



Park Ridge Public Library

Policy and Procedure Manual

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

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Updated: 3/16/26	



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 preparation of materials and presentations throughout the process rests with the Library Director.
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.

Revised: January 16, 2024

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 and capital expenses.
3. All unspent funds from the annual operating budget will remain in the Library Fund.
4. Throughout the fiscal year, the Library shall have a goal of maintaining a fund balance of 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: January 16, 2024

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 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. In the event that the Library Director takes short-term leave of absence, the Finance/HR Manager will assume the financial responsibilities of the Library Director.

RULES:

1. Recurring Expenses:
 - a. 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 is further authorized to purchase individual items that do not fall under 1a such as equipment or repairs up to \$10,000 without prior Board approval so long as these are covered within budgeted amounts.
 - c. 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 \$10,000, but less than \$24,999. Unless the Library has a prior satisfactory relationship with a vendor, the Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.
2. Contracts for purchasing/leasing services, machinery or equipment:
 - a. The Library Director shall not enter into any contract for a period exceeding one year or for an amount exceeding \$10,000 without approval by the Library Board of Trustees.
 - b. The Library Director will not enter into any multiyear contract valued at more than \$10,000 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 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 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 \$10,000, but less than \$24,999. The Library Director will obtain at least three (3) competitive proposals to be submitted to the Board for action through the appropriate committee.
 - c. The Library Director shall secure competitive bids from suppliers and contractors when an expenditure is expected to exceed \$25,000 in accordance with [75 ILCS 5/5.5](#). Such bids shall be submitted to the Board for action through the appropriate committee.

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

manufacturer contacts, and other cost effective means in order to foster a competitive bidding event.

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

4. In rare situations where the Library Director is the initial originator of a purchase and the amount does not require Board approval is not required, the Finance/HR Manager will approve the purchase.
5. 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.*).
6. 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.
7. 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.
8. 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.
9. 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 January 16, 2024
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/HR 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– 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 \$10,000 to ensure adherence to Purchasing Policy limits.
 - f. City Finance Director or designee - reviews the warrants and signs the affidavit.
 - g. Accounts Payable – prints the checks in the Finance Department at the City. Checks are mailed by the Library the next day.
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: January 16, 2024
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.

4. Approvals and Payment

- Approvals and payment for reimbursements will be processed and paid according to A4. Payments for Goods and Services.

Revised: January 16, 2024

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.
- 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. Accounts Payable will reconcile all receipts/documents to monthly credit card statements.
- h. The Finance/HR Manager reviews the statement and accompanying documentation to ensure that necessary approvals were granted.
- i. Monthly statements will be paid in full.
- 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/HR Manager.

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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.

Reviewed: January 16, 2024

Revised: October 19, 2021

Approved May 18, 2021

9. LEGAL (OVERSIGHT)

POLICY:

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

RULES:

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

10. IDENTITY PROTECTION

POLICY:

This Policy is intended to comply with [Public Act 96-0874](#) of the State of Illinois, cited as the Identity Protection Act ("Act") with regard to the collection, use, disclosure and protection of individuals' social security numbers.

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.

Revised November 19, 2024

Revised November 16, 2021

Approved February 15, 2011

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/HR Manager shall be the FOIA Officer. Staff designated as FOIA Officers must complete annual training mandated within thirty (30) days of appointment to the position.

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

2. Requests

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

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

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

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

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

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

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

3. Denial of a Request

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

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

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

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 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.

This policy and the rules herein apply regardless of the Board Meeting's location.

RULES:

1. Members of the public wishing to speak are asked to sign in before the Board meeting and provide their name and address, although it is not required. . If applicable, the individual may 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 three (3) 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 three (3) minute maximum per speaker may be extended upon a majority vote of the Board.
5. Speakers should identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.

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. Speakers who wish may always provide written materials to the Library Board via email at libraryboardpresident@parkridgelibrary.org.

6. Groups are asked to designate a single spokesperson.
7. 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.
8. 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 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. 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.
11. 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 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.
12. Individuals addressing the Board must adhere to the Library policies and the Conduct in the Library policy (policy number C10) as may be necessary for the efficient and orderly conduct of the meeting.
13. 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 or the aforementioned conduct policy.

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 and the Board President stating the reason for their inability to physically attend the scheduled meeting as soon as is practicable.
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 November 19, 2024
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. The Library Director will communicate any gifts over \$5,000 to the Board of Trustees.

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 Library Director deem appropriate.
2. Monetary gifts to the Restricted Gift Fund will be used as specified by the donor with the approval of the Library Director.
3. Monetary gifts to the Endowment Fund will become a permanent part of the Library's Endowment Fund. Interest earned from the Endowment Fund will be used to purchase materials for the Library's collections.

HISTORICAL DOCUMENTS

1. Historical documents of local significance including newspapers, letters, journals, diaries and photographs will be accepted for the Library's Local History Collection at the discretion of the Adult Services Manager or Library Director.

ARTWORK

1. Donations of artwork will be accepted at the discretion of the Library Director who reserves the right to determine the location and means of display.
2. The Library may require that an artwork be accompanied by a current appraisal of value before accepting a gift.
3. The Library Board may authorize the sale of an item in its art collection at their discretion

EQUIPMENT AND FURNISHINGS

1. Donations of equipment and furnishings will be accepted at the discretion of the Library Director.

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 the Library's Investment Policy (A5) and 30 ILCS 235/1 Public Funds Investment Policy
2. Gifts offered to the Library consisting of securities, which are not readily marketable, will be submitted to the Library Board for consideration.
3. The Library may engage a financial consultant as to how to handle the security and how to comply with state statutes.

OWNERSHIP

1. Donors will be required to sign a Gift Agreement form, transferring sole and exclusive ownership of the gift to the Library.
2. 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. 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 may qualify as tax deductible, donors should seek the tax advice of counsel or their accountant. The Library cannot provide tax law advice to donors.

Revised: January 21, 2025

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.

Reviewed January 21, 2025

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 Library's 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 January 21, 2025
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 and spaces within.

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, or other interior spaces.
3. Requests to name areas outside of the Library building will be brought to the attention of the City of Park Ridge, who will determine next steps.
4. Naming opportunities are available to individuals, families, foundations, corporations or other entities.
5. 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.
6. The Board of Trustees and the Library Director will be responsible for determining the manner in which the name is recognized.
7. The Board reserves the right to accept, reject, or request modification of naming proposals.

Revised January 21, 2025
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 January 21, 2025
Revised December 21, 2021
Revised May 18, 2010
Approved July 21, 2009

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.

Reviewed January 21, 2025
Revised November 17, 2021
Approved June 15, 2010

A21. DISPOSAL OF PROPERTY

POLICY:

The disposal of real or personal property shall comply with [75 ILCS 5/4-16](#). The Board delegates its authority to manage the sale or disposal of surplus library property to the Library Director. Print and non-print materials, equipment, supplies, artworks, and other personal property deemed by the Library Director to be no longer needed or useful for library purposes may be sold or otherwise disposed of in accordance with this statute.

RULES:

1. Property of any value may be donated or sold to another tax-supported library or library system. Property may also be traded in for credit towards a replacement item.
2. Property of the Park Ridge Public Library having an estimated unit value of \$1,000 or less may be disposed of in the following manner:
 - a. If the item is in unusable and/or unsafe condition, it is to be disposed of through appropriate recycling and/or waste management channels.
 - b. Books and non-print items from the library's collections are donated to the Friends of the Park Ridge Public Library or other organizations that redistribute used books.
 - c. Any other personal property having an estimated unit value of \$1,000 or less may, at the discretion of the Library Director, be discarded; exchanged for credit for new equipment; made available for sale; or given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
3. Property of the Park Ridge Public Library having an estimated unit value of more than \$1,000 but less than \$2,500 may be disposed of in the following manner:
 - a. The item is to be displayed at the library, and a public notice posted of its availability for purchase, and of the date and terms of the proposed sale.
4. For property with an estimated value exceeding \$2,500, a public notice of its availability for purchase or auction shall be posted in the Library building and on the Library's website for a period of two successive weeks. Such property, including but not limited to vehicles and works of art, may be sold either at a fixed price or to the highest bidder at auction. The Library reserves the right to reject any and all bids deemed inadequate and shall dispose of the property in a manner that serves the best interests of the Library.
5. The Board shall be informed prior to disposals of property having an estimated unit or aggregate value of more than \$25,000.
6. Library staff members or members of their immediate family may purchase any library item declared surplus according to the established rules.
7. In no case shall members of the Board, the Library Director, or members of their immediate families bid on or purchase any library item declared surplus.
8. Revenue from the sale of property will be deposited into the Library's operating account.

Approved: September 16, 2025

A22. ARTWORK LOANS

POLICY:

The Park Ridge Public Library (PRPL) may loan Library-owned artwork to cultural institutions and nonprofit organizations for temporary exhibition or educational purposes. All outbound loans are made at the discretion of the Library Board of Trustees or its designee and are subject to the terms and conditions of this policy.

RULES:

1. Artwork may be loaned only to nonprofit organizations, and/or cultural, educational, or governmental institutions whose missions align with that of the library.
2. All loans must be approved by the Library Board of Trustees or by the Library Director acting under authority granted by the Board. The Board reserves the right to approve or deny any loan request and to determine the terms, duration, and conditions of each loan.
3. A written loan agreement, prepared by the library, must be executed by both parties before any artwork is released. No artwork shall be loaned without a fully signed agreement.
4. Loans shall be for a defined, temporary period as specified in the loan agreement.
5. The borrowing institution agrees to provide professional standards of care, handling, security, and environmental controls appropriate for the artwork and cannot alter, restore, or modify the artwork in any way without written permission from the library.
6. The borrowing institution is responsible for insuring the artwork for its full appraised value for the duration of the loan, including transit, unless otherwise agreed in writing. Proof of insurance naming the Park Ridge Public Library as additionally insured must be provided prior to release and annually for the duration of the loan. The borrowing institution is responsible for informing the Park Ridge Public Library should their insurance lapse or terminate. The borrowing institution assumes full responsibility for loss or damage to the artwork while it is in their custody.
7. Transportation arrangements, costs, and insurance during transit shall be the responsibility of the borrowing institution unless otherwise specified in the agreement. Transport must meet professional museum or gallery standards.
8. The Park Ridge Public Library shall be credited as the lender in all labels, publications, publicity, or promotional materials related to the exhibition unless otherwise agreed.
9. The borrowing institution agrees to indemnify and hold harmless the Park Ridge Public Library from any and all claims, liabilities, damages, and expenses arising from personal injury or property damage caused by or related to the artwork while it is under the Borrower's care, custody, or control.
10. Either party may terminate the loan with thirty (30) days written notice, unless otherwise specified in the agreement. Upon termination or expiration, the borrowing institution must



return the artwork promptly and in the same condition as received. The Park Ridge Public Library reserves the right, at its sole discretion, to terminate the loan at any time, and the borrowing institution must promptly return the artwork upon notice of termination.

11. A condition report shall be completed and agreed upon by both parties prior to release and upon return of the artwork.



ARTWORK LOAN AGREEMENT

Between: Park Ridge Public Library and _____

Lender:

Name: Park Ridge Public Library
Address: 20 S. Prospect Avenue, Park Ridge, IL 60068
Phone: 847-825-3123
Email: businessoffice@parkridgelibrary.org

Borrower:

Name: _____
Address: _____
Phone: _____
Email: _____
Tax ID (if applicable): _____

1. Artwork Description

The Lender agrees to loan the following artwork to the [borrower]:

- Title: _____
- Artist: _____
- Medium: _____
- Dimensions: _____
- Year Created: _____
- Description: _____
- Insurance Value: _____

2. Acknowledgement of Policy

The Library's Artwork Loan Policy is hereby incorporated by reference into all artwork loan agreements. Execution of a loan agreement constitutes the Borrower's acknowledgment that they have read, understand, and agree to comply with this policy and all related procedures and requirements.

3. Term of Loan

The loan period will begin on [Start Date] and end on [End Date], unless otherwise extended in writing by mutual agreement.

4. Purpose

The artwork will be displayed/stored by the Borrower for the purpose of exhibition.

5. Ownership and Rights

The Lender retains full ownership of the artwork. No transfer of title or copyright is implied by this agreement.

6. Care and Handling

The Borrower agrees to care for the artwork while in its custody, to protect it from damage, theft, or loss, and to display or store it in a secure, climate-appropriate setting.



7. Insurance - *select one or include both parties' responsibilities.*

- ☐ The Lender will maintain insurance on the artwork during the loan period.
- ☐ The Borrower will insure the artwork for the declared value above during the loan period and provide proof of insurance prior to release and annually for the duration of the loan period.

