

Lansing Public Library

Policy Manual

Completely Rewritten and Adopted February 2010

Last Revised October 2017

Library Card Policy – Revised September 2016

Library cards are issued to Lansing residents free-of-charge with proper identification to prove residency. (A valid photo I.D. **and** two acceptable items with your current Lansing address. If the photo I.D. shows your current Lansing address, you only need to provide one additional acceptable item with your current Lansing address, such as a current utility bill.) Lansing residents under the age of 18 must have a parent or legal guardian, with proper identification, sign for them. Lost cards should be reported immediately and may be replaced for a \$5.00 fee. You must present your card whenever borrowing material.

Acceptable Identification

<p>Acceptable Photo ID</p> <p>Must be valid 1 item required</p>	<p>Acceptable Proof of Address in Lansing, Illinois</p> <p>2 items required</p> <p><i>Name needs to match that on the valid Photo ID</i></p>
Driver’s License	Current Utility Bill within 30 days
State ID	Paystub or electronic deposit receipt within 30 days
Passport	Current Automobile registration
Student ID	Bank Statement within 30 days or Checkbook from a local bank
Military ID	A piece of mail with postmark within 30 days
Lansing Public Library Photo ID for renewal	
F.O.I.D. or other photo I.D. issued by a government agency	*If the Photo I.D. has the patron's current Lansing address, it may also serve as one item to prove address.

P.O. Boxes are not accepted. Two (2) proof of address required for renewals.

Notice to Families:

The borrowing privileges and use of any library services of a library patron will be suspended for such time as the patron or any member of the patron's immediate family (spouse, child, parent or sibling) living at the patron's address is indebted to the library as a result of damage to library property or for the failure to return any book, material or other personal property belonging to or in the custody of any RAILS library.

Senior Library Card Benefit Created July 1 2017

When a Lansing Public Library card holder reaches the age of sixty five (65) they will no longer be responsible for overdue fines. Fines will not be charged as a courtesy to our seniors. They will still be responsible for payment of any lost or damaged items. If a senior uses their Lansing Public Library card at another SWAN library or a Chicago Public Library different loan rules and fines may apply.

Applicant Agreement Created July 2015

By signing the electronic signature pad I agree to any and all of the library policies that apply to myself and/or any minor children for which I obtained a library card.

I agree to be responsible for this card and all materials checked out on this card until this card is reported lost or missing. I assume responsibility for any charges that may result from late return, loss or damage of materials borrowed. I agree to comply with all library and system regulations.

I agree to assume the same responsibilities for all minors for which I obtained cards. Individuals under the age of eighteen (18) are required to have a parent or guardian present when applying for a library card, and the adult must sign as the responsible party on the card. I understand that there are no age restrictions on borrowing library materials. I further understand any minor child will have access to filtered internet computers at the library. I agree that the library, its board and staff are in no way responsible for any content on the internet.

I understand that Illinois law prohibits the library from disclosing any information concerning materials checked out on any card (including those of minors under age of 18) to anyone except the person whose name appears or is registered to a particular card.

All patrons regardless of age agree to follow Lansing Public Library's policies for internet/computer use. No one may tamper with any settings on library owned computers or other devices. No one may interfere with the security measures installed on our public computers or other devices. I acknowledge that using a library owned computer/device is a privilege not a right. Any violation of policy will result in loss of these privileges.

A patron's current library card, in good standing, must be presented to obtain materials and use library equipment. A patron whose card is lost or stolen should immediately report that information to the library. The patron is responsible for materials checked out prior to the library card being reported lost or stolen.

Parents or guardians are responsible for educating their children in the use of their library card and library owned computers or devices.

Library cards are valid for three (3) years or until the patron moves out of incorporated Lansing, IL. Cards will be renewed upon expiration if there are no current charges pending and the patron provides current photo ID and proof of address as required for a new card.

Non-Resident Library Cards – Revised June 2015

The State of Illinois has mandated a new program to serve those who do not live within the service boundaries of a public library. All libraries in Illinois are required to inform their respective system by mid-August, 2002 whether they will participate or not. This decision needs to be revisited each year. This policy intends to comply with the rules in Illinois Administrative Code; Title 23; Subtitle B: Cultural Resources; Chapter 1: Secretary of State Part 3050; Public Library Non-Resident Services. Effective July 1, 2002.

All library cards are system wide cards, and users are entitled to all services Lansing Public Library provides, and are subject to the rules and policies of Lansing Public Library.

Pursuant to §3050.60 Lansing Public Library has selected the first option for calculating the fee for this service.

The total amount of property taxes collected is divided by the population of the village (yielding the cost of library service per capita) and multiplying the result by the average number of persons per household (according to the most recent census.) which yields a final rate of **\$204.00 per household for FY 2017-2018**. The new rate is set by the board in May of each year. Each family member will be issued a library card according to Lansing Public Library Policy.

Non-Resident Cards are valid for one (1) calendar year from the date of issue. If such a card becomes, or is declared invalid by the library, all cards issued to that household become invalid until such time as the reason(s) for such action are cleared up to the library's satisfaction. No refunds of Non-Resident fees will be given.

Pursuant to §3050.25 the area of service, for those not within the boundaries of Corporate Lansing, selected by Lansing Public Library under the provisions contained herein is bounded approximately by Interstate 394 on the West, the Illinois/Indiana Border on the East, the Little Calumet River on the North and Glenwood Lansing Road on the South; except areas already served by or annexed to another Public Library or as determined by the State Library or other legal authority or inter-agency agreement. A map is available at the Library to clarify these boundaries.



Lansing map used to determine residency.

Upon payment of the annual fee, nonresident taxpayers are entitled to a card at no charge. Only the person the card is issued to and whose picture is on file is entitled to use it. This card is valid at any participating RAILS library for the period of one year.

All Borrowers' Cards remain the property of Lansing Library.

Lansing Public Library Computer/Internet Use Policy - Revised July 2015

Lansing Public Library provides **filtered** internet access to any Lansing Public Library Cardholder and registered reciprocal borrowers in good standing. Good standing means a card is not expired and the patron does not owe any RAILS library \$5 or more.

REQUIRED ID

Non-card holders with the proper ID may obtain a guest reservation. Non-card holders must present a photo ID to prove they are over age 18. Non-card holders under 18 without a parent may not use a computer. Fees associated with use on page 8.

RESERVATIONS

Only the person registered may use a computer.

The workstations are limited to one user at a time, except for special circumstances with staff approval.

An individual may use a library owned computer for up to three (3) hours per day based on availability.

GENERAL USE

The Library may not be held responsible for any outcomes resulting from using the Internet or using information found on the Internet. The Library may not be held responsible for the content of any site accessed on the Internet.

The Internet is public. There is no guarantee of privacy or security in any activity involving its use. Files saved on the hard drive will be deleted.

PROHIBITED ACTIVITY

Introduction of computer viruses to the system or the Internet are liable to legal action, including all costs incurred by the Library as a result of that activity.

