for weeding.

### **Juvenile Nonfiction**

This collection includes general interest nonfiction as well as materials to supplement the curriculums of local schools, from preschool through 6th grade.

**Selection:** Items are purchased from vendors and review journals. Every effort is made to purchase books about subjects of high interest at varying reading levels.

**Weeding:** This collection is weeded over the course of three years with several areas being done each year.

Collection Overview: The nonfiction collection includes the following subjects as organized by call number:

000-299- Includes encyclopedias, computer science, social emotional learning, mythology and religion.

300-399- Includes government, immigrants, folk & fairy tales, holidays,

400-499- Includes books on language, spelling, grammar, etc. as well as a collection of foreign language materials. The language section has a strong focus on Polish and Spanish languages and includes other languages of interest. This collection includes materials for learning a foreign language as well as books printed in languages other than English.

500-599 - Includes all areas of science and math updated regularly for accuracy. Includes books on science experiments and science fair projects.

600-699 - Includes books on technology, medical science, pets, agriculture, cooking and more. Technology and medical science books are updated frequently to remain current.

700-799 - Includes books on fine arts, music, games, sports, riddles, magic, crafts, etc.

800-899 - Includes poetry, plays, and short stories. Focus is on the poetry section.

900-919 - Includes books about specific states in the United States and foreign countries both in a historical context and present day. This is a large curriculum

area and items are selected to meet the needs of varying reading levels based on curriculum connections.

920-921 - Includes all biographies, both collected biographies and individual biographies, including athletes and musicians.

922-999 - Includes world history from ancient civilizations to modern day. This collection may contain older and out of print titles.

### **Battle of the Books**

This collection changes yearly to support the Library's annual Battle of the Books. Multiple copies of each title are available. Select titles are kept in storage for use in future Battles at the discretion of the librarian in charge of Battle of the Books.

**Selection:** Consideration is given to ensure representation of a wide variety of genres, characters and authors. Chosen titles have been reviewed professionally, and must be age-appropriate for the Battle participants. All formats, based on availability, are purchased for the selected titles, including print, large print, audiobook, eBook, Book on CD, and Playaways.

**Weeding:** The collection is weeded after each completed Battle season, with materials added back into the general collection, withdrawn due to condition, or placed in storage for future use.

### **PARENT-TEACHER COLLECTION**

The Parent-Teacher Collection provides informational resources to parents, teachers, and caregivers covering topics such as child development, emotional and physical health of children, learning and behavioral concerns, as well as general child care. Additionally, a picture book collection containing a variety of topics is available to facilitate and support discussions between caregivers and children. Picture book topics include, but are not limited to, grief/loss, chronic illness, divorce, adoption, new baby, my body/consent, feelings, potty training, and more.

**Selection:** This area covers general topics of interest to the parents of young children focusing mainly on children's educational development, emotional and physical health and well-being. This section also focuses on materials for parents of children with special needs. Titles are purchased from journals, publisher catalogs and vendors.

**Weeding:** This collection is weeded annually.

### **THEME BAGS & KITS**

A variety of theme bags and kits are available for teachers, parents and caregivers. The bags in this collection include a combination of books, movies, puzzles, and manipulatives relating to a specific theme. Both fiction and nonfiction materials as well as a variety of musical instruments are available. Currently, the Youth Services Department maintains the following bag and kit collections: Preschool Theme Kits, Preschool Music Kits, Music Literacy Kits and Nonfiction Kits.

**Selection:** The different collections of bags and kits were primarily grant funded. New materials are not regularly added.

**Weeding:** Damaged items are replaced as needed. If an item is no longer available and needs



replacement, a different item will be purchased to replace it. Kits or bags beyond repair are withdrawn. This collection is weeded primarily based on condition, however consideration is given to circulation as well.

### **CHILDREN'S MAGAZINES**

This collection covers most popular children's magazines as well as some parenting magazines and attempts to balance a variety of interests. Back issues are kept for circulation up to two years. Missing or damaged issues are not replaced.

**Selection:** Titles are selected mainly for leisure reading and entertainment as well as some early literacy building. The number of subscriptions is controlled by space availability, budget, circulations and number of appropriate titles available. All sources are considered for selection, but patron requests are particularly helpful in determining what to purchase.

**Weeding:** Items in this collection are weeded when they are damaged or lost. Replacements are not purchased. Back issues are retained for up to two years.

### **TEXTBOOKS**

In cooperation with the local public and private schools, the Youth Services Department houses the textbooks for grades K-5, while the Teen Loft keeps the textbooks for grades 6-8. These books do not circulate. Workbooks are not available. The books are on loan to the Library and are returned to the schools upon request. All damaged items are returned to the school. Librarians who collaborate with the schools are responsible for communicating with school personnel each year to assess what textbooks should stay and what should be returned to the schools. All text books are the property of the schools.