8. Transportation - *choose or detail arrangements*

- ☐ Lender will be responsible for delivery and pickup.
- ☐ Borrower will arrange for transportation.

9. Return of Artwork

At the end of the loan term, the artwork will be returned to the Lender at the address provided unless other arrangements are made in writing.

10. Damage or Loss

The Borrower is responsible for replacement or compensation in the event of any damage to, loss of, or theft of the artwork.

11. Photography and Promotion

The Borrower may photograph or use images of the artwork for non-commercial promotional, educational, and exhibition purposes, with appropriate credit to the Lender and/or Artist.

12. Entire Agreement

This Agreement, including the Artwork Loans policy, constitutes the entire understanding between the parties. Any amendments must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement:

LENDER

Signature: _____

Printed Name & Title : _____

Date: _____

BORROWER

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

Approved January 20, 2026



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).

The Library recognizes its obligation to protect the expression of diverse ideas and its responsibility to provide a balanced presentation of issues in its collection. The Library does not promote all of the ideas found in its collections, but it provides free access to those ideas so that individuals can form their own opinions. The Library shall not censor the materials of its patrons.

RULES:

1. Ultimate responsibility for the Library's collection resides with the Library Director and the Library Board of Trustees and is delegated to professional librarians who hold a master's degree in library science (or equivalent) from an American Library Association accredited institution. Professional staff utilize their training, experience, and professional knowledge in the selection of library materials. Pursuant to 75 ILCS 5/4-7.2, no employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with written policy.
2. Allocation of the materials budget and the number of items in the collection will be determined by indicators of use, average cost per item, and objectives for development of the collection.
3. The Library collection includes a variety of print, non-print, digital materials, electronic databases, and special equipment. Material formats are evaluated based on the following criteria:
 - usage
 - availability
 - timeliness
 - space requirements
4. Professional staff will select and determine an item's placement in the Library's collection. Criteria for selection and placement include, but are not limited to:
 - timeliness
 - community interests and needs
 - reviews in reputable journals or authoritative sources
 - 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
5. The Library is committed to sharing at the local, state, and national levels as demonstrated by our membership and participate in Reaching Across Illinois Libraries (RAILS), Cooperative Computer Services (CCS), Find More Illinois, the Illinois Library and Information Network (ILLINET), and WorldShare Interlibrary Loan.
 6. Hold lists are monitored to meet patron demand. Additional copies may be purchased as the budget allows.
 7. Purchase suggestions from Park Ridge Public Library cardholders will be considered using the selection criteria above. If a suggested item is not purchased, staff will attempt to obtain the item through interlibrary loan.
 8. 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 information
 - space constraints
 - unneeded duplicates
 - obsolete format
 - lack of circulation
 9. Materials removed from the collection may be donated to the Friends of the Park Ridge Public Library, local non-profit groups, sent to book recycling/selling organizations or discarded.
 10. Each department is responsible for conducting an on-going reevaluation of its collections according to Collection Management Guidelines, which have developed by professional staff. It is the goal of the Library to complete a general reevaluation its collections in 2-year cycles.
 11. 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 pursuant to [75 ILCS 5/4-7.2](#).

Revised May 21, 2024
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 in its entirety 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 email. If no email address is provided, the decision letter will be sent certified mail via USPS.
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 provided to the Library Board of Trustees for informational purposes. Personal identifiable information will be redacted from documentation provided to the Board.
5. The decision of the Library Director may be appealed, in writing, to the Library Board of Trustees. The appeal must be submitted within five business days of receiving the decision. Appeals to the Library Board of Trustees should be emailed to libraryboard@parkridgelibrary.org or mailed to the Library's Business Office, 20 S. Prospect, Park Ridge, IL, 60068. Appeals may also be hand delivered to the Library's Business Office on the second floor. The Board will review the appeal as soon as is practicable. The Board's decision regarding the appeal is final.
6. If no appeal is filed, the Library Director's decision is final.
7. No further requests for review for that specific material or resource will be considered for a period of 2 years from the date of the final decision.
8. All documentation associated with the review process, with the exception of personal identifiable information, is subject to the Freedom of Information Act, [5 ILCS 140](#).

Revised May 21, 2024
Revised April 19, 2022
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 May 21, 2024
Revised April 19, 2022
Reviewed May 18, 2010
Approved May 20, 2003

B3. GIFTS: LIBRARY MATERIALS

POLICY:

The Park Ridge Public Library accepts books, materials, and monetary donations for the purchase of library materials. Please see Policy *A14. Gifts and Donations* for the rules regarding monetary donations to support a program, special event, furnishings or equipment.

RULES:

1. The Library will honor monetary donations recommending purchase of specific titles or areas of interest, if it meets the selection criteria as defined in Library's Collection Management Policy. If specific titles are not recommended, professional staff will select materials that will strengthen and support the Library's collection.
2. Materials purchased directly by a donor for presentation to the Library will be accepted provided they meet the Library's materials selection criteria.
3. When appropriate, gift book plates will be affixed to those materials chosen to fulfill a donor's request.
4. All materials purchased under this Policy shall be processed, shelved and withdrawn in the same manner as items purchased from other funds. The Library cannot maintain gifted materials in perpetuity.
5. All gifts will be acknowledged with a letter from the Library Director to the donor.
6. The Library cannot appraise used materials.
7. Items donated directly to the Library will be added to the collection if they enhance the value of the collection as per the Library's materials selection criteria. Materials that do not meet the selection criteria will be given to the Friends of the Park Ridge Public Library or disposed of at the Library's discretion.

Revised May 21, 2024
Revised April 19, 2022
Revised May 18, 2010
Approved October 9, 1979

B4. LIBRARY PROGRAMS

POLICY:

Programming is an integral part of library service in support of the Library's mission. Park Ridge Public Library staff curate and offer programs that present educational and cultural opportunities, reflect community needs and interest, and increase awareness and use of library resources and services. Programs may include, but are not limited to discussions, exhibits, film screenings, performances, presentations, lectures, storytimes and workshops. Library programs may take place at the Library, off-site, online, or in a hybrid format.

RULES:

Program selection and design

1. Ultimate responsibility for program selection and curation rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.
2. The Library Director determines the annual budget, guidelines, and organizational structure for the staff who coordinate, plan, and deliver programs. The Adult and Youth Services Managers oversee the coordination of library programs by designated staff who are responsible for the development and delivery of programs for specific audiences and topics.
3. Staff select and evaluate programs using a variety of factors, including but not limited to:
 - Connection to the Library's mission and strategic priorities
 - Interests and needs of the community, as well as topics of local, state, and national interest
 - The suitability of the program for the intended audience
 - Presenter background and qualifications in content area, including proven or unique expertise and/or public performance experience
 - The quality, accuracy, and timeliness of the program
 - Availability of library resources, including staff support, budget, and space
 - Availability of equitable programming elsewhere in the community
4. Community members and presenters may submit program suggestions or proposals via the Library's website at <https://www.parkridgelibrary.org/get-involved/propose-a-program>. Suggested programs will be considered using the above criteria. Library staff reserve the right to determine which programs and events are scheduled.
5. Library programs are offered free of charge or on a cost recovery basis. At the discretion of the Library Director or designee, authors, visual artists, music performers, and other professional performers or presenters may be permitted to offer books or other merchandise for sale as part of a library program, but admittance into a program is not dependent on the purchase of a presenter's products. Presenters shall be solely responsible for any taxes applicable to such sales. Presenters are expressly prohibited from soliciting tips from program attendees.
6. The Library will not share participant information with program presenters. Presenters may leave their business cards for participants to take or share their contact information on screen.

Library Outreach and Partner Programs

7. Library staff may conduct instructional programs and visits (at the Library and off-site) for institutions, schools, and groups based on staff availability, suitability of the location, and relevance to other library services, collections, programs, or initiatives. Any library staff

8. The Library may offer programming in partnership with other community organizations.

Participation

9. Registration may be required for certain programs. The Library reserves the right to require registration with or without a Park Ridge Public Library card for any program at its discretion.
10. The nature and success of a program may require restrictions for attendance based on age. Library staff may establish restrictions for specific programs based on age, school grade level, or other relevant factors. This information is included in publicity about such programs.
11. When space capacity or the success of the program requires it, attendance at a library program may be limited. The Library reserves the right to limit attendance for a library program at its discretion.
12. Depending on factors such as the type of activity or location of event, some programs may require signed waivers for participation in all or part of an event.
13. Patrons who require accommodations to participate in a library program should contact the Library as early as possible before a scheduled program. The Library strives to make events welcoming for people of all abilities.
14. Limitations of photography and/or videography may apply at library programs and events based upon contract and copyright restrictions with the presenters. By attending a library program, participants consent to being photographed or recorded. These images may be used for promotional purposes both in print and online, including use on social media outlets.
15. Participants in library programs are to conduct themselves in a manner in keeping with the Library mission, vision, and existing policies, including but not limited to the Conduct in General and Children in the Library policies. The Library reserves the right to suspend or revoke permission to attend library programs for violation of library policies or rules.
16. Programs may be canceled for a number of reasons including, but not limited to: severe weather, absence of the presenter or low registration. Library staff will inform program registrants directly, if applicable, and the general public of program cancellations. Canceled programs are not automatically rescheduled. The library staff reserves the right to cancel at any time for any reason at the discretion of the Library Director or their designee.

Intellectual Freedom, Non-Endorsement Policy

17. The booking of a presenter or performer, or Library sponsorship of, or collaboration on a program, does not constitute in any way an endorsement by the library of the program content or the views expressed by the participants or speakers. The Library supports the principles of intellectual freedom and the individual's right to have access to ideas, information, and perspectives representing multiple points of view. The Library's commitment to intellectual freedom extends to its programming by welcoming a broad spectrum of opinions, viewpoints, and ideas. The Library actively seeks to offer a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and perspectives.
18. Programs are informational in nature, and offering programs on topics that may be deemed personal, political, or religious in nature does not constitute an endorsement of the program content or the views expressed by the participants or speakers. The Library may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, library trustees, community organizations, or

individuals. The Library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, and/or family values. Patrons cannot restrict or interfere with other patrons' freedom to attend programs in any way.

Reconsideration of a Library Program

19. Park Ridge residents may submit a formal reconsideration request in writing by completing and signing the form appended to this policy, entitled Request for Reconsideration of a Library Program. Upon receipt of this formal request, the Library Director will discuss the request with appropriate professional staff. The program will remain on the library calendar in the meantime. The Library Director's decision regarding the reconsideration request will be final. The Library Director will inform the Board of Library Trustees of all formal requests for reconsideration of library programming. The Library Director will communicate the decision regarding the reconsideration request, and the reasons for it, in writing, to the person who initiated the request for reconsideration and to the Board of Library Trustees at the earliest possible date. Requests for reconsideration are limited to current Park Ridge residents.

Revised April 15, 2025
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. Adult services staff will proctor written tests only.
2. In addition to the \$35.00 fee per test, the student will be responsible for any incidental costs, such as postage to mail the exam.
3. The Library reserves the right to deny this service at the discretion of the 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 March 18, 2025
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 are expected to maintain a regular schedule as established by the Coordinator. Volunteer positions are unpaid.
5. Volunteers are expected to comply with all Library policies and procedures.
6. 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.
7. 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.

Reviewed March 18, 2025
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 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. Internship opportunities may also be available to high school students residing in the City of Park Ridge.

RULES:

1. All candidates must complete an Internship Application and be enrolled in a graduate or undergraduate program, have graduated from said program in the past 12-months, or be in a high school student residing in the City of Park Ridge
2. Candidates offered an unpaid internship must pass a background check.
3. 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 designated Library staff.
4. All candidates must be approved by the Library Director, who will assign a staff member to act as supervisor and mentor to the intern.
5. 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.
6. Interns are expected to comply with all Library policies and procedures.
7. The staff member responsible for the intern will maintain all records and complete any documentation required by the intern's educational institution.
8. Successful completion of an internship does not guarantee a paid position upon completion.
9. 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: April 15, 2025
Revised: October 19, 2021
Approved May 17, 2011

Revised December 21, 2021
Approved May 20, 2014

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 - RULES

1. 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.
2. *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.
3. *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.
4. *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.
5. *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.
6. *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.

7. *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 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.

Reviewed: March 16, 2026

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. 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, Board 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 may 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.

9. Accessibility

In accordance with the 2024 U.S. Department of Justice regulations under Title II of the Americans with Disabilities Act (ADA), the Library is committed to ensuring that all website content and mobile applications meet WCAG 2.1 AA accessibility standards by April 26, 2027.