Spamming, harassment of any type, or any other illegal activity, such as copyright infringement, are strictly prohibited.

No one may interfere in any way with another person's use of the computer. Library staff may supervise and may interrupt computer use if the policy is being violated or abused. Computer use cannot disrupt other patrons or staff.

Failure to abide by the Library's Rules and Policies may result in suspension of computer privileges, and may result in legal action.

SPECIAL NOTE TO PARENTS AND CAREGIVERS

Parents/caregivers are to supervise young children at all times, including while using computers. Parents/caregivers may be required to end their computer session to deal with children in their charge.

Parents/caregivers accompanying children are responsible for assisting in use of recreational websites and explaining internet game rules.

Wireless Internet Use – Revised September 2016

Adults (18 and over) with a valid State Photo ID either a license or ID card may check out library owned laptops for in house use. They may also check out a battery device if needed.

Library users with a laptop or other wireless device can access the Internet via the Lansing Library's filtered wireless connection.

Library users may provide their own devices with wireless capabilities.

Users are responsible for setting up their own equipment. Library staff members are not permitted to provide direct assistance configuring patron owned devices.

Printing is accessible via the wireless network.

The library's wireless network is not secure. Information sent from or to your wireless device can be captured by anyone with a wireless device and the appropriate software.

Users are responsible for virus protection, personal firewall, and other measures to protect the information on their device. The library is not responsible for any loss of information or damage to your device that might result from using the wireless network.

Fees Associated with Use of Lansing Public Library Computers - Revised September 2016

Lansing Public Library cardholders may use library computers for no charge provided that they bring their library card with them. **Patrons must have their library cards to avoid a charge.** Only the cardholder may use his or her card for this or any other library purpose.

Monetary value may be added to your card and may be used to pay for printing.

If a Lansing Library cardholder/resident does not have their card and still wishes to use a computer the fee is **\$1.00** per session.

Any visitor not from Lansing, Illinois who resides in the state of Illinois or Indiana will be assessed a fee of **\$2.00** per session. We reserve the right to charge any patron from out of the area the **\$2.00** fee if the library deems it necessary.

All patrons are responsible for any printing fees.

***Please note that a session is a minimum of 60 minutes and that an individual may extend time as long as there is not someone with a reservation waiting to use that computer for a total maximum 180 minutes (3 hours) per day.

***Computers are logged off 15 minutes before closing time. This may make for a shortened session should you choose a session at the end of the business day.

Please note if a Lansing Library Cardholder owes any RAILS library \$5.00 or more they will be prohibited from using the computers until that amount is brought under \$5.00.

Behavior Policy - Revised August 2008 – Revised May 15, 2014 – Revised May 2017

According to the Illinois Compiled Statutes, 1994, Chapter 75, Section 4 – 1 et.seq:

“Each board of library trustees... shall have the following powers: Section 5/4-11; To exclude from the use of the library any person who willfully violates the rules prescribed by the board.”

Mission Statement

The mission of Lansing Public Library is to provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information.

Standards of Behavior

Lansing Public Library is supported by the taxes of the citizens of Lansing, Illinois, and as such, patrons have the right to expect that the library be a clean, pleasant, and safe building. To better serve members of the community of all ages, Lansing Public Library has established certain standards.

The library should be a pleasant place to read; request information; choose books and other materials; do homework; use computers, printers, copiers, and fax services; and attend library programs and events.

Unfortunately, the behavior of a few library visitors creates problems. Behavior becomes unacceptable when it infringes on the rights of others, when it could result in injury to oneself or others, when it disrupts library service, or when it could result in damage to the building or equipment.

Examples of this kind of behavior include:

INTERFERING WITH OTHER PATRONS' USE OF LIBRARY FACILITIES

DISORDERLY CONDUCT: Engaging in loud speech or offensive behavior, willfully annoying others, disrespecting other patrons or staff, or misusing library property or space

HARASSMENT--VERBAL, PHYSICAL, OR SEXUAL: Abusive behavior towards staff or patrons will not be tolerated.

DISRESPECT OF PROPERTY: Vandalism or theft of property on library premises.

ABANDONMENT: Leaving children who are not in 6th grade or older is abandonment. Children not in 6th grade must be supervised by a person 18 or older.

LOITERING: Aimless roaming, hanging out, sleeping, or entering restricted areas in or on library property

USING COMPUTERS WITHOUT A VALID LIBRARY CARD: A valid card is a patron's own library card or a reservation issued to that patron by circulation.

USING AUDIO EQUIPMENT WITHOUT HEADPHONES: Inappropriate loudness of electronic equipment

PUBLIC INDECENCY, VOYEURISM, VIEWING PORNOGRAPHY

SMOKING, DRINKING, POSSESSING DRUGS

The following may not be brought into the library: weapons, bicycles, or animals. All library visitors are required to be fully clothed, including shirt and shoes, at all times.

We expect patrons to obey reasonable requests of the library staff.

If the standards of behavior are not followed, the library reserves the right to require that the patron leave library premises. Patrons who behave in an unacceptable manner may be banned from the library. Patrons who refuse to leave the library premises upon request may be removed by the police. Criminal acts may result in arrest and prosecution to the full extent of the law.

Lansing Public Library Afterschool Expectations for Students

We welcome all students to use the library facilities after school. However, there are some guidelines that we expect every student to abide by in order to continue access to the services the library provides. The following are afterschool expectations that we require all students to follow.

- **Chat Room** – We provide a room for teens in grades 6-12 to meet in afterschool. This room is for teens who are not utilizing the library materials, using the computers, or doing homework. If teens are not doing any of the previously mentioned activities, they will be asked to go in the Chat Room. The Chat Room is open Monday through Thursday at 3:30 on every day Memorial Junior High is in session for a full day of school. It closes each day at the discretion of the library staff. The Chat Room is closed on Fridays, early dismissal days, holidays, or other closures. Teens with library cards in good standing can use laptops while in the Chat Room. There are also board games available and on certain days we will offer computers, movies, crafts, and video games. Young people are expected to abide by all our behavioral rules while in the Chat Room.
- **Unattended Children** – Anyone who is in 6th grade or older may use the library without an adult presence. Children in 5th grade or younger must be with someone age 18 or older.
- **Entering the building** – During the school year all students, who are not accompanied by a parent, must enter the library through the rear (north) entrance. The door leads right to the Chat Room and the Infants, Teens, and In-Betweens Department.
- **Foyer Area** – Students are not permitted to hang out in the back foyer area across from the Chat Room or the area by the back door. Students must either enter the library completely or go in the Chat Room. Gathering by the back door makes it difficult for patrons to enter and exit. If students are waiting for a ride they must wait on the sidewalk to the east regardless of weather. Those who do not follow these rules will be asked to leave the property.
- **Food and Drink** – There is no food allowed in the Infants, Teens, and In-Betweens Department or the Chat Room. Drinks are permissible if they have a lid. Those who do not comply with this rule will be asked to leave the building.
- **Tables** – Students are limited to four per table. Those who do not comply with this rule will be asked to leave the building.
- **Computers** – Students may use the computers if they have a library card in good standing. They are first come, first served, but appointments can be made if the computers are all in use. Students may converse with one another at a reasonable conversational volume. If the volume continues to grow, students will lose computer privileges for the day. If individuals continue to be loud during following visits, they may lose privileges for longer periods of time such as a week or a month. Computers are for one person only. The librarians may make exceptions for students working on a group project as long as both have a library card. Students are not allowed to stand behind others and watch them use the computer. Those who do not comply with this rule may lose computer privileges or be asked to leave the library.