### **CHILDREN'S AUDIOVISUAL COLLECTION**

The audiovisual collection serves children from birth to 5th grade, parents, teachers, and adults working with children. It is currently divided into several collections, housed in various parts of the department. Formats and devices change frequently and may be added or withdrawn depending on interest and use by the community. Selection and weeding criteria are different for each collection.

#### **DVDs & Blu-rays**

This collection includes both nonfiction and fiction DVDs and Blu-rays for children from infant through 5th grade. This collection is heavily used by children, caregivers, parents and grandparents.

**Selection:** Multiple copies of most fiction titles are ordered. Multiple copies of any holiday movies are purchased. Titles added to the collection have a rating of either G or PG.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. This collection is reviewed annually. Items that have not circulated in 18 months will be considered for withdrawal.

#### **Music Compact Discs**

This collection includes popular music for children; soundtracks, sound effects recordings and holiday music.

**Selection:** Music is ordered from multiple vendors. Selection is based on popular artists, suggestions and reviews. Multiple copies of popular children's recordings are purchased.

**Weeding:** This collection is regularly weeded due to space constraints, based on circulation, duplication and condition of materials. CDs are reviewed once a year. CDs that have not circulated for one year

will be considered for withdrawal.

### **Readalongs**

This collection consists of two formats. CD Readalongs consist of a book with an accompanying CD or CDs. Self-contained Readalongs are books that have digital device bound inside them. This collection contains primarily picture books and non-fiction titles with a small selection of early fiction titles available.

**Selection:** Picture books, including popular titles, as well as non-fiction titles are the primary focus of this growing collection. Space is limited so multiple copies are not purchased. Self-contained digital titles are primarily purchased from Findaway. Books with accompanying compact discs are purchased infrequently to allow for the digital titles to grow into the collection space.

**Weeding:** This collection is weeded once a year or when space is required. When possible, separate parts of the set are replaced as needed.

### **Books on Compact Disc**

This collection consists of copies of popular spoken word titles in primarily fiction with popular non-fiction titles as well.

**Selection:** Single copies are purchased due to space constraints. All available Battle of the Books, AISLE Monarch and Bluestem nominees as well as Rebecca Caudill titles are purchased on CD. Items are purchased primarily from Midwest Tape and Blackstone Publishing.

**Weeding:** This collection is regularly weeded due to space constraints. Criteria for weeding include circulation, duplicate copies and condition of materials. Books on CD are reviewed yearly, and titles that have not circulated for one year will be considered for weeding.

### **Playaways**

This collection consists of digital media players with preloaded audiobooks.

**Selection:** With the decline of popularity of CDs, this collection continues to grow. All available Battle of the Books, AISLE Monarch and Bluestem nominees as well as Rebecca Caudill titles are purchased as Playaways. Effort is made to purchase a balance between titles for very young children and older children as well as fiction and nonfiction content.

**Weeding:** This collection is regularly weeded due to space constraints. Criteria for weeding include circulation, duplicate copies and condition of materials. Playaways are reviewed yearly, and titles that have not circulated for one year will be considered for weeding.

### **Children's Video Games**

Children's video games for the following systems are purchased: PlayStation 4, PlayStation 5, Nintendo Switch, Xbox One and Xbox Series X. Games rated E or E 10+ are purchased for the Children's collection.

**Selection:** Games are selected based on popularity, patron requests, and title availability. Copies of popular games available on multiple platforms are purchased for all available systems. Aside from a select few extremely popular games, there is no overlap with the Loft video game collection.

**Weeding:** This collection is weeded yearly. Items are weeded when damaged or when they have not circulated for a year. Damaged items that are still popular are considered for repurchase.

## **ELECTRONIC COLLECTION**

Electronic content for children is increasingly being developed and changes frequently. The Youth Services electronic collection encompasses online resources that are intended for children from infant to grade 5.

### **Databases**

Children's databases are intended to be used for homework assignments, information gathering, education and entertainment. These resources serve to complement, supplement, or replace content in the print collection. Subscriptions include databases that supplement school assignments and curriculum, subscriptions that provide access to eBooks, and online book content for youth and resources for Readers Advisory.

**Selection:** Youth Services purchases and evaluates databases on an annual basis in conjunction with the Reference department to review resources that are of interest to both adults and children. Reviews from professional journals and online sources, demonstrations from vendors, and patron demand are considered when purchasing premium resources. Databases are added and retained based on subject matter, search features, ease of use, remote access, price and interest in the community.

**Weeding:** Contracts are evaluated annually. Usage statistics, price, availability of other resources, and usability are considered when determining if a contract will be renewed.