Reviewed March 16, 2026

Revised July 18, 2023

Revised November 16, 2021

Revised May 21, 2013

Approved September 21, 2010

B10. 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, X , Instagram, YouTube, 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
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 March 16, 2026
Revised July 18, 2023

Revised December 21, 2021
Approved May 20, 2014

B11. TEMPORARY OUTDOOR PUBLIC ART POLICY

POLICY:

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

RULES:

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

Reviewed March 18, 2025
Revised December 21, 2021
Approved May 15, 2012

B12. LITTLE FREE LIBRARIES

POLICY:

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

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

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

RULES:

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

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

LFL USE:

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



C. Patrons

C1. SECURITY CAMERAS

POLICY:

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

RULES:

1. The Park Ridge Public Library shall post and maintain signs at the entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library.
2. Cameras are positioned to monitor interior public areas of 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.

Reviewed May 20, 2025
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). 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.

Reviewed May 20, 2025

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 their 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. Park Ridge Public Library patrons are limited to 1 Exploration Library item check out at any given 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 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.

Third-party applications may offer content restriction features based on age or intended audience. However, the Library cannot impose or manage these restrictions on behalf of patrons. Any content filtering or restriction must be configured by the patron within the third-party application.

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 20, 2025
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 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. 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.

Reviewed May 20, 2025

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. Materials borrowed under this agreement are for classroom use only and not for personal use.

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 seventy-five items may be checked out on a teacher card at any time. Exploration Library items are not eligible for check out on a teacher card.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items 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 20, 2025
Revised August 15, 2023
Revised May 17, 2022
Approved July 16, 2019

C6. CIRCULATING MATERIALS

POLICY:

Library books and other materials, except certain reference and historical items, shall be available for circulation, for specified periods to all patrons holding valid RAILS member library cards and who are in good standing. The Library reserves the right to restrict certain collections for exclusive use of Park Ridge Public Library cardholders.

The Library does not charge daily overdue fines for Library materials, with the exception of Exploration Library. See *policy C7, Exploration Library Circulating Equipment*. The Library may charge fees for the replacement or repair of lost or damaged Library materials.

The Library maintains a schedule of materials, restrictions, loan periods as well as renewal and hold eligibility. The most updated schedule is posted on the Library's [website](#).

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

RULES:

1. Loan Periods:
 - a. 3 week loans: Books, Large Print Books, Book Club Books, Battle Books, Books on CD, CDs, magazines, Playaways, Youth Kit Bags, and Memory Care items
 - b. 2 week loans: New Books, Most Wanted Books, TV Series DVDs, Movie Marathon sets, and Video Games, Holiday books
 - c. 1 week: New DVDs, DVDs, New Blu-rays, and Blu-rays
 - d. 3 Days: Hot DVDs
 - e. Reference items may be circulated at the discretion of the Adult Services Manager
2. Patrons may place holds on most Library items, with the exception of Book Club Books, Most Wanted Books and Hot DVDs.
3. Most items in the collection will automatically renew so long as there is not a hold on the item. The decision to make items holdable is at the discretion of the Library Director or their designee.
4. 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 additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials in accordance with an established schedule of fees.
5. Any borrower 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.
6. Overdue Notices
 - a. The date due serves as first notice to the patron.
 - b. As a courtesy, patrons that have signed up for automated notifications will receive a reminder three days before their library materials are due.

- c. 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.
 - d. Late notices and bills are sent at regular intervals for all overdue items:
 - i. 1st Overdue Notice: 3 days overdue
 - ii. 2nd Overdue Notice: 15 days overdue
 - iii. 3rd Overdue Notice: 28 days overdue
7. Lost materials:
- a. If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged.
 - b. 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 \$5.00 processing fee.
 - c. If any protective coverings, inserts or DVD box is lost, the patron may be charged the retail price of the container plus \$5.00 processing fee, which is not refunded if the item is returned.
 - d. If booklets from video games are missing, a \$5.00 processing fee may be charged, which is not refunded if the booklet is returned.
8. Damaged Materials:
- a. Borrowers will be charged the cost of repairing the damage as determined by the Library Director or their designee. If the item cannot be repaired, the item will be treated as lost and the above clause on "lost materials" applies.
9. Bill Notice:
- a. Materials 45 days or more overdue will automatically be billed and the patron will be notified.
 - b. At 60 days overdue, accounts that have a minimum total of \$50.00 in fees may be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.
10. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
11. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

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Revised May 17, 2022
Revised May 21, 2019
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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

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. Items are restricted to card holders 18 and older.

The Library charges daily overdue fines for Exploration Library materials. The Library may charge fees for the replacement or repair of lost or damaged Library materials.

The Library maintains a schedule of materials, restrictions, loan periods as well as renewal and hold eligibility. The most updated schedule will be posted on the Library's [website](#).

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. All Exploration Library items circulate for 1-week, with the exception of mobile Wi-Fi Hotspots that circulate for 2-weeks. Patrons are limited to one Exploration Library item checkout at any given time.
2. Park Ridge patrons may place holds on Exploration Library items but due to their uniqueness and popularity, are not renewable.
3. Overdue fees for all Exploration Library items is \$5.00/day. Overdue fees are capped at \$50.00 or the retail cost of the item, whichever is less.
4. 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 to avoid additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials in accordance with an established schedule of fees.
5. Any borrower 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.
6. Overdue Notices
 - a. The date due serves as first notice to the patron.
 - ~~b.~~ As a courtesy, patrons that have signed up for automated notifications will receive a reminder three days before their library materials are due.
 - c. 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.
 - d. Late notices and bills are sent at regular intervals for all overdue items:
 - i. 1st Overdue notice: 3 days overdue
 - ii. 2nd Overdue notice: 15 days overdue
 - iii. 3rd Overdue notice: 28 days overdue

7. Lost materials:
 - a. If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged.
 - b. 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 \$5.00 processing fee.
 - c. If a storage case is lost, the patron may be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
 - d. Replacement costs for equipment will be at the current replacement cost as determined by the Library Director or their designee.
8. Damaged items:
 - a. Borrowers will be charged the cost of repairing the damage as determined by the Library Director or their designee. If the item cannot be repaired, the item will be treated as lost and the above clause on "lost materials" applies.
9. Bill Notice:
 - a. Materials 45 days or more overdue will automatically be billed and the patron will be notified.
 - b. At 60 days overdue, accounts that have a minimum total of \$50.00 in fees may be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.
10. 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.

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

C8. 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 90-days from accession in accordance with CCS Resource Sharing policy.
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 the RAILS the patron will not be assessed a fee.

RULES:

1. The requestor must be a Park Ridge Library cardholder in good standing.
2. 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 20, 2025
Revised May 17, 2022
Revised May 15, 2012
Revised May 18, 2010
Approved January 19, 1993

C9. CONDUCT IN THE LIBRARY

POLICY:

The Park Ridge Public Library is a trusted and valued partner 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.

PATRON BANS:

75 ILCS 5/4-7(11) authorizes the Library Board of Trustees to "exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Incidents involving failure to follow the Conduct in the Library policy will be handled at the discretion of the Library Director, or their designee. Failure to abide by any of the Library policies may result in a loss of library privileges, which includes but is not limited to use of library card, presence on library grounds, and or attendance at library programs and/or events. The loss of privileges will be implemented in the following manner.

- The Library Director or Person in Charge may ask a patron to leave for the day, following an incident.
- If the incident is deemed of a more serious nature the Library Director or Person in Charge is authorized to ban a patron for up to 45-days.
- If an incident is the result of a repeat offender, or a very serious policy violation, the Library Director has the right to ban a patron for up to a year. The Library Director may exercise their discretion in determining the level of severity. In the absence of the Library Director, the Director's designee, in consultation with the Board President, can impose a ban for up to a year.
- The Library Board President will be informed of any patron ban over 45-days as soon as is practicable.
- The Park Ridge Public Library Board of Trustees may extend the ban beyond one year and reserves the right to make a ban permanent.

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.

APPEAL:

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 via USPS certified mail. A patron may then request reconsideration of the decision to the Board of Trustees within 10 business days. Any such appeal request must be submitted in writing to the President of the Board of Trustees via USPS first class mail or via email at libraryboard@parkridgelibrary.org. Failure to appeal within 10 business days from the date of mailing of the notice of suspension shall result in the sanction becoming final and binding. The Board will review the decision at its next regularly scheduled Board meeting. The Board may conduct its review in closed session, in its discretion. Following its deliberations, the Board will send its decision to the patron via USPS certified mail within 10 business days.

Revised June 18, 2024
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



Park Ridge Public Library

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

Date: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

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

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

(Optional)

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

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Name: _____

Address: _____

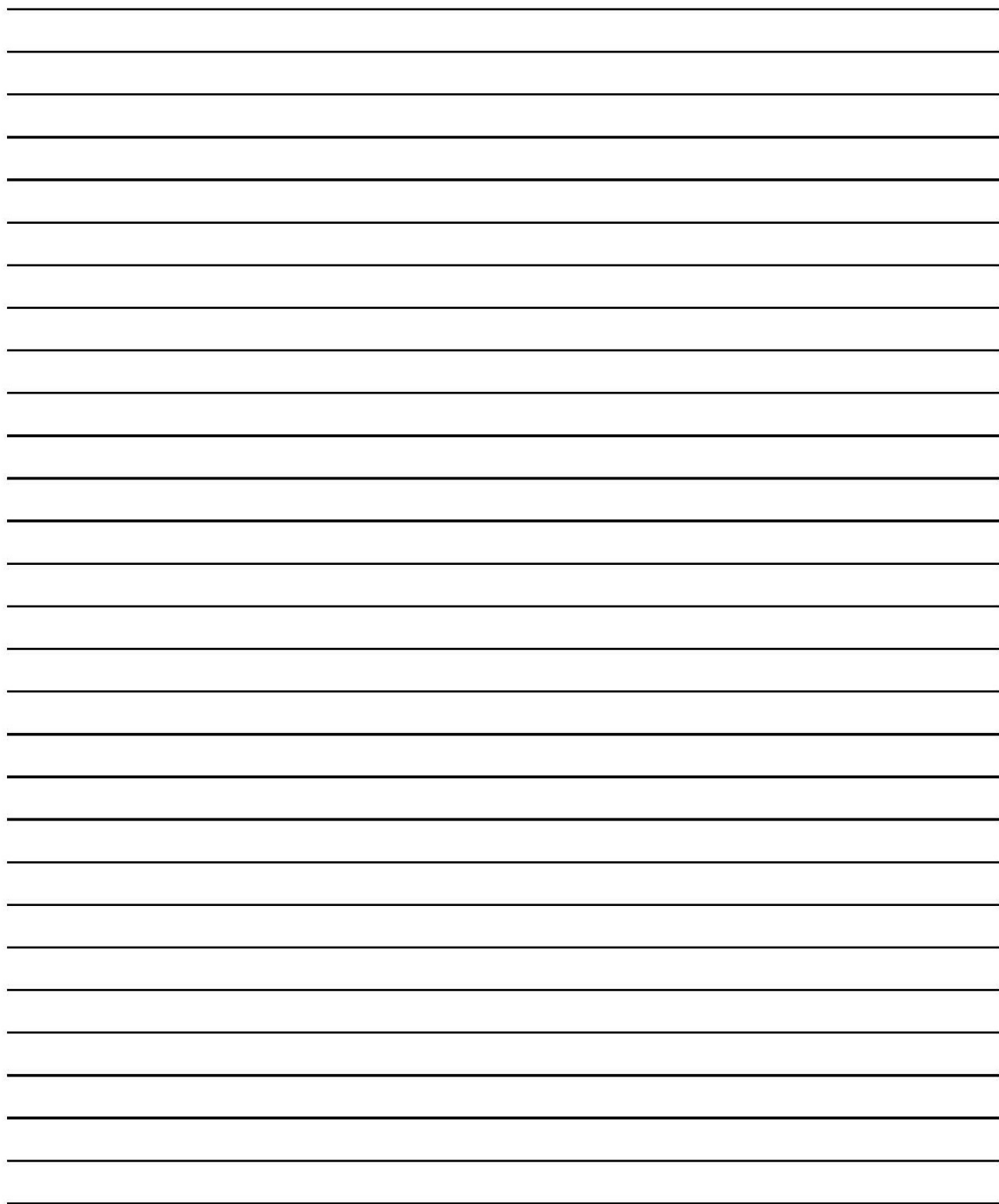
Telephone #: _____ E-mail address: _____

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

Mail completed form to:

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

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



“Library Grounds”

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



C10. CHILDREN IN THE LIBRARY

POLICY:

The Park Ridge Public Library welcomes the use of its facilities and services by children, however library staff do not function in loco parentis (i.e., in the position or place of a parent). The responsibility for the actions and behaviors of minors under the age of 18 who use the Library must be borne by the parent, guardian, or designated caregiver. A caregiver must be age 12 or older.