We occasionally have police officers in the building to help manage the afterschool crowds. The officers will help enforce the rules mentioned above. Students who refuse to leave when told or return when they are not allowed back for a period of time may be ticketed.

We want everyone to enjoy their visit to the library. By following these simple expectations, we can guarantee a wonderful visit for all patrons.

Public Fax Policy - Revised September 2016

All faxes must be done by the patron using the Fax24 Public Fax Service kiosk. Fees and forms of payment are determined by Fax24 Public Fax Services and listed on the kiosk.

The library reserves the right to refuse service.

Lansing Public Library is not responsible for content, or failure of fax arrival. The library will not refund any money for faxes that are sent. Patrons are advised to check with the intended recipient to verify receipt of information. Any issues with the Fax 24 kiosk will be handled by that company.

Meeting Room Policy – Adopted June 2002 – Revised February 2005 – Revised June 2012

Lansing Library makes the Calvin G. Frank Community Room (capacity 120 persons) available to Lansing residents **on a limited basis** for educational, cultural, or general self-improvement programs.

Availability

The meeting room is available for use during the library's normal business hours. All meetings must be adjourned and the meeting room vacated before the library closes.

There is no other space available at the library for non-library meetings.

The person scheduling the room must have a valid Lansing Public Library Card.

Priority

Priority in scheduling the use of the meeting room will be assigned in the following order:

- Library sponsored programs and meetings.
- Educational, and cultural, events or organizations whose membership includes at least 50% Lansing residents.
- Meetings of official agencies, committees and boards of governmental entities of the Village of Lansing.

Rules and Restrictions

Only civic groups may rent our room. There is an annual fee of \$50 (fifty dollars) for groups using the room which must be submitted each year with the application for the room. This entitles the group to use the room no more than once a month for that calendar year. The fee is non-refundable. If a group is denied use of the room for failure to obey library rules and restrictions the total fee is not refundable. Proof of non-profit status may be requested.

The person applying for the use of the Meeting Room must have a valid Lansing Public Library Card, and must be present at the meetings. This person is financially responsible for any damage to library property.

Groups must clean up after themselves. Groups doing crafts must supply and use leak-proof (plastic or "oil cloth") table coverings. Floors must be swept and tables washed.

Meetings must be open to the public. Groups using the community room may not deny access on the basis of race, religion, physical or mental disability. All groups must provide, at their expense, accommodations for individuals with disabilities, at the request of such an individual.

No admission charge, collections (except for regular club dues) or other money raising activities may be attached to any meeting in the library, unless all proceeds are to be donated to the library.

The meeting room is not available for purely social functions or commercial uses. A commercial function is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds. No contracts may be signed or agreed to on library premises (Fund raising activities for the benefit of the library are permitted). A purely social function is one designed for entertainment through companionship with friends and associates (e.g., baby showers.)

Lansing Public Library is a smoke-free environment. The use of tobacco or smoking materials in the building, or courtyard is forbidden at all times.

Meetings which would interfere with the functions of the library and/or its users because of noise or other factors are not permitted.

Meetings involving the use of hazardous materials, weapons or open flames (e.g. candles) are not permitted.

Groups using the library for meeting purposes may not use the name, address or telephone number of Lansing Public Library as the location of their headquarters.

Use of the Community Room does not constitute library endorsement of viewpoints expressed by the participants in any program. No advertisement or announcement implying such endorsement will be permitted.

Meetings of groups of persons under the age of eighteen (18) must be attended by an adult sponsor who shall be held responsible for compliance with the rules of the library.

Porter service for carrying supplies to and from the meeting room is not available.

Groups must supply their own materials, equipment and supplies.

Storage space for equipment or supplies is not provided.

The Library assumes no responsibility for equipment or supplies left in the building.

All persons associated with the meeting shall remain in the meeting room and not congregate in the adjacent hallways.

Children must be supervised by an adult at all times.

Damage caused by room users will be charged to the group. Any group with outstanding charges will not be permitted to use the room. Vandalism will also result in termination of meeting room use.

Failure to comply with any of these rules will result in loss of all meeting room use privileges.

Application for Use

Written application for the Meeting Room shall be made on the Application Form by an adult resident of the Village of Lansing who must hold a valid Lansing Public Library Card. This form is available on our website www.lansingpl.org

Applications should be made at least 30 days in advance of the date requested and must be accompanied by a check covering the reservation charge. Time must be allowed for the check to clear the bank before the meeting.

Application should be addressed to the Adult Services Department. The Library Director makes the final determination of compliance with this policy and shall approve or disapprove requests on this basis.

Applications will be reviewed on a first come, first served basis.

The person signing the application for use of the meeting room assumes legal and financial responsibility for the group's activities within the library. This individual is also responsible for assuring that the meeting room is left clean, and in good order, and that the furniture is arranged in the standard arrangement according to the diagram posted in the meeting room. The library reserves the right to cancel or offer to reschedule any meeting. The library will give as much notice as possible in the event of cancellation or the need to reschedule.

Groups who need to cancel should give as much advance notice as possible so the space can be made available to other groups.

No group shall reassign its time slot to another group or organization.

Alcoholic beverages are not permitted.

Open flames are not permitted. (Candles for example)

Denial or withdrawal of community room use privilege

The library reserves the right to refuse use of the meeting room to any group which fails to follow the meeting room policy. The library also reserves the right to withdraw the privilege of using the meeting room from any group which violates this policy.

Equipment and Kitchen Facilities

The staff kitchen adjoining the meeting room is available for use by groups requesting it. The kitchen is available for the preparation of coffee and light refreshments. Major food preparation is not permitted.

See Fee Schedule below for charges.

The library has a television, DVD player and LCD projector which may be used by groups requesting it in advance. See Fee Schedule Below for charges.

Fees and Charges

The following fees are assessed in connection with Community Room use, and must be paid in advance.