### **eBooks**

We provide access to electronic editions of print materials for youth as eBooks and audiobooks. Our Three main providers are OverDrive, Axis 360 and Hoopla. Youth Services curates a small collection of items for children and teens using OverDrive Advantage and Axis 360 Unbound. Additionally, a large selection of OverDrive titles are available and curated by the North Suburban Digital Consortium (NSDC). Axis 360 contains additional titles through our participation in the eRead Illinois program. Finally, the Library also has a Hoopla subscription which contains a vendor curated collection of eBooks, audiobooks, video content, and emagazines.

**Selection:** Factors used for purchase of titles include: patron requests, holds ratios, circulation patterns with physical items in the collection and professional reviews.

**Weeding:** Some titles purchased through OverDrive and Axis 360 are a permanent part of the Library's collection as long as our relationship with OverDrive remains intact. Some titles are licensed for a specific number of uses and then will need to be evaluated to determine whether or not they will be replaced. Titles may be withdrawn or replaced as licensing agreements expire or when they are no longer used by patrons.

## **TEEN LOFT COLLECTION**

### **School Collection**

This small but strong collection consists of multiple copies of titles studied in local middle schools during the school year and throughout the summer. Titles are purchased by the Teen Services Librarian.

**Selection:** All the titles in this collection are duplicated. The number of copies purchased is often based on the number of student requests. Mainstream and professional journals are rarely used for selection in this collection. Input by local teachers, student requests, and lists of award-winning books (e.g., Caudill) are utilized by selectors.

**Weeding:** General weeding guidelines apply. Titles are added and deleted from this collection as the curriculum changes.

## **Fiction**

This core collection provides fiction materials in a variety of formats, including Large Print audiobook, eBook, and Playaway, for students between sixth and ninth grades. There is some overlap with the Youth and High School collections, as readers transition from one area to the other. These materials are housed in the Teen Loft.

**Selection:** Titles are purchased by the Teen Services librarians and appeal to both the recreational reading habits of teenagers as well as to school reading needs. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Because of space constraints, most titles in the collection are not duplicated. However, at least two copies of high profile, popular titles are purchased. Duplicates are purchased in response to patron holds at a ratio of one copy per three holds. Mass market paperback copies and hardcover copies of the same title are shelved together. Some titles are duplicated in the children's collection. All sources are used for selection. Titles are purchased from journals, publisher catalogs and vendors.

**Weeding:** General weeding guidelines apply. Special care is taken to preserve award-winning titles (Caudill, Printz, etc.). Emphasis is on keeping the collection relevant, diverse, and current.

## **Graphic Novels**

This collection features fiction and non-fiction graphic novels in a variety of genres. There is some overlap with the Children's Graphic Novel collection as readers transition from one area to the other.

**Selection:** There is little to no duplication among titles in this collection. Shelving space is limited and the level of patron demand for individual titles may warrant the purchase of additional copies. All sources are used for selection. Publishers' catalogs and requests from young adult patrons are particularly helpful. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

**Weeding:** General weeding guidelines apply. Graphic novels are prone to damage due to their construction/binding. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

## **Manga**

A collection of manga, a style of Japanese comic books and graphic novels that are generally read from left to right, targeted at teens is housed in the Teen Loft.

**Selection:** Manga books are rarely published as stand-alone entities – they are nearly always part of a series. Every attempt is made to purchase all volumes in a series. With that said, because there are so many volumes in manga series titles, staff must be selective as to what series to purchase for the collection. Series titles purchased represent many genres – from fantasy to romance to action. Titles purchased are rated E for Everyone, Y for Youth (10+), or T for Teen (geared toward readers that are 13 years of age and older). More mature titles are reserved for the High School Manga Collection.

No specific volumes in a series are duplicated in the Middle School Manga Collection. There is a priority of providing more series than providing multiple copies of existing volumes in a series. All sources are used for selection. Publishers' catalogs and requests from teen patrons are particularly helpful.

**Weeding:** General weeding guidelines apply. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

## **Nonfiction**

This core browsing collection provides nonfiction materials in a variety of formats, including audiobook, eBook, and Playaway, for students between sixth and ninth grades. There is some overlap with the Youth and High School collections, as readers transition from one area to the other. These materials are housed in the Teen Loft.

**Selection:** Titles are geared toward the casual or reluctant reader. Subjects that are covered by this collection are both recreational and informational in tone. Reference titles are considered, but the collection as a whole should serve as a popular collection more than a reference one.

No duplication occurs in this collection, unless a title has also been purchased by the Reference Department for the Adult Nonfiction Collection. There is limited space available in the Teen Loft for these titles. All sources are used for selection. Adult nonfiction titles that have crossover appeal for young adults are also considered for purchase, but selectors will attempt to avoid duplication.