RULES:

1. Children ages birth - 4 must be accompanied and directly supervised at all times by a parent, guardian, or caregiver. Direct supervision means the child and caregiver are within arms length and the caregiver's attention is on the child.
2. Children ages 5-8 must have a parent, guardian, or caregiver in the Library building for the duration of the child's visit. Children of this age may attend a Library program unaccompanied. 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.
3. Unattended children age 9 and over are free to use the Library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members and they adhere to the *Conduct in the Library* policy.
4. 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 independent use of children, grades six through twelve. Adults without children are asked to utilize the spaces provided in the Adult Services Department.
5. 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, or police arrive.

Revised February 17, 2026

Revised June 21, 2022

Revised August 18, 2015

Revised May 18, 2010

Approved: April 15, 2008

C11. 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. A vulnerable adult is patron over the age of 18 who should not be left alone in the Library; who is unable to reasonably care for themselves in an emergency; or whose mental or physical disability requires a higher level of support beyond normal assistance with Library services.

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 person 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.

C12. 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 reservation system to manage the public access computers.
2. Park Ridge Library cardholders must use their library card number to reserve and log onto a public access computer. If a card holder does not have their library card, Library staff will look up their card number if proper identification is provided.
3. Non card holders will be issued a 60-minute guest pass. Guest passes may be extended so long as there is not an active waiting list.
4. During times of high demand, priority for computer access will be given to Park Ridge Public Library cardholders over guest users.
5. Staff have the right to cancel or interrupt use of a computer at any time.
6. The Library reserves the right to determine which peripherals (external hard drive, external USB, etc.) can be used with Library computers. The Library is not responsible for damage to peripherals that a patron uses on a Library computer
7. Patrons may not bring their own programs to use or download applications or drivers onto Library computers.
8. Library staff is available for basic support and guidance, but cannot provide in-depth computer instruction.
9. The Library uses system-restoration software on all public computers, which resets each device after every session. The Library does not retain user files or settings, and any materials saved locally are deleted when the session ends or the computer is restarted. Patrons are responsible for saving their work to a personal device, removable media, or cloud-based service.
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.

C13. 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 ensure access to all resources at all times.
2. The Library has installed filtering software on all public computers 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 and/or Internet access 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 or process payments on behalf of a patron.
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. A patron may request reconsideration of a suspension as specified in the Library's "Conduct in General" policy.

Revised January 20, 2026

Revised June 21, 2022

Revised May 21, 2013

Revised June 15, 2010

Approved April 18, 1995

C14. 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 \$0.50 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 May 21, 2024
Revised June 21, 2022
Revised February 18, 2014
Revised May 21, 2013
Approved May 20, 2003

C15. 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 on an equitable bases, regardless of the beliefs or affiliations 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 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 *Children in the Library* Policy (C11) 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 9. Children under age 9 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 4:30 p.m., Monday through Friday. Once a date and time is selected, applicants must complete an application form. Information is available from the Business Office or online at www.parkridgelibrary.org under "the "Services" tab.
- 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 invoice may result in the release of said reservation.
- f. Completed applications are reviewed by the Library Director or their designee, and applicants will be notified accordingly.
- g. The representative and other group members may not enter the meeting room before the agreed upon start-time. If additional time is required for setup, please request a start-time 15-30 minutes prior to the event.

23. Meeting Rooms

- a. First Floor Meeting Room (large) = 84 seated, maximum. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.
- b. Third Floor Meeting Room (small) = 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, 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 March 16, 2026
Revised January 17, 2023
Revised February 15, 2022
Revised May 21, 2013
Revised August 21, 2012
Revised May 17, 2011
Approved May 8, 1979

C16. 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.

Reviewed March 16, 2026

Approved November 15, 2022

C17. Media Lab

POLICY:

The 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 Media Lab is open to Park Ridge Public Library card holders high school age and older. Users younger than high school age 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 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 attend orientation session. New users that need additional assistance beyond the basic orientation must schedule appointments for the Media Lab 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 permitting 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. 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 March 16, 2026
Revised February 15, 2022
Approved February 17, 2015

C18. 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. 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 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

C19. DISPLAY CASES/EXHIBITS

POLICY:

Display cases for exhibits stimulate interest, provide information, develop aesthetic appreciation and furnish an opportunity for community members and nonprofit 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" on the Library's website <https://www.parkridgelibrary.org/get-involved/promote-your-organization/>. 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 represent or promote a nonprofit organization or philanthropic cause. Materials deemed inaccurate or in violation of Conduct in the Library 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 nonprofit organizations associated with Park Ridge.
4. Display case exhibits are limited to one month.
5. Art work displayed in the display case may be identified as "available for purchase from the artist," however no price tags shall be affixed to any work exhibited. Information about purchasing items including contact information shall be provided by the artist.
6. Arrangement of exhibits in the display case shall be the responsibility of the exhibitor under the supervision of Library staff.
7. 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."
8. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the "Display Request Form." The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.
9. 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.

Revised March 16, 2026

Revised January 16, 2024
Revised March 17, 2022
Revised June 18, 2019
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved March 13, 1979

C20. COMMUNITY BULLETIN BOARD

POLICY:

A community bulletin board is available for the display of flyers 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 Park Ridge 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, the following materials will not be posted:
 - A. Commercial advertisements or business promotions.
 - B. Materials primarily intended for private financial gain, including fundraising.
 - C. For-sale listings (included but not limited to real estate, merchandise, or services)
 - D. Materials that are obscene, defamatory, violate the law or of a political nature.
3. Size and appearance of material are taken into consideration. Size is limited to 8.5" x 11" with a vertical (portrait) orientation.
4. The Library is not responsible for the preservation or return of posted materials
5. Posting of materials does not imply Library endorsement of the vent, organization, or viewpoints expressed.
6. Approval for postings will be the responsibility of the Library Director or their designee.

Revised March 16, 2026
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

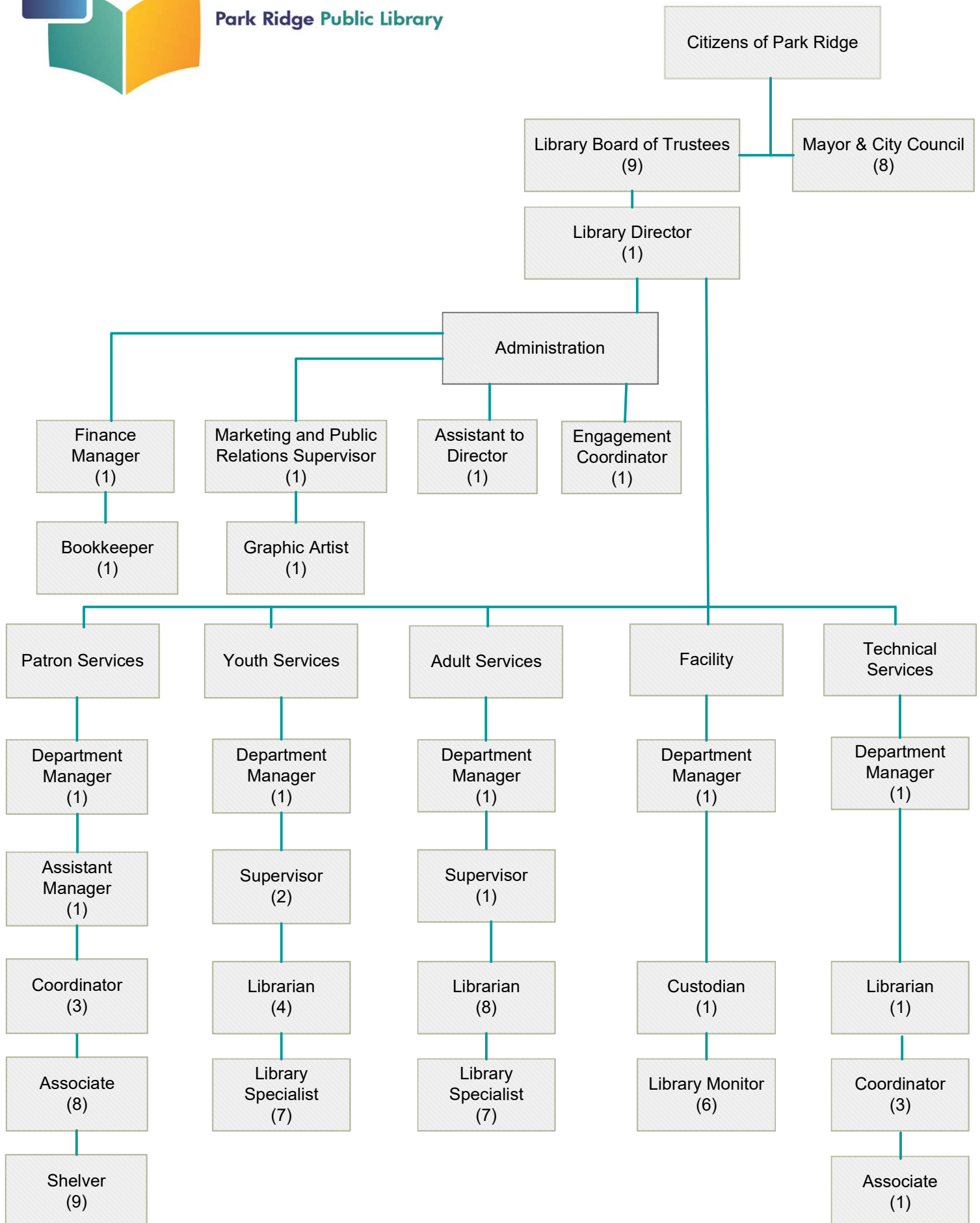
At the first Board Meeting the new trustee attends, each trustee will introduce themselves and tell a little about their background, years on the Board, etc. so they can get to know their colleagues on the Board.

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

COLLECTION MANAGEMENT GUIDELINES

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

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

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COLLECTION MANAGEMENT GUIDELINES

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

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

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

Selection

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

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

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

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

Weeding

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

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

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

YOUTH SERVICES

CHILDREN'S PRINT COLLECTION

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

Picture Books

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

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

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

Big Books

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

Selection: No duplicate titles are purchased.

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

Board Books

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

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

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

Early Fiction

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

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

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

Juvenile Fiction

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

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

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

Juvenile Nonfiction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Battle of the Books

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

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

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

PARENT-TEACHER COLLECTION

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

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

Weeding: This collection is weeded annually.

THEME BAGS & KITS

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

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

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

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

CHILDREN'S MAGAZINES

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

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

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

TEXTBOOKS

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

CHILDREN'S AUDIOVISUAL COLLECTION

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

DVDs & Blu-rays

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

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

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

Music Compact Discs

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

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

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

will be considered for withdrawal.

Readalongs

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

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

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

Books on Compact Disc

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

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

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

Playaways

This collection consists of digital media players with preloaded audiobooks.

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

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

Children's Video Games

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

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

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

ELECTRONIC COLLECTION

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

Databases

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

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

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

eBooks

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

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

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

TEEN LOFT COLLECTION

School Collection

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

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

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

Fiction

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

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

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

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

Graphic Novels

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

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

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

Manga

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

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

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

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

Nonfiction

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

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

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

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

Loft Video Games

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

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

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

Teen Magazines

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

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

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

HIGH SCHOOL COLLECTION

Fiction

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

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

information, stories, and experiences.

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

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

Graphic Novels

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

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

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

Manga

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

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

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

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

Nonfiction

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

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

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

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

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

READER SERVICES

PRINT COLLECTION

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

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

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

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

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

GENERAL FICTION

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

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

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

PREFERRED AUTHOR LIST PROGRAM TITLES

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

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

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

MOST WANTED LIST – FICTION

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

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

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

MOST WANTED LIST – NON-FICTION

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

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

MYSTERIES

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

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

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

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

SCIENCE FICTION

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

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

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

SHORT STORIES COLLECTIONS BY MULTIPLE AUTHORS

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

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

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

LARGE PRINT BOOKS

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

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

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

GENERAL PAPERBACKS FOR ADULTS

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

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

ADULT GRAPHIC NOVELS

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

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Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

LIBRARIES

(75 ILCS 5/) Illinois Local Library Act.

(75 ILCS 5/Art. 1 heading)
ARTICLE 1. GENERAL PROVISIONS

(75 ILCS 5/1-0.1) (from Ch. 81, par. 1-0.1)
Sec. 1-0.1. This Act may be cited as the Illinois Local Library Act.
(Source: P.A. 86-1475.)