Room Reservation Fee (Civic & Non-profit Groups-501(c)3) **\$50 per year – no more than once a month**

Room Reservation Fee (One time only – non-profit) **\$25 for one (1) meeting**

Kitchen Use Fee **\$10 per use**

LCD Projector **\$5 per use**

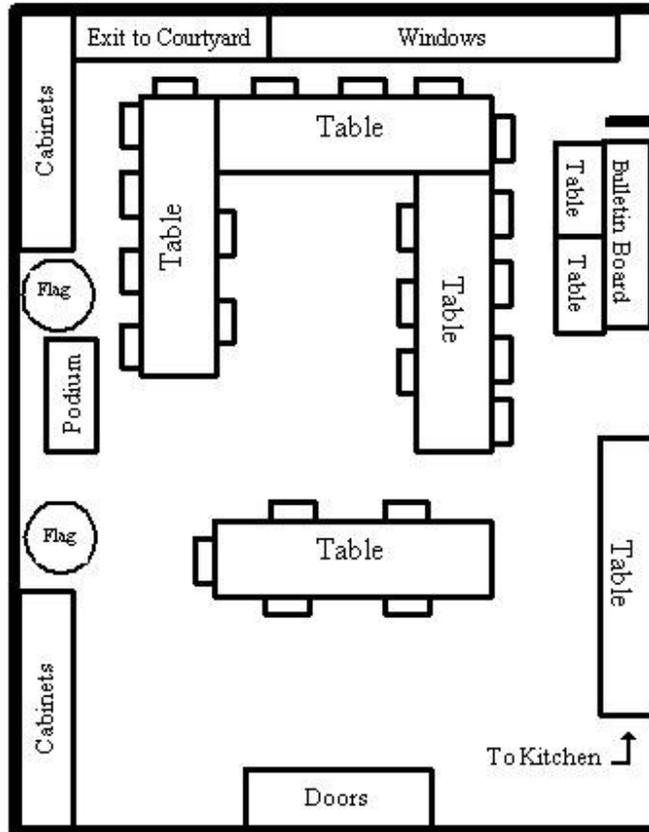
Special Room Setup **\$10 per use**

DVD player or TV **\$5 per use**

If the room is left in a condition which requires library custodial services intervention \$25-\$250 depending on the severity of the condition.

If an outside contractor must be called in to remedy misuse or damage the responsible person will be billed the total amount charged. If necessary legal action will be taken to recover all costs.

Community Room Standard Arrangement



APPLICATION FOR USE OF THE COMMUNITY ROOM

Submit application to: ATTN: Adult Services Dept. Date: _____
 Lansing Public Library
 2750 Indiana Ave.
 Lansing, IL 60438

Name of organization: _____

Purpose of organization: _____

Date(s) of meeting(s): _____

Starting Time: _____ Ending Time: _____

Hours the room will be occupied: _____

Approximate number attending: Adults: _____ Children: _____

I have read the Lansing Library Meeting Room Policy and agree to comply with it and to assume full legal responsibility as provided by it.

INDEMNIFICATION: For and in consideration of the use of the community room and library facilities any person or group using same hereby agrees to indemnify and hold the Lansing Public Library and the Village of Lansing harmless from any and all causes of action, suits, judgments or settlement relating to its use of such room and facilities. Further, such person or group agrees to indemnify the Library and the Village for any and all costs for repair of any and all damages as may be caused directly or indirectly to the room and/or facilities by such use thereof.

COMPLIANCE WITH THE ADA (Americans With Disabilities Act): The person signing this application will be held responsible for insuring that any oral or written promotions of the above meeting will include a special "accommodations for the disabled" phrase such as, "individuals with disabilities who plan to attend this program and who require special accommodations in order to observe and/or participate in the program are requested to contact (name and telephone number) at least 10 (ten) days prior to the program so that reasonable accommodation can be made for them."

This application must be accompanied by payment if required. Make checks payable to Lansing Public Library. Time must be allowed for checks to clear the bank before the meeting.

Name: _____ Lansing Library Card # _____
 Please print or type

Signature: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Approved: _____ Date: _____

Fee Paid: \$ _____ Date: _____

Lansing Public Library Study Room Policy September 2016 Revised October 2017

Policy Statement

Library study rooms are provided to Lansing Library Card holders in good standing who attend high school or older. A picture ID (preferably your library card) is required when you arrive to use the room. Please give it to staff at the Info desk located just outside the study rooms it will be returned to you when you finish with the room. *(An exception may be made if there is a study room available for anyone who meets the requirements to have an exam proctored at the library. If a room is not available they will be a table near the information desk.)*

Study Room Guidelines:

1. The Lansing Public Library Behavior Policy applies to all Study Room users.
2. Availability is first come first served.
3. Reservations are made in one hour increments up to 3 hours max a day.
4. Smaller rooms can accommodate four (4) patrons while the larger one will accommodate six (6).
5. Users must bring their own supplies.
6. Reserved rooms are not transferrable to other library users.
7. The patron who reserved the room must be present.
8. The room may not be used as a screening room.
9. No moving of furniture into or out of the room, and no misuse of furniture in any way.
10. If the Study Room is left more than 15 minutes, or if patron who made the reservation does not arrive within 15 minutes, the room is considered vacant. Materials left in the room will be placed in the lost and found, and the room will be available to other patrons. The library is not responsible for your materials.
11. Patron's picture ID will be returned after staff has checked the room. Patrons are expected to leave the room as they found it. The patron who reserved the room is responsible for the condition of the room during usage, and will be held responsible for its condition according to the Lansing Public Library Behavior Policy.

If you are planning on a larger event that does not fall within the Study Room Guidelines please see our policy about using the Lansing Public Library Community Room on our website

www.lansingpl.org/community_room.html

Exam Proctoring Policy October 2017

The Lansing Public Library provides proctoring services to all SWAN patrons who have a valid library card. Please read through the guidelines established for you.

If you need to arrange to have an exam proctored, please contact the Information Desk either in person or by telephone at 708-474-2447 x109 or email infodesk.lansingpl@gmail.com before you have your school send the exam.

Students should contact the Info desk before arriving to take a test to be sure that the library has received the test.

Picture ID is required for all exams.

The proctor will be the staff person on duty at the Information Desk at the time of the exam, not necessarily the proctor coordinator. The staff person will attend to desk duties and other patrons while proctoring.

If possible we will provide a quiet study room for you to take your exam. If a room is not available a table near the information desk will be provided. We are not able to supervise you during the entire exam. If the institution requires direct supervision during the entire exam, we will be unable to proctor the exam, nor can we sign any form stating this. It is the student's responsibility to convey this policy to the examining institution.

Exams are administered by appointment only and at least 48 hours in advance. Tests will be taken during the library's open hours from Monday through Saturday. Exams must be completed 30 minutes before the library closes. Scheduling for your exam will depend upon the availability of the Information staff. Unscheduled exams cannot be accommodated.

The library can accommodate print and online exams. We are not able to install any software, run any executable files, or disable any features of our network to accommodate your test. The student is responsible for finding out if any special conditions exist for online testing, and for arranging and verifying the delivery of print exams. We are not able to proctor any exam that requires grading or feedback on the part of the library.

The library cannot guarantee that technical problems will not occur when using the library's network or its computers.

Exams will be mailed and/or scanned back to the school within 24 hours. The library is not responsible for US mail service delays and does not provide a receipt of mailing.

