

# **Lansing Public Library**

## **General Policy Manual**

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**September 2025**

**October 2025**

**November 2025**

**January 2026**

**Lansing Public Library Mission Statement:**

THE LANSING PUBLIC LIBRARY ENRICHES, CONNECTS, AND EMPOWERS ITS COMMUNITY BY PROVIDING EQUITABLE ACCESS TO RESOURCES, EXPERIENCES, AND OPPORTUNITIES.

**Lansing Public Library Vision Statement:**

YOUR STORY STARTS HERE

**Lansing Public Library Core Values:**

**Exceptional Member Experiences**

We care about the people we serve and we work to deliver personal and exceptional experiences

**Curiosity & Exploration**

Curiosity is the cornerstone of learning, and we ensure that our resources create a pathway to lifelong exploration and discovery

**Equity for All**

We provide and champion equity of access in our space, programs, services, and collections

**Diversity & Inclusion**

We recognize the innate human dignity of all, and embrace our similarities and differences both throughout the organization and our community

**Connectivity**

Being connected to the community allows us to understand its needs, and it guides our work to help build a strong and vital Lansing

**The People We Serve**

Uplifting our community is at the heart of all that we do

## **Lansing Public Library Customer Service Philosophy**

Exceptional experiences for all who use the Lansing Public Library is at the core of what we do, and excellent customer service is a crucial component of this promise. The staff cares about the people we serve, and works hard to create experiences that keep them coming back. The guiding principles of the library's customer service philosophy are:

1. We warmly welcome all patrons
2. We respond to all patron inquiries and concerns with respect and fairness
3. We encourage you to provide feedback as well as voice any concerns in order to help improve your overall interactions and experience
4. We respect the patrons' confidentiality of personal data, requests for material and information, and it will only be shared in a professional capacity when necessary
5. We hold ourselves accountable for any mistakes, and we will work with our patrons to rectify any issues that may arise
6. We explore all options to help patrons accomplish their goals, and satisfy their needs while using the library
7. We strive to make every patron's visit as quick, convenient, and stress-free as possible

# **PATRON SERVICES**

## **Circulation and Membership**

### **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 may be shortened to ensure that all patrons have access to materials.

### **Renewals**

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 through the SWAN catalog. Materials eligible for renewal will 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 a SWAN member library card or who have applied for reciprocal borrowing privileges with their Reaching Across Illinois Library System (RAILS) library card may place reserves on materials owned by SWAN member libraries through the Online Catalog. The Lansing Public Library card has a maximum hold limit of 75 items.

Patrons will be notified by their notification preference, which includes telephone, text or email, 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 the patron to check-out. Items will be held for seven (7) days.

The library item(s) on hold or reserve can only be checked out to the library card that has placed that hold. The library reserves the right to not hold materials.

### **Loan Periods, Fines, Fees and Limits**

The Lansing Public Library card has a maximum checkout limit of 100 items and a hold limit of 75 items. Our loan periods and limits for different types of material are listed below.

| Material                                 | Loan Period | Checkout Fee | Holdable            | Renewal | ILL               | Limits                             |
|--|-------------|--------------|---------------------|---------|-------------------|------------------------------------|
| Books                                    | 21 days     | No           | Yes                 | Yes - 2 | Yes               | 40                                 |
| New<br>(Print and<br>Audiovisual)        | 14 days     | No           | Yes                 | Yes - 2 | Yes               | 10 of each<br>type                 |
| Video Games                              | 21 days     | No           | Yes                 | Yes - 2 | Yes               | 5                                  |
| New<br>Video Games                       | 14 days     | No           | Yes                 | Yes - 2 | Yes               | 5                                  |
| Hot Shelf Items                          | 14 days     | No           | No                  | No      | No                | 1 of each<br>type                  |
| Hotspot/Tablet<br>18 + Years LSS<br>only | 14 days     | No           | Yes - LSS<br>only   | Yes - 2 | No                | 1 of each<br>type per<br>household |
| Summer<br>Reading                        | 14 days     | No           | ONLY LSS<br>and GWS | No      | Only<br>to<br>GWS | 5                                  |
| Newspapers                               | None        | No           | No                  | No      | No                | 0                                  |
| Magazines                                | 21 days     | No           | Yes                 | Yes - 2 | Yes               | 10                                 |
| DVD Feature<br>and Nonfiction            | 21 days     | No           | Yes                 | Yes - 2 | Yes               | 10                                 |
| DVD Multi vol<br>sets                    | 21 days     | No           | Yes                 | Yes - 2 | Yes               | 10                                 |