(75 ILCS 5/1-1) (from Ch. 81, par. 1-1)
Sec. 1-1. For the purposes of this Act the term "corporate authorities" means, as applied to cities, villages and incorporated towns, the corporate authorities as defined in Section 1-1-2 of the Illinois Municipal Code, and, as applied to townships, the Township Board of Trustees. The terms "board", "board of trustees" or "board of library trustees" means any Board of Library Trustees of a city, village, incorporated town or township.
(Source: P.A. 84-770.)

(75 ILCS 5/1-2) (from Ch. 81, par. 1-2)
Sec. 1-2. Public libraries may be established under this Act by cities by action of the corporate authorities and by villages, incorporated towns and townships by vote of the legal voters thereof in the manner provided in Article 2, except that after December 31, 1987, no public library may be established under the provisions of this Act if any part of the city, village, incorporated town or township lies within an existing public library territory or district established under the provisions of this Act or The Illinois Public Library District Act.
(Source: P.A. 85-751.)

(75 ILCS 5/1-3) (from Ch. 81, par. 1-3)
Sec. 1-3. Every library established under this Act shall be forever for the use of the residents and taxpayers of the city, village, incorporated town or township where located, subject to such reasonable rules and regulations as the library board may adopt in order to render the use of the library of the greatest benefit to the greatest number of such residents and taxpayers.
(Source: P.A. 85-788.)

the statutory maximum tax rate of .15%, the proposed tax rate shall be in substantially the following form:

Shall a public library be
established and maintained in (name of
incorporated town, village or township), YES
with a maximum annual public library tax -----
rate at. % of the value of all taxable NO
property as equalized and assessed by the
Department of Revenue?

If the majority of all votes cast in the incorporated town, village or township on the proposition are in favor of a public library, an annual tax may be levied for the establishment and maintenance of such library, subject to the limitations of Article 3.
(Source: P.A. 94-681, eff. 11-3-05.)

(75 ILCS 5/2-3) (from Ch. 81, par. 2-3)
Sec. 2-3. Whenever the petition signed and filed with the clerk of an incorporated town, village or township requests the holding of a referendum for the purpose of voting upon the question of establishing and maintaining a public library as provided in Section 2-2, or for voting upon the question of increasing or ceasing to levy the tax therefor as provided in Section 3-4, the clerk shall certify the Resolution and the proposition to the proper election officials, who shall submit the question at an election in such incorporated town, village or township in accordance with the general election law.
(Source: P.A. 84-770.)

(75 ILCS 5/2-4) (from Ch. 81, par. 2-4)
Sec. 2-4. In the event a village not under a commission form of government converts to a commission form of government or becomes a city, or a village or city under a commission form of government changes to a village or city not under a commission form of government, the incumbent board of library trustees of the village or the city board of library trustees of the city, as the case may be, shall thereupon become the library trustees of the village or city, whichever is the form of the new municipal governmental organization, and shall serve as such until the term of office for which each had been elected or appointed expires, and until his successor has been elected or appointed according to law and has qualified for such office. Thereafter, new or additional library trustees shall be elected or appointed, or the number of trustees reduced, so that the number of trustees holding office at any one time shall conform as nearly as is practicable to the number of library trustees required by law for the particular city or village as it is organized after changing its form or classification of municipal government.

The ceiling upon the annual public library tax existing prior to the conversion or change in form of municipal government and any special tax previously authorized by the electors shall be applicable after the conversion or change.

Any existing bond issue and the special tax therefor shall not be affected by such conversion or change and shall continue in full force and effect under the law governing such bond issue and special tax.
(Source: P.A. 84-770.)

(75 ILCS 5/2-5) (from Ch. 81, par. 2-5)
Sec. 2-5. In the event the voters approve of a merger of 2 or more cities, or villages, or incorporated towns or townships, a merger of the affected public libraries shall also occur as follows:

Where the merger affects a city, village, incorporated town or township without a public library and one with a public library, then the existing board of library trustees shall, upon the merger, exercise its powers and duties under this Act, as amended, over the merged territory, and this Act, as amended, shall govern the merged territory.

Where the merger affects 2 or more cities, villages, incorporated towns or townships, each with a public library, then the existing boards of library trustees shall be merged into one new board, and the new board shall thereupon exercise its powers and duties under this Act, as amended, over the merged territory and this Act, as amended, shall govern the

merged territory. Such board members shall serve for their respective terms, but as their respective terms expire, successors shall be elected or appointed, as the case may be, only in the case where it is necessary to provide a normal membership for a new board.

In every merger, the board whose territory is being expanded, or the board being merged, shall take such action as is necessary to effectuate the merger approved by the voters, and shall by resolution specify the effective date thereof. In addition, the new library board shall acquire the assets and assume the liabilities of the predecessor library board or boards.
(Source: P.A. 84-770.)

(75 ILCS 5/2-6) (from Ch. 81, par. 2-6)
Sec. 2-6. A public library established by any city, village or incorporated town under this Act may be disestablished if the library has no bonded indebtedness and the municipality is wholly included within a township which has a library established under this Act. Disestablishment may be effected in the following manner:
When 25% but not less than 100 of the voters of the city, village, or incorporated town present a petition to the clerk thereof asking for the disestablishment of the public library, the clerk shall certify the question of whether or not the public library shall be disestablished to the proper election authorities who shall submit the question at a regular election in accordance with the general election law. The proposition shall be in substantially the following form:

Shall the YES
library be -----
disestablished? NO

If a majority of the votes cast upon the proposition are in favor thereof, the library shall be disestablished. If less than a majority of the votes are in favor of the proposition, the disestablishment shall not occur.
If the disestablishment is authorized under this Section, the board of trustees of the library shall immediately proceed to close up the business of the library. If a vacancy occurs on the board before all of the business affairs are completed, the vacancy shall not be filled except that if all positions become vacant, the corporate authorities of the incorporated town, village, or city concerned shall act as the board to close up the business of the library. In closing up the affairs of the library, the board shall sell all property and equipment of the library and pay all debts and obligations; however, if the city, village or incorporated town whose public library is being disestablished is wholly within a township or townships having a township library or township libraries, the board or boards of which agree to assume all debts and obligations of the library being disestablished, all remaining property and equipment may be transferred to the township library.
(Source: P.A. 84-770.)

(75 ILCS 5/2-7)
Sec. 2-7. Dissolution for failure to perform duties.
(a) If the board of trustees of a public library established under this Act has failed to perform its duties and functions under this Act, then a petition for dissolution that is signed by at least 1% of the electors in the municipality or township may be filed with the clerk of the circuit court of the county in which the public library, or the predominant portion thereof, is located. The petition must (i) clearly define the territory embraced in such public library, (ii) set forth the name of the public library, and (iii) set forth sufficient facts establishing that, within the 3-year period immediately prior to the filing of the petition, the board of trustees:
(1) failed to hold regular meetings of the board;
(2) failed to pass an annual appropriation ordinance or to levy taxes for the purposes of the district; or
(3) failed to perform the duties and functions imposed by law.
(b) Upon the filing of a petition under subsection (a), the circuit judge shall set a date and time for a judicial hearing on the petition. At least 20 days prior to the hearing date, the clerk of the circuit court shall give notice of the time and place of the hearing by publication in one or more daily or

weekly newspapers having a general circulation in the municipality or township. [Return to Table of Contents](#)

(c) If, at the hearing under subsection (b), the circuit judge finds that the petition meets the requirements of subsection (a) and that the allegations set forth in the petition are true, then he or she shall enter an order dissolving the public library. If the public library is dissolved by the circuit court under this Section, then the affairs of the public library must be disposed of in the manner as provided in this Act.

(d) Within 60 days after the effective date of this amendatory Act of the 96th General Assembly, the duly elected members of a board of trustees of a library established under this Act may meet and appoint a sufficient number of persons to establish a quorum to conduct business. Those appointed shall serve as though elected and hold office only until the next regularly scheduled election for library trustee.

(Source: P.A. 96-500, eff. 8-14-09.)

(75 ILCS 5/Art. 3 heading)

ARTICLE 3. TAXATION

(75 ILCS 5/3-1) (from Ch. 81, par. 3-1)

Sec. 3-1. In any city of 500,000 or fewer inhabitants, the corporate authorities shall levy a tax for library purposes of not to exceed .15% of the value of all the taxable property in the city, as equalized or assessed by the Department of Revenue. If the annual public library tax rate of an established library was increased above .12% up to .20% prior to 1972 as provided in this Act, the corporate authorities shall then levy up to an additional .03% above the increased rate approved at the election. If, however, the corporate authorities desire to increase the tax rate but not in excess of .60% of value for such purposes, the corporate authorities may, by ordinance, stating the tax rate desired, direct that a proposition be submitted to the voters of the city at any regular election. The proposition shall be in substantially the form prescribed in Section 3-3. If a majority of the votes cast upon the proposition are in favor thereof, the corporate authorities may thereafter levy annually a tax for library purposes at the authorized increased rate. Any tax levied pursuant to Section 3-9 shall be disregarded in applying the provisions of this Section.

The corporate authorities may also levy an additional tax of .02% of the value of all the taxable property in the city, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment. In any year in which the corporate authorities propose to levy such additional .02% tax, the corporate authorities shall adopt a resolution determining to levy such tax. Within 15 days after the adoption of the resolution, it shall be published at least once in one or more newspapers published in the city, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the city. In a city in which no newspaper is published, publication may instead be made by posting a notice in three prominent places within the city. The publication or posting of the resolution shall include a notice of (1) the specific number of voters required to sign a petition requesting that the question of the adoption of the resolution be submitted to the electors of the city; (2) the time in which the petition must be filed; and (3) the date of the prospective referendum. The city clerk shall provide a petition form to any individual requesting one. If no petition is filed with the corporate authorities within 30 days after publication or posting of the resolution, or if all petitions so filed are determined to be invalid or insufficient the city shall then be authorized to levy the tax. However, if within the 30 day period, a petition is filed with the corporate authorities, signed by electors of the city equal in number to 10% or more of the total number of registered voters in the city, asking that the question of levying such a .02% tax be submitted to the electors of the city, the question shall be submitted at an election. Notice of this referendum shall be given as provided by the general

(75 ILCS 5/3-2) (from Ch. 81, par. 3-2)

(75 ILCS 5/3-3) (from Ch. 81, par. 3-3)

Shall the annual library tax
for maintenance and operation
in (insert name of city) be
increased from (insert present
tax) to (insert proposed tax)?

YES

NO

(75 ILCS 5/3-4) (from Ch. 81, par. 3-4)

<https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=990&ChapterID=16> [5/21/2025 3:22:03 PM]

shall be petitioned for in the manner as the referendum Table of Contents establishment and maintenance of the library. Any tax levied pursuant to Section 3-9 shall be disregarded in applying the provisions of this Section.

The corporate authorities may also levy an additional tax of .02% of the value of all the taxable property in the incorporated town, village or township, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment. In any year in which the corporate authorities propose to levy such additional .02% tax, the corporate authorities shall adopt a resolution determining to levy such tax. Within 15 days after the adoption of the resolution, it shall be published at least once in one or more newspapers published in the incorporated town, village or township, or if no newspaper is published therein, then in one or more newspapers with a general circulation therein. In an incorporated town, village or township in which no newspaper is published, publication may instead be made by posting a notice in three prominent places. The publication or posting of the resolution shall include a notice of (1) the specific number of voters required to sign a petition requesting that the question of the adoption of the resolution be submitted to the electors of the incorporated town, village or township; (2) the time in which the petition must be filed; and (3) the date of the prospective referendum. The clerk of the incorporated town, village or township, shall provide a petition form to any individual requesting one. If no petition is filed with the corporate authorities within 30 days after publication or posting of the resolution, the incorporated town, village or township shall then be authorized to levy the tax. However, if within the 30 day period, a petition is filed with the corporate authorities, signed by electors of the incorporated town, village or township equal in number to 10% or more of the total number of registered voters in the incorporated town, village or township, asking that the question of levying such a .02% tax be submitted to the electors thereof, the question shall be submitted at a special or general election. Notice of this election shall be given as provided by the general election laws of this state in force at the time of the election, and the election shall be held in all respects in accordance with those laws. The ballot on which the proposition is submitted shall be in substantially the following form: "Shall the corporate authorities of (name of incorporated town, village or township) be authorized to levy an additional tax of ...% for the construction of buildings, provision of sites, etc., as determined by resolution dated (insert date)?" If a majority of votes cast upon the proposition are in favor thereof, the corporate authorities may levy the additional tax. (Source: P.A. 91-357, eff. 7-29-99.)

(75 ILCS 5/3-5) (from Ch. 81, par. 3-5)

Sec. 3-5. The library taxes provided for in this Act shall be levied by the corporate authorities in the amounts determined by the board and collected in like manner with other general taxes of the city, village, incorporated town or township and the proceeds shall be deposited in a special fund, which shall be known as the library fund. In townships and in cities, villages and incorporated towns having a population of 50,000 or less the proceeds of any such tax shall be paid over by the officer charged with the collection thereof to the board of trustees of the library. Expenditures from the library fund shall be under the direction of the board of library trustees. (Source: P.A. 84-770.)