Exams that have not been taken within 4 weeks of receipt at the library will be mailed back, blank, to the school.

Circulation Policy

Loan periods are established to insure availability of library materials to all Lansing residents. Please see the chart below for detailed information.

Limited Loans

Shorter loan periods are assigned to smaller collections, or subject areas of unusually high interest when deemed necessary by library staff. The loan period for materials needed for class projects may be shortened, or restricted to in library use, to insure that all patrons have access to materials.

Instructors may request that materials be limited to in library use for the duration of an assignment.

Renewals - Revised June 2017

Materials which are not on hold for another patron may be renewed for up to two additional loan periods of the same duration as the initial loan period. Renewals may be made in person, by telephone or on our website www.lansingpl.org Materials eligible for renewal will now automatically renew if they are not on hold for another patron or have some other type of restriction.

Reserving or Holding Materials

All persons with Reaching Across Illinois Library System (RAILS) library card may place reserves on materials owned by SWAN member libraries through the Online Catalog

Patrons will be notified by telephone, text or e-mail when materials are available for pick up. All hold materials are housed on hold shelves on the upper level of the library and are accessible for patron pick up. Items will be held for seven (7) days. The library reserves the right to not hold materials.

Patron PIN

The Online Catalog has a feature which allows a patron to view his/her library record. This feature and placing holds (reserves) requires a PIN. The library assigns a four digit PIN number when you get your library card. Patrons may change their own PIN at any time via the online catalog.

Patron Confidentiality

By Illinois Statute (Library Confidentiality Act, ILCS 70/1) all library records are confidential and may not be released to anyone except the patron. Law enforcement agencies may be given access to patron records upon presentation of a court issued warrant. The Freedom of Information Act does not apply to patron records.

The law makes no exception in the case of the records of minor children. Parents may not have access to these records. The library does not limit access to any materials.

No patron information is given out over the telephone under any circumstances.

For the patron's security no information will be released without presentation of a library card. If the card has no picture a picture ID must be presented. Staff may use additional verification of information from the patron's application cards.

Loan Periods, Fines, Fees and Limits

Material	Loan Period	Fine per day	Fee for Checkout	Renewal	ILL	Limits
Laptops etc in library use	3 hours	Cost of item	no	no	no	1
Books	21 days	0.10	no	Yes 2	yes	20
New Books	21 days	.10	no	Yes 2	no	10
Hot Shelf includes hot spots & e-readers	7 days	\$1.00	no	no	no	1 of each type
Summer Reading	14 days	.10	no	no	Only to GLPD	5
Reference Books	None	no	no	no	no	0
Newspapers	None	no	no	no	no	0
Magazines	21 days	0.10	no	Yes 2	yes	10
New Magazines	None	no	no	no	no	no
DVD Feature	7 days	\$1.00	no	Yes 2	yes	5
DVD Multi vol sets	14 days	\$1.00	no	Yes 2	yes	5
DVD Nonfiction	7 days	.10	no	Yes 2	yes	10
Compact Discs	21 days	0.10	no	Yes 2	yes	10
Audio Books	21 days	0.10	no	Yes 2	yes	10
Kits	21 days	0.10	no	Yes 2	yes	10
All new A/V	21 days	.10/1.00	no	Yes 2	n/a	5 each type
I-Share/OCLC DVDs	30 days	1.00	Fee may apply	no	n/a	5
I-Share/OCLC	30 days	.10	Fee may apply	no	n/a	20 books/ 5 audio

Inter Library Loan (ILL) and Photocopy Service

Lansing Public Library complies with all provisions of the Reaching Across Illinois Libraries System (RAILS) Resource Sharing Library & Photocopy Procedures Manual dated November 2008.

Lansing Public Library does not loan any reference materials at any time. Patrons needing access to reference materials must use them in the library.

Lansing Public Library does not Inter Library loan any new materials.

Lansing Public Library charges no fee for most Inter Library Loan. A fee may be assessed for out of state materials.

Inter Library Borrowing

Patrons may place holds on any materials. Inter Library Loan are materials borrowed from another library through Lansing Public Library.

All persons with a valid Reaching Across Illinois Libraries system (RAILS) member library card is eligible for this service.

Free lending is available for materials borrowed from Libraries Very Interested in Sharing (LVIS) members, and \$10 for non-LVIS members. If the fee assessed by the lending library is higher the cost may be passed on to the patron.

Reciprocal Borrowing

Lansing Public Library card holders may visit other participating member libraries and check out materials, under that library's circulation rules.

Patrons from participating libraries (reciprocal borrowers) may use the materials of the Lansing Public Library in accordance with our circulation rules.

Patrons from Chicago Public Library must obtain a system card in order to use our facility. They must present their valid Chicago Public Library card, a state photo ID and one other piece of identification with their address. We then verify the information with Chicago Public Library

and issue a card if there are no blocks on that card. Patrons must clear up any fines or fees before a system card will be issued.

Lost or Damaged Materials

To make the best use of its materials budget and in fairness to all its taxpayers, Lansing Public Library will charge the replacement cost for materials lost or badly damaged. It is a library staff decision when materials warrant replacement.

Unpaid fines and fees will result in a patron's borrowing privileges being suspended if fines and or fees are over \$5.00. All family member cards may also be suspended until such time as all fines and or fees are paid. Additionally, computer privileges are suspended until the patron's record is cleared.

Patrons are responsible for replacement of barcodes, packaging, inserts and any other material parts not returned. Costs will be assessed depending on the item.

Overdue Materials

It is the responsibility of each patron to return all materials checked out on their card to the Lansing Public Library prior to or on the due date.

Materials which are returned after the due date will be assessed a fine according to the Chart of Loan Periods, Fines and Fees found in this document. Fines and fees are not charged for days on which the library is not open for business.

If a patron has any library materials overdue, or unpaid fines of over \$5.00 that patron's borrowing and computer use privileges will be suspended until the materials are returned and all fines and fees are paid.

Delinquent accounts will be turned over to a collection agency for resolution and a \$10.00 collection fee will be added to the account.

All patrons receive two (2) overdue notices and a billing notice. If we receive no response the account is then sent to the collection agency for action.

Homebound Delivery

It is the policy of the Lansing Public Library to deliver and pick up library materials requested by homebound patrons. These patrons must be Lansing residents. Those physically unable to visit the library may call to arrange for a library card and/or to borrow materials. Deliveries will be made to our patrons at no charge. Homebound patrons are not charged overdue fines but are responsible for any lost or damaged materials. Delivery dates are arranged by the library. Homebound residents may contact our Fiction and Beyond Department for further information at 708-474-2447.