**Weeding:** General weeding guidelines apply. As with other nonfiction collections at the Library, as certain subjects become less popular among patrons, titles in those areas may become candidates for withdrawal

## **Loft Video Games**

This high-circulating collection features titles that are appropriate for a teen audience and is housed in the Young Adult Loft. Titles are rated E for Everyone or T for Teen.

**Selection:** Every attempt is made to have a well-rounded video game collection that appeals to a variety of interests and video game players. With that in mind, games range from sports and adventure to puzzles and dancing. Titles are purchased for various platforms based on currency and patron demand. Duplication may occur across platforms. Titles are selected based on patron requests and strong reviews in print and online sources.

**Weeding:** Items are withdrawn due to damage or wear or to satisfy space constraints.

## **Teen Magazines**

A small collection of magazines targeted toward middle and high school patrons are housed in the Teen Loft.

**Selection:** Titles are selected for leisure reading rather than reference. Titles are retained for one year and all backlist copies circulate. The most current issue does not circulate. There is no duplication of subscriptions within this collection. All sources are considered for selection, but patron requests are particularly helpful in determining what to purchase.

**Weeding:** Items in this collection are weeded when they are damaged or lost. Replacements are not purchased. Back issues are retained for up to six months.

## **HIGH SCHOOL COLLECTION**

### **Fiction**

This collection of fiction titles in a variety of formats, including Large Print, audiobook, eBook, and Playaways, is targeted at students between ninth and twelfth grades. There is some overlap with the Middle School collections, as readers transition from one area to the other.

**Selection:** Titles are purchased by the Teen Services librarians and appeal to the recreational reading habits of teenagers as well as to school reading needs. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas,

information, stories, and experiences.

Duplication occurs infrequently in this collection, except for titles that are assigned for school reading. All sources are used for selection, but local high school and summer reading lists are referenced annually.

**Weeding:** General weeding guidelines apply. Because this collection has a high rate of circulation as well as limited space, titles that may not usually be weeded, including items that have not circulated for six months or one year, may be considered for withdrawal. Special care is taken to preserve award-winning titles (Caudill, Printz, etc.). When weeding, the emphasis is on keeping the collection relevant, diverse, and current.

### **Graphic Novels**

This collection features fiction and non-fiction graphic novels in a variety of genres. There is some overlap with the Middle School Graphic Novel collection as readers transition from one area to the other.

**Selection:** There is little to no duplication among titles in this collection. Shelving space is limited and the level of patron demand for individual titles does may warrant the purchase of additional copies. All sources are used for selection. Publishers' catalogs and requests from high school patrons are particularly helpful. Purchases are made to ensure a diverse collection, by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

**Weeding:** General weeding guidelines apply. Graphic novels are prone to damage due to their construction/binding. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

### **Manga**

A collection of manga, a style of Japanese comic books and graphic novels that are generally read from left to right, targeted at teens in ninth through twelfth grade.

**Selection:** Manga books are rarely published as stand-alone entities – they are nearly always part of a series. Every attempt is made to purchase all volumes in a series. Because there are so many volumes in manga series titles, staff must be selective as to what series to purchase for the collection. Series titles purchased represent many genres – from fantasy to romance to action.

No specific volumes in a series are duplicated in the Middle School Manga Collection. There is a priority of providing more series than providing multiple copies of existing volumes in a series. All sources are used for selection. Publishers' catalogs and requests from teen patrons are particularly helpful.

**Weeding:** General weeding guidelines apply. Weeding occurs when items are worn or lost. Maintaining the continuity of a series will be taken into consideration during the weeding process.

### **Nonfiction**

This core browsing collection provides nonfiction materials in a variety of formats, including audiobook, eBook, and Playaway, for students between ninth and twelfth grades. There is some overlap with the Middle School collection, as readers transition from one area to the other.

**Selection:** Titles are geared toward the casual or reluctant reader. Subjects that are covered by this collection are both recreational and informational in tone. Reference titles are considered, but the collection as a whole should serve as a popular collection more than a reference one.

No duplication occurs in this collection, unless a title has also been purchased by the Reference Department for the Adult Nonfiction Collection. There is limited space available for these titles. All sources are used for selection. Adult nonfiction titles that have crossover appeal for young adults are

also considered for purchase, but selectors will attempt to avoid duplication.

**Weeding:** General weeding guidelines apply. As with other nonfiction collections at the Library, as certain subjects become less popular among patrons, titles in those areas may become candidates for withdrawal

## READER SERVICES

### PRINT COLLECTION

The Reader Services print collection is used by patrons ages sixth grade through adult. It is divided into various genres including Fiction, Mystery, and Science Fiction.