|  |         |                  |                     |                                  |     |                    |
|--|---------|------------------|---------------------|----------------------------------|-----|--------------------|
| Compact Discs  | 21 days | No               | Yes                 | Yes - 2                          | Yes | 10                 |
| Audio Books  | 21 days | No               | Yes                 | Yes - 2                          | Yes | 10                 |
| OCLC<br>Audiovisual                                    | 30 days | Fee may<br>apply | Yes                 | Dependent<br>on OCLC<br>Supplier | n/a | 10                 |
| OCLC<br>Print  | 30 days | Fee may<br>apply | Yes                 | Dependent<br>on OCLC<br>Supplier | n/a | 20                 |
| Library of<br>Things<br><br>LSS Only<br><br>18 + Years | 14 days | No               | Yes<br><br>LSS Only | Yes - 2                          | No  | 3                  |
| ROKU (LOT)<br><br>LSS Only<br><br>18 + Years           | 14 days | NO               | Yes                 | No                               | NO  | 1 per<br>household |

### **Interlibrary 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. Interlibrary loans are materials borrowed from another library through the Lansing Public Library.

The library also participates in the OCLC lending service which allows patrons access to materials throughout the United States. These requests must be submitted with the Information Department. Lansing patrons may place holds on any holdable materials through interlibrary loan. The loan period for items borrowed from other libraries is determined by the lending library. The Lansing Public Library will follow any conditions that are imposed by the lending library, such as shorter loan period, in library use only, or no renewals. The Lansing Public library will not place holds for new text books.

Patrons may be allowed access to a copy document through Article Exchange. The patron may have limited views and limited access based on the lending library's settings. A copyright compliance statement will display to patrons when they access their copy document via article exchange.

Lansing Public Library does not charge a fee for interlibrary loan material coming from within the SWAN consortium or materials borrowed from members of Libraries Very Interested in Sharing (LVIS). A minimum fee of \$5 may be assessed for out of state materials or material from non-LVIS members.

All persons with a valid SWAN member library card or who have applied for reciprocal borrowing privileges with their Reaching Across Illinois Library System (RAILS) library card are eligible for this service as long as it is available within the SWAN system. Out-of-system requests are limited to Lansing Public Library cards only.

### **Reciprocal Borrowing**

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

Patrons from participating libraries (reciprocal borrowers) may use the materials of the Lansing Public Library in accordance with our circulation loan rules after applying for reciprocal borrowing privileges.

Chicago Public Library patrons are governed by loan rules and hold limits set forth by the Chicago Public Library, therefore, there may be items we cannot lend. Any materials checked out by a CPL cardholder should only be returned to a SWAN library.

### **Overdue Materials**

It is the responsibility of each patron to return all materials checked out on their card to the Lansing Public Library or to a library within the SWAN consortium prior to or on the due date. The Lansing Public Library does not charge for overdue fees on items that are up to 41 days overdue that have been checked out within our library building.

The first overdue notices are sent at 7 days overdue and the second overdue notices are sent at 21 days overdue. The overdue notices are sent via notification preference, which includes SMS text, phone, or email. Items are considered lost at 42 days overdue.

Overdue Library of Things devices Roku that must be disabled require additional processing by staff and upon return a \$5.00 fee will be charged to the patron's account. The library loses the use of its paid subscriptions when Library of Things materials, like Roku, are overdue and disabled for an extended period of time. A daily fee will be charged to the patron's account when Roku are overdue. This fee will be calculated based on the current market value of the paid subscriptions installed on the Roku.

Please also see "Library Theft Policy"

### **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 damaged. It is a library staff decision when materials warrant replacement.

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

All Lansing Public Library material that is assumed lost (42 days overdue) or damaged will be charged to the account. New material owned by the Lansing Public Library (within 1 year of purchase) will be charged at full price. Lansing Public Library material that is past 1 year of purchase will be reduced to half-price at patron request. Items are considered long-overdue at 365 days overdue and are no longer in our system. Items that are long-overdue can no longer be returned and the charges will remain on the account until paid in full. For laptops, hotspots, and tablets a replacement fee for the same or similar item will be charged to the library cardholder. Materials not owned by the Lansing Public Library will be charged at the price determined by the owning library.

Roku devices that have been altered by the patron are considered damaged and a \$5.00 fee will be charged to the account. This includes, but is not limited to: logging out of library streaming subscriptions, changing profiles on the Roku or individual channels, etc.