Lansing Library Holidays and Early Closings

January 1st (New Year's Day)

Third Monday in January (Martin Luther King Jr. Day)

Third Monday in February (President's Day)

The first Saturday in May (close at 1pm for Annual Good Neighbor Parade)

Last Monday in May (Memorial Day)

July 4th (Independence Day)

The Saturday before Labor Day in September (close at 3pm for carpet cleaning)

The first Monday in September (Labor Day)

The Wednesday before Thanksgiving in November (close at 5pm)

The fourth Thursday in November (Thanksgiving)

December 24th (Christmas Eve)

December 25th (Christmas)

December 31st (close at 1pm for New Year's Eve)

Any holidays that fall on a Sunday are observed on the following Monday.

Library Hours

Lansing Public Library service hours are as follows:

Monday through Thursday 9am to 8pm Friday and Saturday 9am to 5pm Closed on Sunday

Please note that Live Chat is available on our website Monday through Friday from 7am to 11pm and Saturday from 8am to 8pm and Sunday from 11am to 8pm. All times are Central Time Zone.

Materials Selection Policy

Mission Statement

The mission of Lansing Public Library is to provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information.

Lansing Public Library strives to fulfill its mission when selecting materials for its collections. Because libraries are supported by tax dollars, choices must be carefully made from an abundance of materials being published in various formats. It is Lansing Public Library's goal to select the best of available materials on any given subject, within constraints of our budget, and appropriate to the community the library serves.

Lansing Public Library believes in freedom of information. It is our job to purchase materials which express a wide range of opinions, and which reflect the diversity of age, education, gender, race and background of the residents of Lansing.

Lansing Public Library is bound by the principles set forth in the First Amendment of the Constitution of the United States of America. We endorse the American Library Association's Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement, all of which are attached to this document.

Responsible for Selection

The Board of Trustees of Lansing Public Library is entrusted by the voters of Lansing to make the policies by which the library conducts business. The Board, in turn, hires a Library Director who is charged with the day to day operations of the library. The director is responsible for selection of materials under this policy. The Director has the discretion to delegate responsibilities among the staff to take advantage of their interests and strengths as materials selectors. The staff works directly with the public every day and brings important insights into the tastes and interests of the library's public.

General Selection Criteria

Lansing Public Library does not support or promote any set of beliefs over another, nor is the selection of any materials to be construed as supporting a particular point of view. The library

tries to provide materials representing all viewpoints on controversial subjects. We strive to purchase materials that reflect the interests and views of our community. Patrons may suggest materials they feel should be added to our collection. All suggestions will be given the same consideration. The final decision to purchase rests with the library.

Parental Responsibility

It is not the library's role or its employees to act as a censor of anyone's reading or viewing choices. Nor can we act in the place of parents to censor the selections of children. Parents are responsible for guiding the choices of their children.

As a general guide to parents the library has located materials most suited to children's tastes and interests in the Youth Services collection housed on the lower level of the library. Parents please note that our Young Adult collection is also housed on the lower level. Adult materials are housed on the upper level. Please note, all audio visual materials are located on the upper level in our Business/Audio Visual Section.

Criteria for Selection

Textbooks – Lansing Public Library does not purchase textbooks. The library will house a collection of textbooks loaned to the library by a local school for the convenience of its students and parents if they are made available.

Genealogy – Lansing Public Library does subscribe to Ancestry.com and Fold 3. We also have a collection of print materials that may be of assistance.

Foreign Languages – Works in languages other than English are generally not purchased by the library. We have added materials in Spanish to our collection to reflect the community need. Materials to learn a language (often referred to as ESL materials) or to assist in developing fluency are included in the collection. Lansing Public Library subscribes to Mango Languages which is accessible on our website. You can then download the app to use it on your phone or other portable devices.

Religious Materials – The library purchases books which include the texts, doctrines, history, and leaders of all religions and religious philosophies.

Gifts, Donations and Bequests

Lansing Public Library accepts gifts of books, pamphlets, periodicals, DVD, and sound recordings in all formats. We do not accept encyclopedias, records VHS tapes and eight track tapes. All audio visual materials must be in original packaging. Gifts are accepted with the understanding that they become the property of the Lansing Public Library and may be added to the collection, sold at our book sales or disposed of as staff sees fit. Gifts will be judged on the same basis as any other acquisition materials.

The library cannot assign a value to materials donated. Upon request, a receipt where you can indicate the number and type of materials donated will be issued to the donor.

Monetary gifts are welcome by the library, and will be used to purchase materials in subject areas specified by the donor, if they are within the general guidelines outlined in this policy. Book plates honoring the donor or honoree will be placed in the books if requested.

Persons wishing to remember the library in their will should contact the Library Director for more information.

Donations of materials or money are accepted subject to the following stipulations:

- *The library retains unconditional ownership of the material.
- *The library makes the final decision on the use or other disposition of the gift.
- *The library reserves the right to decide the conditions of display, housing and access to all materials.
- *No materials will be sequestered or assigned to separate "special" collections except for library purposes.

Collection Management

Collection management is an ongoing process in a public library. We are not an academic or research facility and cannot keep all materials ever purchased. We have a finite space for materials. Collection development is not only adding materials to the collection but also necessary removal of materials. This process is called weeding.

Replacement and Duplication

Lost, damaged or worn items are replaced as needed. The library tries to replace useful materials with a newer edition, or more current publication. Materials of lasting interest or merit are generally replaced if possible, when circulation statistics indicate continued interest. If we no longer own a requested item it can usually be obtained through Inter Library Loan.

Materials in high demand because of an author's popularity are purchased in quantity as are books on local school reading lists. When possible multiple copies will be purchased in less expensive editions.

Weeding of Materials

Weeding is the removal of unneeded items, outdated materials, books no longer of interest and duplicated, worn or mutilated items. Books in circulating collections which have not circulated in five (5) years are withdrawn. Materials in popular fiction may be withdrawn if not circulated in two (2) years at the staff's discretion. Books in science and medicine may have an even shorter life span. The library strives to keep its collections as up to date as possible.

Tattered, worn, mutilated or badly stained books will be withdrawn and discarded. Materials in decent shape will be sold at our book sales.

Weeding of Website Content Policy October 2017

Weeding is the removal of unneeded items, outdated materials, links/files no longer of interest and duplicate items. Links may be withdrawn if not used in one (1) year at the staff's discretion. The library strives to keep its digital collections as up to date as possible.

Exceptions to weeding include Library Board Agendas & Meeting Minutes.

Website weeding will follow these general criteria to identify files/links for removal.

Misleading—

 Factually inaccurate

Superseded—

 By a new revision of content

Outdated—

 Materials related to annual events purged annually.

 Materials related to biannual events purged at least every three (3) years if comparison to previous content is relevant.

Links related to special one-time programs, placed in prominent areas beyond the traditional location are removed after three (3) weeks.

Links evaluated for broken/changed URLs annually.

Irrelevant—

Irrelevant to the needs and interests of the library's community.

Analytics to evaluate page and link usage.

Duplicate links in multiple areas of the site.

Elsewhere—

The material is readily available online, and can be located with the assistance of library staff if necessary.

Reconsideration of Library Materials

Lansing Public Library endorses the American Library Association's Statement on Intellectual Freedom, The Library Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement and incorporates them into our policies.