(75 ILCS 5/3-6) (from Ch. 81, par. 3-6)

Sec. 3-6. The library taxes provided for in this Article are in addition to all other taxes or tax rates authorized to be levied by any city, incorporated town, village or township and shall not be a part of the taxes making up any rate prescribed as a limitation on the amount of taxes any city, incorporated town, village or township may levy. (Source: Laws 1967, p. 2717.)

(75 ILCS 5/3-7) (from Ch. 81, par. 3-7)

Sec. 3-7. (1) When a municipality levies a tax under this

Article, which municipality is situated wholly or partly in a township which also levies a tax under this Article, the levy and collection of the library taxes are subject to these provisions: (a) If a city, village or incorporated town which levies a tax under this Article is located in a county of less than 1,000,000 inhabitants and is situated wholly or partly in a township which levies a tax under this Article, such township may proceed as follows unless the authority to levy a library tax in the area which lies in both the municipality and the township has been determined under subsection (c). The township may cause an abatement in full of the township library tax on property subject to such tax as also lies within a city, village or incorporated town which also levies a library tax for the same year. However, such township may instead pay to such city, village or incorporated town the entire amount collected for such township from taxes levied under this Article on property subject to a tax which such city, village or incorporated town levies under this Article.

Whenever any city, village or incorporated town receives any payments from a township as provided in this Section, such city, village or incorporated town shall reduce and abate from the tax levied by the authority of this Article a rate which would produce an amount equal to the amount received from such township.

(b) If a city, village or incorporated town which levies a tax under this Article is located in a county of 1,000,000 or more inhabitants and is situated wholly or partly in a township which levies a tax under this Article, such township shall proceed as follows unless the authority to levy a library tax in the area which lies in both the municipality and the township has been determined under subsection (c). The township shall cause an abatement in full of the township library tax on property subject to such tax as also lies within a city, village or incorporated town which also levies a library tax for the same year. However, such city, village, or incorporated town shall, upon collection of its library tax on such property, pay 1/2 of the collections to the township for library purposes.

(c) If any part of a city, village or incorporated town which levies a tax under this Article is situated within a township which levies a tax under this Article, the corporate authorities of the municipality or township may cause the question of which such tax shall be applicable in that area which is situated in both the municipality and township to be submitted to the electors of such area at any regular election. The question shall be certified to the proper election officials, who shall submit the question at an election in accordance with the general election law. The question shall be in substantially the following form:

Shall the area which lies in both (insert name of municipality) and (insert name of township) be subject to taxation for library purposes by (insert name of municipality) or by (insert name of township)?

By (insert name of municipality)

By (insert name of township)

After such election, library taxes under this Article shall be levied and collected in such area only by the governmental unit which received the larger number of votes cast in such election.

(2) If a city, village, incorporated town or township which levies a tax under this Article is situated wholly or partly in a library district which levies a tax under "The Illinois Public Library District Act", such city, village, incorporated town or township shall pay to such library district the entire amount collected for such entity from library taxes levied under this Article upon taxable property within such library district.

Whenever any library district receives any payments from any city, village, incorporated town or township as provided in this Section, such library district shall reduce and abate from the library tax levied by the authority of "The Illinois Public Library District Act" on property which is subject to taxation for library purposes by both the district and the municipality or township a rate which would produce an amount equal to the amount received by such library district.

(Source: P.A. 85-751.)

Sec. 3-8. In the event the voters approve of a merger of two or more cities, or villages, or incorporated towns or townships and the merger affects one or more public libraries the library taxes levied before such merger, shall continue to be levied and collected for library purposes. The ceiling on the annual tax for the maintenance of the public library resulting from the merger shall be at a rate not higher than any lawful rate authorized to be extended before the merger in any of the merged areas.
(Source: P.A. 79-363.)

(75 ILCS 5/3-9) (from Ch. 81, par. 3-9)

Sec. 3-9. For the purpose of providing money to establish and replenish a local library working cash fund authorized by Section 4-13, corporate authorities shall have the power to levy, upon all the taxable property of a city, village, incorporated town or township, a tax not to exceed .05% of the value, as equalized or assessed by the Department of Revenue for the year in which the levy is made. The tax shall be levied and collected in like manner with other general taxes of the city, village, incorporated town or township but the collection of the tax shall not be anticipated by the issuance of any warrants drawn against the tax. The tax shall be known as the local library working cash fund tax and shall be set apart in a special fund as prescribed in Section 4-13. Whenever a tax is first levied under this Section, any taxpayer in the city, village, incorporated town or township may, within 30 days after the levy is made, file with the corporate authorities a petition signed by voters of the city, village, incorporated town or township equal in number to 10% or more of the registered voters of the city, village, incorporated town or township requesting the submission of a proposition to the voters of the city, village, incorporated town or township at an election in accordance with the general election law. The corporate authority shall certify the proposition to the proper election officials, who shall submit the proposition to the voters at an election in accordance with the general election law. If a majority of the votes cast upon the proposition are in favor thereof the tax shall thereafter be authorized; if a majority of the votes cast upon the proposition are against the proposition the tax shall not be levied.

No municipality or township may levy a tax under this Section for more than four years but the four years for which any municipality or township elects to levy such tax need not be consecutive.

(Source: P.A. 87-767.)

(75 ILCS 5/Art. 4 heading)

ARTICLE 4. TRUSTEES

(75 ILCS 5/4-1) (from Ch. 81, par. 4-1)

Sec. 4-1. When the corporate authorities of a city establish a public library, the mayor shall, with the approval of the city council, appoint a board of 9 trustees chosen from city residents with reference to their fitness for such office. Not more than one member of the city council shall be at any one time a member of the library board.

(Source: P.A. 84-770.)

(75 ILCS 5/4-1.1) (from Ch. 81, par. 4-1.1)

Sec. 4-1.1. Term of office; removal.

(a) The first library trustees of a city shall hold office as follows: one-third shall serve for one year, one-third for 2 years, and one-third for 3 years, from the first of July following their appointment. At their first regular meeting, those trustees shall cast lots for the respective terms. Annually thereafter the mayor shall, before the first of July of each year, appoint as before 3 trustees to take the place of the retiring trustees. The trustees appointed by the mayor shall hold office for 3 years and until their successors are appointed.

(b) The mayor may remove any trustee in the manner provided in Section 3.1-35-10 of the Illinois Municipal Code.

(Source: P.A. 87-1119.)

(75 ILCS 5/4-2) (from Ch. 81, par. 4-2)

Sec. 4-2. In villages under the commission form of government, the village council at its first regular meeting following the election establishing a public library, shall appoint a board of library trustees of 6 members who are village residents, 2 to hold until the first regular meeting of the next succeeding fiscal year, 2 to hold for one year thereafter and 2 to hold for 2 years thereafter. The respective successors of the initial appointees shall be appointed for 6 year terms and shall serve until their successors are appointed and qualified.

Any board may provide by resolution that the term of its trustees shall be 4 years. If the board adopts such a resolution, then at the time the next appointments are made, one trustee shall be appointed for a 2 year term.

(Source: P.A. 84-770.)

(75 ILCS 5/4-2.5)

Sec. 4-2.5. Aurora Public Library; change to elected board of library trustees.

(a) The Aurora Public Library may change to an elected board of trustees if approved by referendum following either item (1) or (2):

- (1) The Aurora City Council, by ordinance, requests that a proposition to have an elected board of library trustees be submitted to the voters. Upon adoption of the ordinance, the Aurora City Council shall submit the ordinance to the Aurora City Clerk.
 - (2) Upon filing with the Aurora City Clerk of a petition, subject to the requirements of Section 28-3 of the Election Code, signed by registered voters of the City of Aurora equaling not less than 10% of the number of persons who voted at the last regular election in the City of Aurora in which the City of Aurora voted as a unit for the election of officers to serve its respective territorial area. A petition may be filed at any time.
- Upon the Aurora City Clerk's receipt of an ordinance adopted under item (1) or a petition filed under item (2), the Clerk shall certify the proposition to the appropriate election authorities who shall submit the proposition at the next general primary election in accordance with the general election law.
- (b) The proposition shall be in substantially the following form:

Shall the trustees of the	YES
Aurora Public Library be	-----
elected, rather than appointed?	NO

If a majority of the votes cast on the proposition are in the affirmative, the trustees of the Aurora Public Library shall thereafter be elected as provided by this Section. The Aurora Public Library shall continue to function as a municipal library in all ways except that the trustees are elected.

(c) After approval of a proposition under subsection (b), nominations for members of the board of trustees shall be made by a petition signed by 250 registered voters of the City of Aurora and shall be filed with the Aurora City Clerk. The requirements of general election law shall determine the form of the nominating petition and any other requirements for nomination.

(d) After approval of a proposition under subsection (b) and nomination of candidates under subsection (c), one trustee from each of the City of Aurora's Wards and one at-large trustee shall be elected at the consolidated election next following the approval of the proposition under subsection (b). Except as provided under subsection (e), the length of the terms of the trustees elected shall be determined by lot at their first meeting as follows: one-third of the trustees for a 2-year term, a 4-year term, and then a 4-year term; one-third of the trustees (including the at-large trustee) for a 4-year term, a 2-year term, and then a 4-year term; and the remaining trustees for a 4-year term, a 4-year term, and then a 2-year term. Except as otherwise provided in Section 2A-54 of the Election Code, the term of each elected trustee shall commence on the third Monday of the month following the month of the trustee's election and continue until the trustee's successor is elected and qualified.

No party designation shall appear on the ballot for election of trustees. The provisions of the general election law shall apply to and govern the nomination and election of trustees.

The Aurora City Clerk shall, within 7 days of filing or on

the commission form of government) their successors shall be elected in accordance with the general election law to hold their office for 6 years until their successors are elected and qualified.

Any board may provide by resolution that the term of its trustees shall be 4 years. If the board adopts such a resolution, then if 3 trustees are to be elected at the next election or if 2 trustees are to be elected at each of the next 2 elections, one of the trustees elected at the first election, to be determined by lot at the first meeting after that election, shall serve a 2 year term.
(Source: P.A. 85-751.)

(75 ILCS 5/4-3.2) (from Ch. 81, par. 4-3.2)

Sec. 4-3.2. The election of the 7 trustees for the first board of library trustees shall be held at the time of the library establishment election. The 7 persons who receive, for their respective terms designated on the ballot, the highest number of votes for library trustees cast at such election shall constitute the board of library trustees. Of the 7 trustees elected, 4 shall serve terms of 4 years, and 3 shall serve terms of 2 years. As the terms of the library trustees elected in any township expire, their successors shall be elected for terms of 4 years. Trustees shall serve for 4 years and until their successors are elected and have qualified.
(Source: P.A. 85-751.)

(75 ILCS 5/4-3.3) (from Ch. 81, par. 4-3.3)

Sec. 4-3.3. Nominations for the position of library trustee including the first board of library trustees shall be by petition, signed by at least 25 legal voters residing in the incorporated town or village (except a village under the commission form of government) or township and filed with the clerk of such incorporated town, village, or township within the time prescribed by the general election law. Such clerk shall certify the candidates for library trustees to the proper election authorities who shall conduct the election in accordance with the general election law. All candidates must be residents of the incorporated town, village or township involved. The ballots shall not designate any political party, platform or political principle.
(Source: P.A. 95-65, eff. 1-1-08.)

(75 ILCS 5/4-4) (from Ch. 81, par. 4-4)

Sec. 4-4. Vacancies shall be declared in the office of trustee by the board when the elected or appointed trustee declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by this Act, or becomes a nonresident of the city, village, incorporated town, or township, or who fails to pay the library taxes levied by the corporate authorities. Vacancies shall also be declared in the office of trustee by the board when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of 7 trustees.

Vacancies in the board of trustees in a city or a village under the commission form of government shall be reported to the mayor or president and be filled in like manner as original appointments.

If a vacancy occurs in the board of trustees in any incorporated town or village (other than a village under the commission form of government) or in any township, the vacancy may be filled by the remaining trustees until the next regular library election at which library trustees are scheduled to be elected under the consolidated schedule of elections in the general election law, at which election a trustee shall be elected to fill the vacancy for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. If there is a failure to appoint a library trustee or a failure to elect a library trustee, or if the person elected or appointed fails to qualify for office, the trustee may continue in office if available and qualified until his successor has

been elected or appointed and qualified. Vacancies shall be filled within 90 days after a vacancy has been declared. (Source: P.A. 102-977, eff. 5-27-22.)