Duplication of titles varies between each area of the print collection. Titles are duplicated according to patron demand as expressed by holds as well as by the judgment of professional staff, who select print materials based on a combination of quality and anticipated patron demand.

Most of the materials in the Reader Services book collection are ordered from the following standard selection sources: Publishers Weekly, Kirkus Reviews, Booklist, Library Journal, publisher and vendor catalogs, and professional bibliographies. Staff also used websites like Edelweiss; Netgalley; Goodreads and email newsletters from publishers. Consideration is also given to patron requests by Park Ridge Public Library cardholders.

Weeding is an ongoing process in the print collection of the Reader Services Department. Multiple copies of titles once purchased to meet high demand are later culled to a more reasonable number. Books that are worn or badly damaged are withdrawn from the collection and replaced with new copies, only if the titles are determined to be useful to our patrons and the collection as a whole. Printed materials with little or no circulation and little anticipated demand are also considered for withdrawal.

Below are the various areas of the Reader Services print collection and the guidelines for evaluating each area:

### GENERAL FICTION

The General Fiction collection is located in the Adult Fiction Collection stacks on the second floor of the Library. These books, which begin their circulation in the New Book Area and then move into the Fiction stacks after six months, may see a drop-off in circulation without continued marketing. In order to give the titles better visibility, Reader Services staff promote them through ongoing displays, booklists, book discussions, the Preferred Author List program, e-newsletters, social media, and word-of-mouth marketing. Continued demand is seen on current as well as older titles, especially those by well-known authors.

**Selection:** This collection represents a combination of titles with literary merit and those that are in high demand by popular authors (regardless of their critical reviews). Multiple copies of books by popular authors and book discussion favorites are purchased and maintained until demand wanes. Copies of popular fiction books are purchased at a 4:1 hold to copy ratio. The number of subscribers to individual authors on the Preferred Author List as well as other patron holds inform the number of copies of popular fiction titles that are purchased.

**Weeding:** General weeding guidelines apply. Because of space constraints and a desire to remain relevant to the needs of the community, added care is taken to weed multiple copies of titles that are no longer popular.



## **PREFERRED AUTHOR LIST PROGRAM TITLES**

The Preferred Author List Program is a service for Park Ridge Public Library cardholders. Patrons may select their favorite authors from a list of over 340 authors, and we then automatically place holds on that author's new titles for them. Most Preferred Author List authors are bestselling authors in their particular genre.

**Selection:** Generally, for every four patrons who are on the list for an author, one copy of a book is purchased. The Preferred Author List itself is used as one of the main sources for selection of materials by popular authors. Other sources including professional journals and online sources like Fantastic Fiction are also utilized.

**Weeding:** General weeding guidelines apply. Multiple copies of titles once purchased to meet high patron demand are later culled to a more reasonable number (usually one or two copies).

## **MOST WANTED LIST – FICTION**

The Most Wanted List Fiction Collection is a short-term, high-demand collection. Titles are first-come, first served – no holds are permitted. Most Wanted titles are acquired to fill either an anticipated demand (determined by publicity and number of copies printed) or a demand determined by patron reserves. Most titles on the Top 10 of the New York Times Fiction Bestseller List have multiple copies on the Most Wanted shelves. Any title we own in the Most Wanted collection is also owned in the regular collection.

**Selection:** The Most Wanted List Fiction Collection is designed to be a browseable collection. In contrast to titles in the 14 Day Collection that are purchased according to a specific formula (ratio of holds to copies), titles in the Most Wanted Fiction Collection are purchased on a case-by-case basis, with the number of patron holds taken into account. All sources are used for selection.

**Weeding:** Weeding guidelines for the Most Wanted List Collection are different than in other areas of the Reader Services Print Collection. Titles in this collection remain in the New Book Area for no longer than six months. Once the demand for titles in the collection wanes, these items are either withdrawn and donated to the Friends or added to the Adult Fiction Collection.

## **MOST WANTED LIST – NON-FICTION**

The Most Wanted List Non-Fiction Collection is a short-term, high-demand collection. Titles are first-come, first served – no holds are permitted. Most Wanted List Non-Fiction titles are acquired to fill either an anticipated demand (determined by publicity and number of copies printed) or a demand determined by patron reserves. Some titles on the Top 10 New York Times Non-Fiction Bestseller List have multiple copies on the Most Wanted shelves. Any title we own in the Most Wanted collection is also owned in the regular collection.

**Weeding:** Weeding guidelines for the Most Wanted List Collection are different than in other areas of the Reader Services Print Collection. Titles remain in the collection for no longer than six months. Once the demand for titles in the collection wanes, items are withdrawn and donated to the Friends or added to the Adult Nonfiction Collection.