Lansing Public Library does not promote or endorse any religious, intellectual, moral, ethical or political philosophy over another. Instead, it makes available materials presenting a variety of views on an issue so the reader can make an informed decision for themselves from the available materials.

It is the primary role of the public library to offer a whole range of human knowledge to its users. It is up to the library user to determine what is appropriate for him/her to read, and how acquired knowledge will be used.

Material Complaint Procedure

- * Patron will fill out a “Request for reconsideration of Library Materials form.
- * The form is given to the Library Director, who temporarily removes the material from the shelf for examination.
- * The Director or staff member assigned to review the material will read and look at professional journal reviews of the material.
- * The Director or designated staff member will respond in writing or on the telephone to the complainant on the disposition of the complaint.
- * If the complainant is not satisfied he/she may request that the matter be placed on the agenda of the next regular meeting of the Board of Trustees to present his/her concerns to the Board. The Director will present the staff’s findings.
- * The Board will take appropriate action, which may include postponing a decision until the next meeting if the Board Feels more time is needed to reach a decision.

Information & Reader's Advisory

It is part of the mission of the library to assist our patrons in all their library needs. Staff is trained to assist with information, materials, reader's advisory, and guidance in use of the library and its facilities, use of the catalog, basic computer use and a myriad of questions for various services.

Reader's Advisory is provided by trained staff on both levels of the library at our information desks. The upper level is geared for Adult assistance and the lower level is geared for Youth and Teen users. Both levels are equipped to assist patrons of all ages.

The patron who comes to the library is given priority service. Phone calls whenever possible are handled off desk.

Live Chat is available on our website during hours specified earlier in this document. This service enables patrons to receive answers to questions when the library is closed.

Computer users will be given assistance to the best of our ability. Please note that our time must be split between all our patrons. We would ask that you make use of computer classes offered free of charge to improve your computer skills. If you need personalized assistance please ask us and we will set up an appointment for you. You may also do this yourself on our website www.lansingpl.org

Staff does its best to provide the best customer service possible. Staff is charged with assisting all patrons to the best of their ability. The library reserves the right to refer patrons with some projects beyond our scope to other libraries or commercial research service, as the library deems necessary.

Public Telephone Use

Lansing Public Library does not have a public pay phone. Library telephones are for the use of its employees. Children may use the phone if they need a ride home from the library. Other use of library telephones by the public is not permitted.

Cell phone use is permitted in the library building. Conversations are expected to be conducted quietly as to not disturb other patrons.

Please note: Cell phones use is prohibited in our Quiet Room all phones must be turned off or on vibrate in this area.

Unattended Children Policy

Children who are not in 6th grade must be accompanied by a caregiver over the age of 18. The child and caregiver must remain together during their visit at the library.

Use of the library as a day-care facility is not permitted. If staff becomes aware of an obvious pattern indicating that this is occurring they will notify the Department Head in charge. Parents are reminded this is not acceptable use of the library.

Parents may not use a computer and leave their child unattended in another area of the library.

Any minor left at the library must be picked up by closing time. The police will be called to care for unattended children left at the library.

Please remember that the library, although an enjoyable place to be, is a busy public facility, and all public places do present hazards for unsupervised children.

Lansing Public Library Art Display & Exhibit Policy & Forms Adopted 2003 & Revised 2008

Applications for exhibits must be made through the Adult Services or Youth and Teen Services Department and will be processed on a first come first serve basis. The material to be displayed must be appropriate for a public building. Collections are displayed in display cases, items must fit the space provided. Lansing Public Library reserves the right to decline to display content that is in its sole opinion not appropriate for display.

Library staff will not be involved with sale of art work. Artists may not display their artwork for sale during the exhibit. Artists may provide business cards for interested patrons.

Permanent use of the display area is not permitted by any individual or organization. Exhibits will normally be limited to a period of six weeks with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule.

The artist is responsible for setting up his/her own artwork, arranging, and dismantling their exhibit. Staff is not available to assist the artist with setting up or taking down their work.

The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign this **Exhibit/Display Agreement** which releases the library from responsibility for any items on display.

Exhibit/Display Agreement

Name (please print): _____

Address: _____ Phone: _____

Art Medium: _____

Display Description: _____

Installation Date: _____ Removal Date: _____

I the undersigned, have received and read a copy of the Lansing Public Library Art Display Policy and agree to abide by all its rules and regulations. Also, I hereby release the Lansing Public Library, and its entire staff, from any liability sustained from any damage to my artwork or collection.

Signature of Exhibitor: _____ Date: _____

LANSING PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERILAS

Date _____

Title: _____ Book _____ DVD/Video _____
Author: _____ CD _____ Other (specify) _____
Call Number: _____
Publisher: _____

In what section of the library is the material located? Adult _____ Youth Services _____ Teen _____

How was this item brought to your attention?

Did you read, view, or listen to the entire work? Yes _____ No _____

What is your objection to the material? Be specific, cite pages or sections:

Is there anything positive about the material? _____

What, in your opinion, is the theme of this material?

Do you know what library critics and reviewers think of this material? Yes _____ No _____

What do you feel might be the result of reading this book, viewing this movie, or listening to this CD?

For what age group would you recommend this material?

In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated:

What would you like the library to do with this material? _____

Signed: _____ Print Name: _____

Phone Number: _____ Address: _____

Organization or group represented, if any. (Indicate your capacity or office) _____

Americans with Disabilities Act

Lansing Public Library complies with the Americans with Disabilities Act or offers alternative reasonable compliance to meet its requirements.

The Library Director is the ADA compliance officer.

Complaint forms are available at all public service desks and in the Administrative Office. Staff will be happy to assist any patron in filling out the form, if needed.

Complaints will be brought before the Library Board, at their next regular meeting following receipt of a completed form.

Programming

All notices and advertising for library sponsored programming should contain the following notice:

Any person needing an accommodation for a disability at this meeting should contact the Library Director of the Lansing Public Library, by telephone at 708-474-2447 or in writing five (5) working days prior to the meeting.

Accommodations for patrons with a disability

Staff will assist any patron with a disability in any reasonable way needed, including opening doors, carrying or retrieving library materials, or completing library forms.

Persons with a hearing impairment will be offered materials to write down their request.

Community Room Users

Groups using the community room and presenters are required to meet the requirements of the Americans Disabilities Act. The library offers the facility as a service to community groups, but has no responsibility for the groups using the room.

Independent Contractors

All independent contractors working for the library must submit a letter stating their compliance with the Americans for Disabilities Act.

**Lansing Public Library
Americans with Disabilities Act (ADA)
Compliant Form**

Lansing Public Library seeks to comply with the provisions of the Americans with Disabilities Act. To meet those requirements we need to be made aware of accessibility problems experienced by our patrons or employees.

Problems may include service and/or facility access. We welcome suggestions to help us improve our services for all of our patrons including those with disabilities.