### **Suspension or Blocked Privileges**

Unpaid fees will result in a patron's borrowing privileges being blocked if the fees reach \$5.00. There is an overdue threshold of 11 items. Once there are 11 items overdue the account will be blocked.

Blocked accounts will be referred to a collection agency for resolution and a referral fee will be added to the account. Referral fees cannot be forgiven.

If the SWAN system reports an address change through the United States Postal Service's National Change of Address program the patron's borrowing privileges will be blocked. To reinstate borrowing privileges the patron would need to provide an acceptable photo ID with proof of address. Acceptable IDs and documentation for proof of address are listed in the Membership Policy.

### **Claimed Returned Items**

Claimed return items will note the item has been claimed returned to the library and no charge on the account will be added. The Lansing Public Library allows only one claimed returned item per lifetime of the patron's library card.

### **Overdrafts**

If an overdraft occurs with a check after a payment is made the fees will be replaced back to the original cardholder's account and the banking fee will be added to the account.

## **Membership**

“Every library established under this Act shall be forever for the use of the residents and taxpayers of the city, village, incorporated town or township where located, subject to such

reasonable rules and regulations as the Library Board may adopt in order to render the use of the library of the greatest benefit to the greatest number of such residents and taxpayers.”

**Library Card Policy**

Library cards are issued to Lansing IL. taxpayers upon verification of residency. Applicants may apply in person with valid identification or register online through SWAN’s registration form. All applicants are required to complete either the online registration form or a physical library card application, providing their full name, address, birthdate, and contact information.

Lansing children under the age of 18 must have a parent, guardian, or responsible adult complete the online registration or apply in person on their behalf. The adult must provide proof of residency, and will assume financial responsibility for all materials borrowed on the child’s card.

**Online Registration**

The online registration process verifies that:

- The applicant is a current taxpayer of Lansing, Illinois
- The applicant does not already hold a library card within the SWAN consortia

**In-Person Registration**

Applicants registering in person are required to complete the online registration form, except in the following cases: they have received a registration denial notice, live in unincorporated Lansing, are non-residents who pay taxes to Lansing, or are reciprocal borrowers. In these situations, patrons must provide the following documentation:

**Acceptable Identification (One-item requirement)**

|   |
|---|
| <p style="text-align: center;"><u>Photo ID</u><br/>Requires a Lansing, IL<br/>address<br/><br/>Valid and Unexpired<br/><br/>1 item required</p> |
| <p>Driver’s License</p>   |
| <p>State ID</p>   |

**Acceptable Identification (Two-item requirement)**

If the above photo ID does not display a valid, unexpired Lansing, IL address, residents must present a photo ID with additional proof of address:

| <u>Acceptable Photo ID</u>                   | <u>Acceptable Proof of Address</u>   |
|--|--|
| Unexpired<br>1 item required                 | Requires a Lansing, IL address<br>Name matches the photo ID<br>1 item required |
| Driver's License (non-Lansing address)       | Current utility bill (within 30 days)  |
| State ID (non-Lansing address)               | Paystub or electronic deposit receipt (within 30 days)                         |
| Passport                                     | Bank statement (within 30 days)  |
| Military ID                                  | Postmarked piece of mail (within 30 days)                                      |
| Permanent Green Card                         | Lease or mortgage dated (within 30 days)                                       |
| F.O.I.D. or other government-issued photo ID | Digital bills (within 30 days)   |
|  | Current automobile registration  |

### **Applicant Agreement**

*By submitting the online registration or signing a physical application, the cardholder agrees to any and all library policies that apply to themselves and/or any minor children for whom they obtained a library card.*

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

*I agree to assume the same responsibilities for all minors for whom I obtained cards. I understand that there are no age restrictions on borrowing materials, with the exception of Library of Things items. I further understand *that* any minor child will have access to Internet computers at the library. I agree that the library, its board, and staff are in no way responsible for content on the Internet or borrowed material.*

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

*However, should a minor incur a fee for a lost or damaged item, the library will contact the listed responsible adult, parent or guardian and inform them of the situation.*

*A patron's current library card, in good standing, must be presented to obtain materials and use library equipment. Only the person the card is issued to is entitled to use it. 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.*

*Lansing library cards are valid until a minor turns 18 or until the cardholder moves out of incorporated Lansing, Il. Temporary cards, non-resident cards, and reciprocal borrowing privileges have shorter expiration periods in accordance with the library's membership policy.*

### **Renewing or Replacing Cards**

Library cards may be renewed upon expiration if:

- No current changes are pending on the account and
- The patron provides current photo ID and proof of address

All patrons renewing or replacing their library card are required to:

- Update their contact information

For minors, both child and parent, guardian, or responsible adult must be present to receive a replacement library card.