(75 ILCS 5/4-5) (from Ch. 81, par. 4-5)

Sec. 4-5. Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds. (Source: P.A. 84-770.)

(75 ILCS 5/4-6) (from Ch. 81, par. 4-6)

Sec. 4-6. Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office. The trustees shall determine the time and place of all official meetings of the board at which any legal action may be taken and shall post notice thereof at the public library maintained by the board and at not less than one public place within the corporate confines of the area of library service one day in advance thereof. (Source: P.A. 85-751.)

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;

2. To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;

3. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;

4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established hereunder, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State, except that contracts for installment purchases of real estate shall provide for not more than 75% of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years;

5. To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs;

6. To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted but the

corporate authorities shall have the first right to purchase or lease except that in the case of the City of Chicago, this power shall be governed and limited by the Chicago Public Library Act;

7. To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act. This contractual power includes, but is not limited to, participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or State funds made available to any county, municipality, township or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of this Act, the terms of that contract will recognize the principle of equity or cost of services to non-residents expressed in this Section of this Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract;

9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards;

10. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the (city, village, incorporated town or township) of" and by that name to sue and be sued;

11. To exclude from the use of the library any person who wilfully violates the rules prescribed by the board;

12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to: privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service; a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property; or a nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. The board may adopt regulations waiving the nonresident fee for persons under the age of 18;

13. To exercise the power of eminent domain subject

to the prior approval of the corporate authority. [Return to Table of Contents](#)
Sections 5-1 and 5-2 of this Act;

14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; to provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development;

15. To invest funds pursuant to the Public Funds Investment Act; and

16. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

(Source: P.A. 101-632, eff. 6-5-20; 102-843, eff. 5-13-22.)

(75 ILCS 5/4-7.05)

Sec. 4-7.05. Eminent domain. Notwithstanding any other provision of this Act, any power granted under this Act to acquire property by condemnation or eminent domain is subject to, and shall be exercised in accordance with, the Eminent Domain Act.

(Source: P.A. 94-1055, eff. 1-1-07.)

(75 ILCS 5/4-7.1) (from Ch. 81, par. 4-7.1)

Sec. 4-7.1. In addition to all other powers and authority now possessed by it, the board of library trustees shall have the following powers:

(1) To lease from any public building commission created pursuant to the provisions of the Public Building Commission Act, as now or hereafter amended, any real or personal property for library purposes for a period of time not exceeding 20 years;

(2) To pay for the use of this leased property in accordance with the terms of the lease and with the provisions of the Public Building Commission Act, as now or hereafter amended;

(3) Such lease may be entered into without making a previous appropriation for the expense thereby incurred. However, if the board undertakes to pay all or any part of the costs of operating and maintaining the property of a public building commission as authorized in subparagraph (4) of this Section, such expenses of operation and maintenance shall be included in the annual budget of such board annually during the term of such undertaking;

(4) In addition, the board may undertake, either in the lease with a public building commission or by separate agreement or contract with a public building commission, to pay all or any part of the costs of maintaining and operating the property of a public building commission for any period of time not exceeding 40 years.

(Source: P.A. 84-770.)

(75 ILCS 5/4-7.2) (from Ch. 81, par. 4-7.2)

Sec. 4-7.2. The board of library trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section.

(Source: P.A. 85-751.)

(75 ILCS 5/4-7.3) (from Ch. 81, par. 4-7.3)

Sec. 4-7.3. In municipalities of more than 500,000 population, the board of library trustees shall make available at various branches of the public library of the municipality applications for examination for and appointment to positions as firefighters or police on the regularly constituted fire or police department of such municipality. It is declared to be the law of this State, pursuant to paragraph (g) of Section 6 of

Article VII of the Illinois Constitution, that the denial of the power of a home rule unit to fail to make applications available as required by this Section. (Source: P.A. 85-1342.)

(75 ILCS 5/4-8) (from Ch. 81, par. 4-8)

Sec. 4-8. In cities of more than 500,000 population, the board of trustees shall be governed by the provisions of Division 10 of Article 8 of the Illinois Municipal Code, as heretofore and hereafter amended, in relation to the letting of contracts and purchase orders in behalf of any library and the power, functions and authority of the purchasing agent, board of standardization and corporate authority in such cities. (Source: P.A. 84-770.)

(75 ILCS 5/4-9) (from Ch. 81, par. 4-9)

Sec. 4-9. In townships and in cities, villages and incorporated towns having a population of 500,000 or less, the board of trustees shall require the treasurer of such board or such other person as may be designated as the custodian of the moneys paid over to such board to give a bond to be approved by such board and in such amount, not less than 10% of the total funds received by the library in the last fiscal year, conditioned that he will safely keep and pay over upon the order of such board all funds received and held by him for such board of trustees. For a library in a city, village, incorporated town or township, the board of library trustees may designate the treasurer of the corporate authority, or the supervisor in the case of a township, as the custodian of the library fund, and the bond given by the treasurer or the supervisor shall satisfy the bond requirements of this section when properly endorsed. The cost of any surety bond shall be borne by the library. As an alternative to a personal bond on the treasurer or custodian of funds, the board of trustees may require the treasurer or custodian to secure for the library an insurance policy or other insurance instrument that provides the library with coverage for negligent or intentional acts by library officials and employees that could result in the loss of library funds. The coverage shall be in an amount at least equal to 10% of the average amount of the library's operating fund from the prior 3 fiscal years. The coverage shall be placed with an insurer approved by the board. The cost of any such coverage shall be borne by the library. The library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed. (Source: P.A. 103-592, eff. 6-7-24.)

(75 ILCS 5/4-10) (from Ch. 81, par. 4-10)

Sec. 4-10. Within 60 days after the expiration of each fiscal year of the city, incorporated town, village or township, the board of trustees shall make a report of the condition of their trust on the last day of the fiscal year, to the city council, board of trustees or board of town trustees, as the case may be. This report shall be made in writing and shall be verified under oath by the secretary, or some other responsible officer of the board of trustees. 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 and periodicals available for use, and the number and character thereof circulated; (4) a statement of the real and personal property acquired by legacy, purchase, gift or otherwise; (5) a statement of the character of any extensions of library service which have been undertaken; (6) (blank); (7) a statement as to the amount of accumulations and the reasons therefor; (8) a statement as to any outstanding liabilities including those for bonds still outstanding or amounts due for judgments, settlements, liability insurance, or for amounts due under a certificate of the board; (9) any other statistics, information and suggestions that may be of interest. A report shall also be filed, at the same time, with the Illinois State Library.

The board of trustees of a municipal library shall also submit to the city council, board of trustees or board of town trustees, along with the Illinois State Library, a statement of 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, will be necessary for the library purposes in the next annual tax levy ordinance. This statement shall be submitted no less than 60 days prior to when the tax levy must be certified under subsection (b) of Section 18-15 of the Property Tax Code.

The board of trustees in a township shall also submit its appropriation and levy determinations to the Board of Township Trustees as provided in "The Illinois Municipal Budget Law", as amended.

(Source: P.A. 100-245, eff. 8-22-17.)

(75 ILCS 5/4-11) (from Ch. 81, par. 4-11)

Sec. 4-11. The powers granted boards of trustees shall be suspended during any period that the city, incorporated town, village or township is included within any public library district established under "The Illinois Public Library District Act", as hereafter amended. However, such board shall exercise its powers as to any portion of a city, village, incorporated town or township which is not included within the district.

The board shall, under a court order or law, provide for payment of its liabilities, transfer of its assets to and continuation of library services by the library district within which has been wholly included, a city, or village, or incorporated town or township.

(Source: P.A. 84-770.)

(75 ILCS 5/4-12) (from Ch. 81, par. 4-12)

Sec. 4-12. Whenever any historical society or other civic body or corporation, organized for the promotion of historical education, is maintaining a historical museum and library within the territory served by a public library subject to this Act, the board of trustees of such public library may participate in the maintenance of such historical museum and library upon such terms and conditions as may be mutually agreed upon by the board of trustees of such public library and the governing board of such historical society or other civic body or corporation.

(Source: P.A. 84-770.)

(75 ILCS 5/4-13) (from Ch. 81, par. 4-13)

Sec. 4-13. A Board of Library Trustees may, by resolution, create and maintain a working cash fund, for the sole purpose of enabling the library board to have in its funds, at all times, sufficient money to meet demands thereon for ordinary and necessary and committed expenditures for library purposes.

Such working cash fund shall be known as the local library working cash fund and may contain any amount deemed necessary by the Board to satisfy the purpose of the fund; provided, that the balance in the fund shall not at any time be allowed to exceed .2% of the full, fair cash value of all taxable property within the corporate limits, as equalized or assessed by the Department of Revenue as of the year the fund is established or, if such fund is established after January 1, 1979, then for the year 1978. The money for such fund shall only accrue from the local library working cash fund tax authorized to be levied pursuant to Section 3-9. The Board may appropriate moneys to the Working cash fund up to the maximum amount allowable in the fund, and the working cash fund may receive such appropriations and any other contributions.

Once the fund has been created, the proceeds shall be deposited in a special and separate fund, and may be carried over, from year to year without in any manner reducing or abating a future annual library tax levy. It shall be identified in the appropriation each year, but shall not be deemed as a current asset available for library purposes.

The proceeds of such fund may be transferred from the local library working cash fund to the general library fund, and disbursed therefrom in anticipation of the collection of taxes lawfully levied for general library purposes or in anticipation of such taxes, as by law now or hereafter enacted or amended, imposed by the General Assembly of the State of Illinois to replace revenue lost by units of local government and school districts as a result of the abolition of ad valorem personal property taxes, pursuant to Article IX, Section 5(c) of the Constitution of the State of Illinois. Such taxes when collected, and after payment of tax warrants, shall be drawn upon to reimburse the working cash fund.

(Source: P.A. 85-459.)

(75 ILCS 5/4-13.1) (from Ch. 81, par. 4-13.1)

Sec. 4-13.1. A Board of Library Trustees may, by resolution, abolish a working cash fund established pursuant to Section 4-13 and direct the transfer of any balance in such fund, including any interest that has accrued, to the general library fund at the close of the fiscal year. However, if the board abolished a working cash fund under this provision, it shall not establish another working cash fund, unless establishment of the fund is approved by a majority of the voters of the city, village, incorporated town or township voting on the question at a referendum.
(Source: P.A. 84-770.)

(75 ILCS 5/4-14) (from Ch. 81, par. 4-14)

Sec. 4-14. A Board of Library Trustees may, by resolution, provide for (a) the payment, in the manner provided for in Section 9-104 of the "Local Governmental and Governmental Employees Tort Immunity Act", of any judgment for which it is liable; (b) the making of payments to settle or compromise a claim or action against the board; and (c) the contracting and payment of premiums for insurance against loss or liability, as provided in Section 9-103 of the "Local Governmental and Governmental Employees Tort Immunity Act".

In addition, the board may include in the statement of financial requirements in its annual report to the corporate authorities the specific sums required to make the payments provided for in the first paragraph of this Section and the amount of any additional taxes it will be necessary to levy for those purposes. The corporate authorities may levy a tax for these purposes under Section 9-107 of the "Local Governmental and Governmental Employees Tort Immunity Act".
(Source: P.A. 84-770.)

(75 ILCS 5/4-15) (from Ch. 81, par. 4-15)

Sec. 4-15. Appropriations for library purposes within the annual appropriation ordinance of the corporate authority, shall terminate with the close of the fiscal year of the library, except that any remaining balances shall be available for 90 days thereafter for the authorization of the payment and the payment of obligations incurred either before the close of the fiscal year or within the 90-day period thereafter. All balances remaining after such 90-day period shall be available for transfer to be accumulated under Sections 5-1 and 5-8 of this Act.
(Source: P.A. 83-998.)

(75 ILCS 5/4-16) (from Ch. 81, par. 4-16)

Sec. 4-16. When the board of trustees has determined to sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes, such may be sold or disposed of at a public sale, but the corporate authorities shall have the first right to purchase such property for public or corporate purposes by meeting bids acceptable to the board.

1. Personal property of any value may be donated or be sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms or conditions as the board may determine.

2. Personal property having a unit value of \$1,000 or less may be disposed of as the board may determine.

3. Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of its availability, the date and the terms of the proposed sale shall be posted.

4. In all other cases, the board shall publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. Such notice shall be published in one or more newspapers published within the city, incorporated town, village or township, or, if there is no such newspaper, then at least once in a newspaper of general circulation in the city, incorporated town, village, or township.

On the day of a sale conducted pursuant to the provisions of this Section, the board shall proceed with the sale and may sell such property for a price determined by the board, or, to the

highest bidder. Where the board deems the bids may reject such bids and re-advertise the sale. (Source: P.A. 84-770.)