## **MYSTERIES**

The Mystery section of the Adult Fiction Collection is separated from the General Fiction collection and consists of books with strong elements of detection – not thrillers and suspense titles (e.g., books by

James Patterson, John Grisham), which are shelved with General Fiction. Special consideration is given to purchasing series titles and retaining all titles within the series.

**Selection:** The Mystery collection is an in-depth section of the Reader Services print collection. It features books with good to favorable reviews, books by popular and classic authors, and past and present books within a series.

**Weeding:** General weeding guidelines apply. Added care is taken to maintain and preserve backlist items, which results in ongoing rebinding and/or replacement.

## **SCIENCE FICTION**

The Science Fiction section of the Adult Fiction Collection encompasses both Science Fiction and Fantasy titles.

**Selection:** Emphasis is placed on items that are part of a series as well as those receiving excellent critical reviews. Media tie-ins and popular authors are given strong consideration.

**Weeding:** General weeding guidelines apply. Due to space constraints, the collection is weeded annually or as space is needed. Every attempt is made to have all books in a series. However, if books in a particular series do not circulate particularly well, the entire series may be weeded.

## **SHORT STORIES COLLECTIONS BY MULTIPLE AUTHORS**

This small, basic collection of short story anthologies is located in a separate area within the Adult Fiction Collection stacks. Short story collections written by one author are interfiled with General Fiction.

**Selection:** Because of low patron demand for short story anthologies, purchasing is limited to titles with excellent reviews, notable authors, and subject matter that will be relevant to our patrons' needs.

**Weeding:** General weeding guidelines apply. Titles are weeded annually, or as space is needed. Care is taken to preserve titles within the Best American Short Stories series.

## **LARGE PRINT BOOKS**

The Large Print books collection is located in a separate area of the Adult Fiction Collection stacks and consists of both fiction and non-fiction materials.

**Selection:** Due to space constraints and low number of patron holds, there is limited duplication of titles in Large Print. Most of the popular titles in the Large Print collection are duplicated in regular type in the General Fiction collection. All sources are used for selection, but publisher and vendor catalogs of Large Print materials are particularly helpful, since mainstream journals do not include specific sections for Large Print.

**Weeding:** General weeding guidelines apply. Every attempt is made to replace or preserve damaged titles by re-binding them.

## **GENERAL PAPERBACKS FOR ADULTS**

Reader Services maintains a small browsing collection of mass market paperbacks. Core collection

titles purchased in this format because they are no longer available in hardcover are placed on the General Fiction shelves rather than in this area. Trade paperbacks are interfiled in the fiction and mystery sections.

## **ADULT GRAPHIC NOVELS**

The Adult Graphic Novel collection is one of the newer print collections in the Reader Services Department. This collection is located in the Adult Fiction Collection stacks in a separate area and consists of graphic novels and manga titles that have content (i.e., adult subjects, graphic violence, and profanity) that render them more appropriate for an adult audience than for teenagers. A young adult graphic novel collection is housed separately in the Teen Loft on the 3<sup>rd</sup> floor.

**Selection:** Due to space constraints, purchasing for the Adult Graphic Novel collection is limited. Duplicate copies are rarely purchased. The collection is nonetheless more than basic –it is a good core collection that is actively growing. Selectors purchase books with favorable reviews and also consider popular authors/artists, media tie-ins, and patron input, with special attention paid to books that are part of a series. In addition to regular sources, selectors utilize online resources such as Amazon.com and Diamond Bookshelf.

**Weeding:** General weeding guidelines apply, with attention paid to condition. Every effort is made to maintain the continuity of titles in a series.

## **BOOK DISCUSSION SETS**

The Adult Book Discussion set collection is a growing collection. These titles are purchased with community book clubs in mind (our staff facilitates book club ordering for 70 Park Ridge book groups). Ten copies of each title are purchased and they are almost always in paperback format. When the books are not in use by book clubs, they are available for patrons to check out. This is a very popular collection for browsing.

**Selection:** The majority of the titles purchased are in paperback. The book club coordinators take note of titles that clubs request and pass them along to the selector. We also choose books based on awards, popularity, and their likelihood of sparking discussion.

**Weeding:** General weeding guidelines apply. Book club coordinators take note of sets that have damaged copies and weigh whether to replace them. If a set is no longer popular, it is weeded. This is continually monitored as we do have space constraints.

## **READER SERVICES REFERENCE SOURCES**

Items in this small, non-circulating collection are located in the Adult Services office.

**Selection:** Materials in this collection are designed to provide professional assistance to the staff in the areas in which they operate (e.g., reader's advisory, outreach, audiovisual reference, young adult services, etc.). These titles are not able to be checked out by patrons nor do they generally go out to other libraries through Interlibrary Loan.