### **Temporary Library Cards**

For taxpayers who are unable to meet the full documentation requirements listed above, the library may issue a Temporary Library Card with limited borrowing privileges.

- The Temporary card allows up to five (5) items to be checked out. Museum Adventure passes and the Library of Things items are unavailable for temporary cards.
- The Temporary Card will expire after the 21-day period or when items are due, whichever comes first.
- Only one (1) Temporary Card will be issued per household, and it must be an adult.
- A postcard will be mailed to the provided Lansing address. The postcard must be returned within 21 days or before the due date of any checked-out item to receive a full-access Lansing Public Library card.

### **Non-Resident Library Cards**

The State of Illinois has mandated a 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.

### **Eligibility:**

- For Lansing residents outside the service boundaries of the Lansing Public Library.
- Pursuant to §3050.60, 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:
  - West: Interstate 394
  - East: Illinois/Indiana Border
  - North: Little Calumet River
  - South: Glenwood-Lansing Road
  - *Excludes areas already served or annexed to another public library.*

**A map is available at the library to clarify these boundaries.**

**Fee Calculation:**

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)
- The non-resident fee is updated annually in May and posted on the library’s website.

**Payment Options:**

- Full Payment
  - Grants 1-year library privileges from the date of payment
- Two Installments:
  - Each installment covers 6 months from the date of payment
- No refunds will be given for non-resident fees.

**Card Issuance:**

- Each household member gets an individual card.
- Only the cardholder may use the card.
- Cardholders are entitled to all services the Lansing Public Library provides, and are subject to the rules and policies of the library.
- If one household member’s card is invalidated, all household cards are suspended until resolved.

All borrowers’ cards remain the property of Lansing Library.

**Non-Resident Property Ownership—Taxpayers**

Non-Resident Property Ownership Cards are valid for one (1) calendar year from the date of issue.

[75ILCS 5/47(12) and 75 ILCS 16/30-55,60(3)]

**Eligibility:**

A non-resident does not have to pay the non-resident fee if they meet any of the following conditions: [75 ILCS 5/47 (12) and 75 ILCS 16/30-55, 60(3)]

- They own or lease property that is taxed for library services within the service area.
- They are a partner, principal stockholder, or joint owner of such property.
- They are a senior administrative officer of a firm, business, or corporation that owns taxable property within the service area.

**Requirements:**

Must present the most recent property tax bill with the library tax listed for the taxable property within the library service area as proof of eligibility.

**Card Issuance:**

The Non-Resident Property Ownership Library Card is valid for one (1) calendar year from the date of issue.

**Cards for Kids**

This program is intended to provide free library cards for students (K-12) who live in unincorporated Lansing, and who qualify for the National School Lunch Program (free or reduced-price lunches).

**Eligibility:**

- The student must be in kindergarten through 12<sup>th</sup> grade.
- The student must live in an unincorporated area of Lansing.
- The student must be eligible for free or reduced-price lunches under the National School Lunch Program.

**Requirements:**

- Proof from the school or school district showing eligibility for free or reduced lunch.
- The student and their parent, guardian, or responsible adult must provide the documentation for the card.

**Card Issuance:**

The library card is valid for one (1) calendar year. It may be renewed annually with updated, qualifying documentation.

**Disabled Veterans**

Veterans with a service-connected disability of at least 70% who are exempt from paying property taxes on their primary residence shall not be charged a non-resident fee.

**Eligibility:**

- A service-connected disability of at least 70%.

**Requirements:**

- Must provide documentation from the U.S. Department of Veterans Affairs (VA) showing:
  - A service-connected disability rating of 70% and
  - Proof that their primary residence is exempt from property taxes,

**Card Issuance:**

The library card is valid for one (1) calendar year. It may be renewed annually with updated, qualifying documentation.

**Reciprocal Borrowing Privileges**

Patrons from any Reaching Across Illinois Library system (RAILS), including Chicago Public Library, must obtain reciprocal borrowing privileges to check out material.

**Eligibility:**

- Patrons from any RAILS (Reaching Across Illinois Library System) library, including Chicago Public Library.

**Requirements:**

- A valid RAILS or Chicago Public Library Card
- A state issued photo ID
- Proof of address dated within the last 30 days
  - The name and the address on the photo ID must match the proof of address

**Verification:**

- The Lansing Public Library will verify the status and information with the patron's home library.
- Privileges are granted only if the library card is valid and in good standing.