(75 ILCS 5/4-17) (from Ch. 81, par. 4-17)

Sec. 4-17. Purchases made pursuant to this Act shall be made in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-fourth General Assembly. (Source: P.A. 84-731.)

(75 ILCS 5/4-18)

Sec. 4-18. Advisory referenda. By a vote of the majority of the members of the board of trustees, the board may authorize an advisory question directly related to the operation of the library to be placed on the ballot at the next regularly scheduled election in the city, village, incorporated town, or township in which the public library is located. The board shall certify the question to the proper election authority, which must submit the question at an election in accordance with the Election Code. (Source: P.A. 100-462, eff. 8-25-17.)

(75 ILCS 5/Art. 5 heading)

ARTICLE 5. BUILDINGS

(75 ILCS 5/5-1) (from Ch. 81, par. 5-1)

Sec. 5-1. Whenever the board of trustees of any public library organized under this Act determines to erect a building to be used as a library, or to purchase a site for the same, or to purchase a building, or to repair, remodel or improve an existing library building, or build an addition thereto, or to furnish necessary equipment therefor, or to acquire library materials such as books, periodicals, films, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the repair, remodeling, or improvement of an existing library building or the expansion of an existing library building, or to accumulate a fund to accomplish any of such purposes, or to do any or all of these things, the trustees may proceed as follows:

If a new building is to be erected, or an existing library building is to be remodeled, repaired, improved or an addition thereto erected, or necessary equipment is to be furnished, or any or all of these things are to be done, the board of trustees shall cause a plan to be prepared and an estimate to be made of the cost. If a site or a building is to be purchased, the trustees shall cause an estimate to be made of the cost of such site or building. The trustees may then determine the funds that will be available from accumulations, and the amount to be raised from a bond issue, by annual certification, or by a mortgage. The trustees shall further determine the term, not exceeding 20 years, over which they shall spread the collection of the cost of erecting a new building, or remodeling, repairing, improving an existing library building or erecting an addition thereto, or furnishing necessary equipment, or purchasing and improving a site or building, or the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, or any or all of these things.

For the purpose of Sections 5-1, 5-2, 5-3, 5-4 and 5-5 of this Act, the acquisition of library material such as books, periodicals, films, recordings and electronic data storage and retrieval facilities is considered to be in connection with the purchase or construction of a new library building or the repair, remodeling or improvement of an existing library building or the expansion of an existing library building if the determination of the Board of Trustees to acquire such library materials is made within 5 years from the date that a new library building is purchased, or construction of a new library building or the repair, remodeling or improvement of an existing library building or the expansion of an existing library building is completed.

The board shall make a record of their determinations and transmit a copy thereof to the corporate authorities for their consideration and approval.
(Source: P.A. 84-770.)

(75 ILCS 5/5-2) (from Ch. 81, par. 5-2)

Sec. 5-2. If the corporate authorities approve the action of the library board under Section 5-1, they may, by ordinance, or by resolution in the case of a township, provide that the bonds of the city, village, incorporated town or township be issued for the payment of the cost (so estimated as aforesaid) of constructing a building, or remodeling, repairing, improving an existing library building or the erection of an addition thereto, or purchasing a building, site or equipment, or the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, or any or all of these things in which event the ordinance or resolution shall also state the time or times when such bonds, and the interest thereon shall become payable. However, the whole of the principal of such bonds and the interest thereon shall be payable within 20 years, and the interest on such bonds shall not exceed the rate permitted in the Bond Authorization Act. The interest may be made payable at such times (annually or semi-annually) as the ordinance or resolution may prescribe. In case the corporate authorities provide for such payment by the issuance of bonds, they shall make provision at or before the issuance thereof, by ordinance or by resolution in the case of a township, which shall be irrevocable, for the levy and collection of a direct annual tax upon all the taxable property within such city, village, incorporated town or township sufficient to meet the principal and interest of the bonds as they mature, which tax shall be in addition to that otherwise authorized to be levied and collected for corporate purposes.

If, however, the corporate authorities do not provide that the bonds of the city, village, incorporated town or township be issued, but otherwise approve the action of the library board, then the library board shall divide the total cost of constructing and financing a building, or remodeling, repairing, improving an existing library building or the erection of an addition thereto, or purchasing and financing a building, site or equipment, or the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, or any or all of these things, into as many parts as the trustees determine to spread the collection thereof, and shall certify the amount of one of these parts to the corporate authorities each year during the term over which the trustees have determined to spread the collection. This action by the library board shall be irrevocable. The library board shall specify in its certificate the portion, if any, of the amount to be included in the annual appropriation and library tax levy, and the amount of the special tax required to pay the same as has been approved by the voters.

(Source: P.A. 103-154, eff. 6-30-23.)

(75 ILCS 5/5-2.5)

Sec. 5-2.5. Bonds as indebtedness. Notwithstanding any provision of law to the contrary:

(a) Any bonds issued under Section 5-2 of this Act shall not be considered indebtedness under any law including, but not limited to, Section 8-5-1 of the Illinois Municipal Code, and such bonds may be issued, regardless of any limitations on indebtedness in law, if the conditions of subsection (b) are met.

(b) Bonds shall not be considered indebtedness and may be issued regardless of any limitations on indebtedness under subsection (a) if:

(1) the bond or bonds are issued after approval by voters at a regularly scheduled election;

(2) the bond or bonds do not exceed a principal amount of \$11,000,000 in the aggregate;

(3) on or before the date of sale of the bond or bonds, the board of trustees of the public library and the corporate authorities determine, by ordinance or resolution, that the library project funded by the bond or

bonds is needed; and
 (4) the bond or bonds are issued prior to November 1, 2020.
 (Source: P.A. 99-735, eff. 8-5-16.)

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(75 ILCS 5/5-3) (from Ch. 81, par. 5-3)

Sec. 5-3. The corporate authorities on receiving the certificate of the board of library trustees, as provided in Section 5-2, shall, in its next annual appropriation ordinance or resolution, include the amount so certified, and shall, for the amount so certified levy and collect a tax to pay such with the other general taxes of the city, village, incorporated town or township, and the proceeds of such tax shall be paid over by the officer charged with the collection thereof to the board of trustees of such library in cities, villages and incorporated towns having a population of 50,000 inhabitants or less to be applied by such board of trustees to the purpose for which such tax was levied. Such levy shall not exceed .0833% of the value, as equalized or assessed by the Department of Revenue, in any one year, and shall not be levied for more than the number of years into which the library board, in those cases where bonds are not issued as provided in Section 5-2, has divided the cost of constructing a building, or remodeling, repairing, improving an existing library building or the erection of an addition thereto, or purchasing a site, building or equipment, or to acquire library materials such as books, periodicals, films, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, or any or all of these things. When collected as provided in this Section, the tax shall cease.
 (Source: P.A. 84-770.)

(75 ILCS 5/5-4) (from Ch. 81, par. 5-4)

Sec. 5-4. The library board shall determine when it will proceed with the construction of a building, or with the purchase of a site or building, or with the remodeling, repairing, or improving of an existing library building, or the building of an addition thereto, or with the purchase of necessary equipment, or the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, or any or all of these things. The board may proceed at once or may determine to wait and allow the fund to accumulate. If the board determines to let the fund accumulate, it shall invest the money in good interest paying securities, such as are authorized by law for the investment of trust funds, there to remain until the same is needed for any or all of the purposes enumerated aforesaid. The board may contract to accomplish any or all of the purposes enumerated aforesaid, and may apply the proceeds of the tax as collected, toward payment therefor.
 (Source: Laws 1967, p. 3362.)

(75 ILCS 5/5-5) (from Ch. 81, par. 5-5)

Sec. 5-5. When the board determines to commence the construction of the building or the remodeling, repairing or improving of an existing library building or the erection of an addition thereto, the purchase of the necessary equipment for such library, or the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, they may then revise the plan therefor or adopt a new plan and provide estimates of the costs thereof, and shall, when the cost is in excess of \$25,000, advertise for bids for the construction of the building, or the remodeling, repairing or improving of an existing library building or the erection of an addition thereto, or the purchase of the necessary equipment for such library, or the acquisition of library materials such as books, periodicals, recordings and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, and shall let the contract or contracts for the same, when the cost is in excess of \$25,000, to the lowest responsible bidder or bidders.

The board shall not be required to accept a return to Table of Contents not meet the library's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- (1) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- (2) contracts for the printing of finance committee reports and departmental reports;
- (3) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- (4) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- (5) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- (6) contracts for duplicating machines and supplies;
- (7) contracts for utility services such as water, light, heat, telephone or telegraph;
- (8) contracts for goods or services procured from another governmental agency;
- (9) purchases of equipment previously owned by some entity other than the library itself; and
- (10) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports.

Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the board.

The board shall require from such bidders security for the performance of the bids determined by the board pursuant to law. The board may let the contract or contracts to one or more bidders, as they shall determine.

(Source: P.A. 100-338, eff. 8-25-17.)

(75 ILCS 5/5-6) (from Ch. 81, par. 5-6)

Sec. 5-6. If the trustees deem it best, in order to provide and secure the necessary money to do any or all of the things they are authorized to do in and by this Article, they may with the approval of the corporate authorities at any time borrow money and execute a mortgage on an existing library building or site owned or being purchased, or on a library building being constructed, for an amount not exceeding 75% of the value thereof as improved, and the money so obtained shall be used exclusively for the purchase of a site or a building or for the construction of a building for library purposes or for the remodeling, repairing or improving of such existing library building or building of an addition thereto or for the erection of a new library building or for purchase and improvement of a site or building adjoining or adjacent to the existing site and building or the purchase of necessary equipment for such library, as provided in the plan. The proceeds of any special tax levied under Section 5-3 may be applied in whole or in part in payment of any mortgage indebtedness so incurred. The levy of a tax hereunder for the purpose of meeting such mortgage and interest, or the principal and interest on bonds issued hereunder, or for the accumulation of a fund as hereinabove provided, shall not be included in the aggregate amount of taxes as limited by Division 3 of Article 8 of the Illinois Municipal Code nor shall it affect any appropriation made, or to be made, for the support of the library. This Section shall not apply to any city having over 500,000 inhabitants.

(Source: P.A. 84-770.)

(75 ILCS 5/5-7) (from Ch. 81, par. 5-7)

Sec. 5-7. No city, village, township or incorporated town is authorized to levy the tax provided for in this Article unless it first adopts an ordinance, or resolution in the case of a township authorizing the levy of such tax, certifies to the proper election officials the proposition for the approval of

such tax and such election officials submit the [Return to Table of Contents](#)
the voters of such city, village, township or incorporated town,
as the case may be, at a regular election and such proposition
is approved by a majority of such voters voting upon the
question; the proposition shall state the tax, and the purpose
thereof as established by the ordinance or resolution. However,
in any city, village, township or incorporated town in which a
majority of the voters voting upon the question have, subsequent
to January 1, 1969, approved any such ordinance or resolution
providing for the issuance of bonds pursuant to Section 5-2 of
this Act at a coupon rate of less than 7% per annum, the
corporate authorities of any such city, village, township or
incorporated town are authorized to, and may, before January 1,
1972, issue such bonds, or any part thereof, so approved at a
coupon rate that does not exceed 7% per annum and such corporate
authorities are authorized to adopt an ordinance or resolution
authorizing the levy of the tax provided for in this Article
without submitting such ordinance or resolution to the voters of
such city, village, township or incorporated town for approval.
(Source: P.A. 81-1489.)

(75 ILCS 5/5-8) (from Ch. 81, par. 5-8)

Sec. 5-8. The library board of any public library organized
under the provisions of this Act may accumulate and set apart,
as reserve funds, for the purchase of sites and buildings, for
the construction and equipment of buildings, for the rental and
repair of buildings acquired for library purposes, and for
planned or emergency repairs and alterations of library
buildings and equipment, the unexpended balances of the proceeds
annually received from taxes not to excess of the statutory
limits, provided the library board in its annual appropriation
determination to the corporate authorities specifies that a
specific fund is to be or is being accumulated for this purpose
and has further resolved to develop and adopt a plan or plans
pursuant to this Article. The plan required herein will be
developed in general form within 2 years of the adoption of the
ordinance establishing a special reserve fund; such plan
subsequently may be amended as circumstances may require. No
plan is needed for the emergency expenditures from this fund for
the repair of an existing library building or its equipment.
(Source: P.A. 84-770.)

(75 ILCS 5/5-9) (from Ch. 81, par. 5-9)

Sec. 5-9. Nothing in this Article 5 shall be construed as
limiting or affecting in any way the powers of boards of
trustees of township libraries under the Township Library Bond
Act.
(Source: P.A. 90-655, eff. 7-30-98.)

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