Although the collection is small, it is kept up-to-date. Titles are not duplicated, unless Youth or Reference Services also purchases a copy for their reference collections. All sources are used for selection, but publisher catalogs (e.g., ALA, Libraries Unlimited) and professional magazines (e.g., Library Journal, Booklist) are particularly helpful.

**Weeding:** General weeding guidelines apply. The increased availability of online reader's advisory tools has made it possible to weed more aggressively in this collection.

### **ADULT EASY READERS**

This small, basic collection is geared toward new adult readers and those learning English as a second language. All sources are used for selection, but publishers' catalogs and recommendations from other librarians and specialists are particularly helpful

**Weeding:** General weeding guidelines apply. Since this collection is not growing at a rapid pace, many of the titles are retained even if they have low circulation statistics.

### **AUDIOVISUAL COLLECTIONS**

The Reader Services audiovisual collection is used by patrons of all ages, with an intended audience of sixth grade through adults, depending on the particular format and/or title. Materials are divided into separate areas by format and/or genre for easy browsing. Titles in certain areas of the collection are duplicated based on patron demand (as expressed by holds) as well as by the judgment of professional staff, who select audiovisual materials based on a combination of quality and anticipated and recorded patron demand. For every five patron holds on an item, an additional copy is purchased for the collection.

Most of the materials in the audiovisual collection are ordered from publisher and vendor catalogs and specialty publications. Standard selection sources – Publishers Weekly, Booklist, and Library Journal – are helpful but often limited in sections describing audiovisual materials. Great consideration is also given to requests by Park Ridge Public Library cardholders. Movies that are rated G, PG, PG-13, and R will be purchased, and careful consideration will be given to unrated films. Titles rated NC-17 are not purchased.

Weeding is an ongoing process in the audiovisual collection of the Reader Services Department. Space constraints are the primary reasons for weeding audiovisual materials, although damaged, duplicated, or outdated materials are also withdrawn. Materials that are worn or badly damaged are withdrawn from the collection and replaced with new copies if and only if the titles are determined to be useful to our patrons and the collection as a whole. Titles with little or no circulation and little anticipated demand are also considered for withdrawal. Multiple copies of titles once purchased to meet high demand are regularly reduced to two to three copies.

The Reader Services audiovisual collection includes the following collections:

- New DVDs
- Feature Films
- Foreign Language DVDs
- Nonfiction DVDs
- TV shows
- Blu-rays
- 4K Blu-rays
- Adult Anime
- Movie Marathon collections (these are themed sets of 5-6 movies that are together in one case and circulate for two weeks)
- Playaways (fiction and nonfiction)
- Books on CD (fiction and nonfiction)
- Adult Video Games
- Music CDs

## **EXPLORATION LIBRARY**

This is a collection of nontraditional items including telescopes; a backyard movie bundle (17 ft. inflatable screen, DVD player, and projector); robots; giant lawn games; Go Pro camera; handheld scanner, and more. Adult Services is responsible for the circulation and maintenance of the collection. Items are stored and checked out by Patron Services.

## **ELECTRONIC COLLECTION**

The Adult Services electronic collection encompasses online resources that are used by patrons of all ages, with an intended audience of sixth grade through adults, depending on the particular collection area and/or title.

Reader Services-related resources in the electronic collection are selected based on perceived value in terms of price, relevance to users' needs and interests, and the ease of use.

Below are the various areas of the Adult Services electronic collection:

- eBooks (providers include OverDrive/Libby; Axis360; and Hoopla)
- audiobooks (providers include OverDrive/Libby; Axis360; and Hoopla)
- Downloadable music (Hoopla)
- Downloadable movies (Kanopy)
- Digital magazines (OverDrive/Libby and Flipster)

## REFERENCE AND INFORMATION SERVICES

### PRINT COLLECTION

The print collection serves grades seven through adult. The collection descriptions below include both reference and circulating non-fiction print. The collection is classified by the Dewey Decimal System. Reference titles tend to be overviews of information such as general and subject specific dictionaries and encyclopedias. Circulating print is selected for either longer informational content and/or leisure reading.

Selection sources for the Reference Department include Library Journal, Booklist, Kirkus Reviews, Publishers Weekly and various bibliographies and professional booklists. Patron requests are another source for selection of titles.

Books are weeded when they are damaged or worn and are replaced as needed on a regular basis. Out of date materials are replaced with newer materials on various subjects. Older editions of most reference books are withdrawn or put into the circulating collection. Books that have low circulation for a determined number of years are periodically examined and weeded to make room for newer materials. Most areas are weeded on a three to four year cycle unless noted more frequently below.