Please list your concerns in the space provided:

Signature: _____ Print Name: _____

Address: _____

Phone: _____ Date: _____

These suggestions will be reviewed by the Library Director and the Board of Trustees.

Sample Independent Contractors Notice of EEOC and ADA Compliance

To whom it may concern:

As a public body employing twenty five (25) employees, the Lansing Public Library complies with the Americans with Disabilities Act (ADA). As part of our compliance we must insure that all independent contractors with whom we do business comply with Title I (Employment Practices) of this act.

Please have the appropriate corporate authority sign and return this letter for our records.

Sincerely,

Deborah Albrecht
Library Director

I, _____, of _____ attest that
(Name of person completing this form) (Company Name)

We are an Equal Opportunity Employer and we do not discriminate on the basis of race, religion, color, gender, age, national origin or disability.

Signature

Printed Name

Date_____

LANSING PUBLIC LIBRARY
THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows¹:

A. The mission of Lansing Public Library is to provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY 16/17 is: \$2,355,473.00

Funding sources are property taxes, state and federal grants, fines, charges, and donations². Tax levies are:

1. Corporate purposes (for general operating expenditures)
2. IMRF (provides for employee's retirement and related expenses)
3. Social Security (provides for employee's FICA costs and related expenses)
4. Maintenance (for maintaining the building)
5. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
6. Debt Service (for bond and interest payments)

D. The office is located at this address: 2750 Indiana Avenue Lansing, Illinois 60438

E. We have approximately the following number of persons employed:

- | | | |
|----|-----------|----|
| 1. | Full-time | 14 |
| 2. | Part-time | 25 |

F. The following organization exercises control over our policies and procedures: *The Lansing Public Library Board of Library Trustees*, which meets monthly on the third Thursday of each month, 6:30 p.m., at the library. The board does not meet in August and December.

Its members are: Tim Glinski, President; Sharon Novak, Vice President; Anthony Comer-Hill Secretary; Bonnie Cuthbert, Treasurer; Mozella Brown, Judith Koch and Jeri Villa.

G. The following organization operates in an advisory capacity regarding our operation: Peregrine, Stime, Ritzman & Bruckner, Ltd. - Attorneys

H. We are required to report and be answerable for our operations to:

¹ If the public body maintains a website, the information in Section I must be posted there as well.

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

II. You may request the information and the records available to the public in the following manner:

- A. Use request form (see attached).
- B. Your request should be directed to the following individual: Deborah Albrecht FOIA officer³.
- C. You must indicate whether you have a “commercial purpose”⁴ in your request.⁵
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:
 - Monday through Friday 9 a.m. to 5 p.m.
 - Lansing Public Library, Administrative Offices

³ P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

⁴ “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

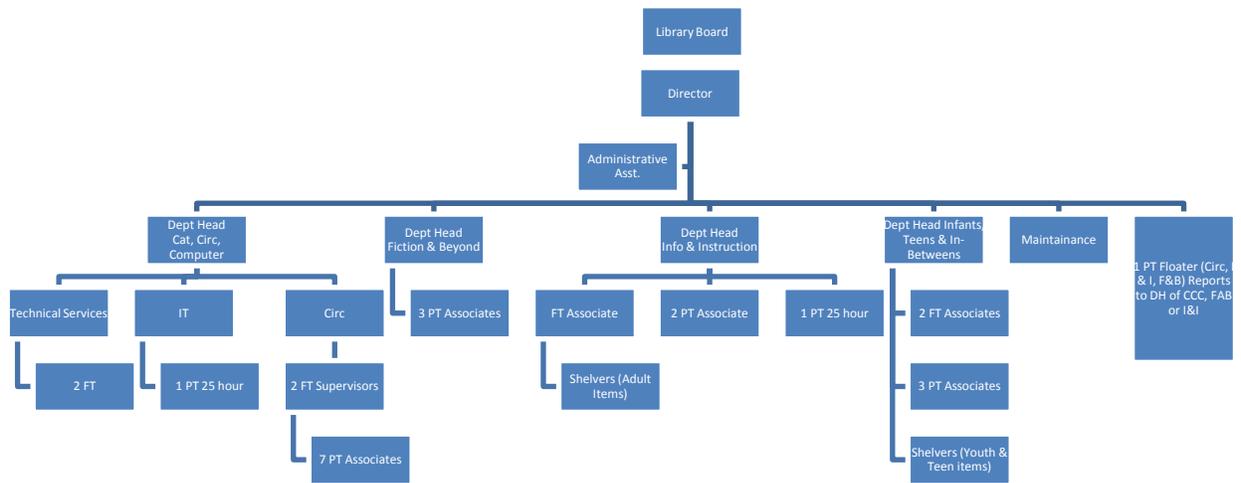
⁵ In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

[Note: these listed are for illustration purposes only – you should substitute your categories]

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits – Library included in Village of Lansing Audit – Village maintains records
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

Lansing Public Library - Organizational Chart



Appendices

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

The 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 Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[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](#)

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

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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the [Library Bill of Rights](#) and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the [ALA Council](#).

[Access for Children and Young Adults to Nonprint Materials](#)

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

[Access to Electronic Information, Services, and Networks](#)

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

[Q&A: Access to Electronic Information, Services, and Networks](#)

Following the initial adoption by the ALA Council of Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights in January, 1996, the ALA Intellectual Freedom Committee produced a sample set of questions and answers to clarify the this Interpretation's implications and applications.

[Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation](#)

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation.

[Access to Resources and Services in the School Library Media Program](#)

The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library media program, the principles of the Library Bill of

Rights apply equally to all libraries, including school library media programs.

[Challenged Materials](#)

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the Library Bill of Rights, and that is approved by the appropriate governing authority.

[Diversity in Collection Development](#)

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

[Economic Barriers to Information Access](#)

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves. While the roles, goals and objectives of publicly supported libraries may differ, they share this common mission.

[Evaluating Library Collections](#)

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.

[Exhibit Spaces and Bulletin Boards](#)

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

[Expurgation of Library Materials](#)

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent,

or its parent institution (if any).

[Free Access to Libraries for Minors](#)

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

[Intellectual Freedom Principles for Academic Libraries](#)

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work.

[Labels and Rating Systems](#)

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

[Questions and Answers on Labels and Rating Systems](#)

The ALA Intellectual Freedom Committee developed this Q&A to work in conjunction with Labels and Rating Systems, adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005. Like Questions and Answers on Privacy and Confidentiality and Questions and Answers: Access to Electronic Information, Services, and Networks, this document will be revised as appropriate.

[Library-Initiated Programs as a Resource](#)

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation.

[Meeting Rooms](#)

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

[Privacy](#)

Privacy is essential to the exercise of free speech, free thought, and free association. See also Questions and Answers on Privacy and Confidentiality.

[Questions and Answers on Privacy and Confidentiality](#)

Complements Privacy: An Interpretation of the Library Bill of Rights.

[Restricted Access to Library Materials](#)

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

[The Universal Right to Free Expression](#)

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.