### PERIODICAL COLLECTION

The periodical collection consists of mostly general titles serving seventh grade through adult. It includes magazines, newspapers, and newsletters as well as professional journals primarily for staff use.

**Weeding:** Storage space for back issues of periodicals is restricted with most issues limited to the storage space with the current issue. Due to lack of space and limited demand, most periodicals are retained for one to two years. Some titles with historical importance are retained longer. When a title ceases publication, the past issues will be weeded if the subject matter is obsolete, in low demand, or if it can be readily found in other sources. Newspapers are retained from one month to one year

### MICROFILM COLLECTION

Our microfilm collection consists of the Chicago Tribune and the Park Ridge newspapers. Microfilm format includes full image, all content and long shelf life.

**Selection:** We only get the Chicago Tribune in digital “microfilm” format and the Park Ridge Herald Advocate in microfilm format. We send the Park Ridge Herald Advocate out yearly to be converted to a microfilm format. Through our magazine databases we have access to hundreds of periodical titles. No multiple copies, however our local newspapers are a copy with the original stored in a vault kept by the company that produces the microfilm.

**Weeding:** Our microfilm collection is stored in four cabinets. At this time we retain the Chicago Tribune from 1986 to 2009 in microfilm and continuing years in digital format, and the local newspaper. We will continue to monitor use.

## **DATABASE COLLECTION**

The online databases serve to complement, duplicate, or replace some content in the print and microfilm collections. The databases grew from online periodical databases to include specialized databases on a variety of topics. Our subject databases include content on business and investments, science, foreign languages, genealogy, health, biography and literature.

**Selection:** In addition to reviews from professional journals and online sources, staff demo and evaluate new databases. There are several considerations when considering adding a new database such as lease or purchase, subject matter already covered or offering some unique component, search features not available in print, pricing, ease of use, remote access and intended audience. Some of these resources have replaced print reference resources while others are unique in their electronic format.

**Weeding:** The databases are usually renewed annually. Throughout the year and at renewal time the use statistics are considered as well as the renewal price and other available resources. With leased resources the entire database or a module may not be renewed but content is usually added and not removed from any databases that we continue to lease.

## **LOCAL HISTORY DIGITAL COLLECTION**

Our digital collection was established in 1998 through a grant from the Illinois State Library and the North Suburban Library System. Rare materials that previously would be available only in the library at special request, due to the possibility of damage or loss, are now available to everyone with an internet connection. Our content is available on the Illinois Digital Archives site [www.idaillinois.org](http://www.idaillinois.org) which is maintained by the Illinois State Library. Currently our digital history includes a digitized collection of index cards and newspaper articles about local servicemen gathered by the Mel Tierney American Legion Post during World War II, two print histories, Orvis F. Jordan's 1961 "A History of Park Ridge" and "The History of Park Ridge, 1841-1926." The newest collection, "Pieces of Park Ridge," contains photographs and other memorabilia from Park Ridge businesses, community organizations, government and citizens.

**Selection:** Items are scanned and cataloged and made accessible for viewing through the home page of our website. Items to be scanned are chosen for their relevance to the Park Ridge community, by their clearance of any known copyright restrictions and for their unique value. The process of scanning and entering data is involved and sometimes changes with updates to the software. This limits the amount of digitization we can complete.

**Weeding:** There is presently no reason to weed this collection.

## **LOCAL HISTORY COLLECTION**

The local history collection was established as a Bicentennial project to provide a centralized source for material relating to the history of Park Ridge, Maine Township, the Chicago metropolitan area, and the State of Illinois. The collection includes the following types of materials: books and pamphlets concerning the geographical areas outlined above; local city and telephone directories, yearbooks of local schools; local memorabilia, maps of the area, photographs of people, places and events important in Park Ridge history, recorded media of local history.

**Selection:** For local history there are challenges related to what to save and what is saved by other institutions and organizations in the area. There is also the question of what has sufficient lasting historical interest to merit the required space. There is more content being offered online and also less material being printed. Very little is printed in book form related to Park Ridge. We have annual copies of the phone books, Haines Criss-Cross directories and high school yearbooks. We collect pamphlets, articles, photos and other ephemera dealing with Park Ridge. We also attempt to collect information on important Park Ridge citizens such as Hillary Rodham Clinton. We collect limited historical titles on Chicago and local histories of surrounding communities.

**Weeding:** Only if it does not meet the criteria of the collection.





## ALA LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council;  
amended October 14, 1944; June 18, 1948; February 2, 1961;  
June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996.

## ALA FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely

from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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

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

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative*

*responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## **ALA FREEDOM TO VIEW STATEMENT**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

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

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

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

Reviewed March 8, 2022  
Reviewed May 18, 2010  
Approved May 15, 2007