**Borrowing Privileges:**

Valid for one (1) calendar year from the date of issue, or until the home library card expires – whichever comes first.

**School Cards****Obtaining a Card**

School cards may be issued to any public, private, and state licensed school and preschool located in the Village of Lansing. An intergovernmental or private agreement will be required for any school that wants access to a card. Agreements are required to be signed annually to be eligible for a Lansing School card.

**Requesting of Items**

All requests will go through the school librarian/LRC director/preschool director and will be handled by the school liaisons and teen associate. Requests should be made by phone, email, or

in-person at least two (2) business days in advance of the desired checkout date. If such a request is made within less than two business days, library staff will make a good faith effort to accommodate the educator; however, the demands of serving the public may prevent immediate fulfillment of this request. If educators would prefer to browse the collection to select their own materials they may. Their school will need to supply reasonable identification and letterhead stationery, for employees who become registered for circulation or who will pick up materials for the school.

### **Checkout Limits, Loan Periods and Renewals**

School cards may be used to check out materials during the scheduled school year and must be returned two weeks before the end of the school year. Schools may have up to 100 items at one time. Special collection items will be limited to 3 items at one time.

Cards may be used to check out materials at Lansing Public Library or used to obtain material via interlibrary loan from libraries in the SWAN consortium. Items will go out for a period of 3 weeks with 2 renewals if available.

Any materials that are needed during the summer school session will be handled on a case-by-case basis and permission will need to be given via school letterhead.

### **Excluded Items**

School cards may not be used to check out technology or digital items, or resources from the Library of Things collection or museum passes.

### **Charges and Fees**

Lansing Public Library is a fine-free library and does not charge fines for overdue materials. Materials that are overdue for 42 days will be charged as lost. Charges for lost or damaged materials will be assessed according to the Lansing Library's Lost or Damaged Materials Policy. If the school has more than five charged items, then the account will be blocked until it is in good standing.

The school shall be financially responsible for all costs for lost or damaged library materials. The library will notify the schools' designated contact person of any lost or damaged items.

## **Collection Development Policy / Materials Selection**

In accordance with the Illinois Library Act ILCS 5/5-7.2 "the Board of Library Trustees shall establish, and review at least biennially, a written policy for the selection of library materials, and use of library materials, and facilities. No employee may be disciplined or dismissed for the selection of materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section".

### **Purpose of the Policy**

- To support the mission, vision and core values of Lansing Public Library

- To provide the community with carefully selected resources to aid in the pursuit of education, information, research, pleasure and the creative use of leisure time
- To document the current collection management policies of Lansing Public Library
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users
- To ensure that all parts of the collection are up-to-date, attractive, and well maintained
- To continually evaluate formats and to identify new formats that will make the collection more valuable to our patrons
- To guide staff in selecting resources and shall serve to inform the community of the selection guidelines for the collection

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 subscribes to the principles of intellectual freedom as stated in the Library Bill of Rights and the Freedom to Read Statement, two documents created by the American Library Association. Included in these statements is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, social or political views. Accordingly, the staff of the library provides equal service, including purchase of materials, to all library users.

Additionally, through the SWAN library consortium, the Lansing Public Library is linked to nearly 100 other libraries, and this allows patrons access to library collections throughout the Chicagoland area.

### **Selection Process**

Primary responsibility for selection of library materials rests with the Library Director who reports to the Board of Library Trustees. This responsibility may be shared with or delegated to other members of the library staff. However, because the Library Director must answer to the Board of Library Trustees and the community for actual selections made, the Library Director has final authority to select or reject any resources.

### **Gifts**

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 a Friends of the Library book sale, or disposed of as staff sees fit.

We do not accept books that are more than 10 years old, magazines, textbooks, dictionaries, encyclopedias, Reader's Digest, VHS tapes, cassette tapes, computer software, or damaged and/or materials that have an odor.

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

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.
- Materials purchased from donations are also subject to the library’s weeding criteria

### **Patron Title Requests / Staff Recommendations**

All patron requests are considered for purchase. Patron title requests may be made online through your library account on our website, in person at the library, or by phone.

The librarian in charge of ordering each type of material reviews patron requests. Requests by both staff and patrons will be subject to the same standards of selection as other considered materials.

### **Selection Criteria**

- Community or popular demand, whether expressed or anticipated
- National, local or social trends
- Professional reviews and other selection source
- Scope & depth of work suitable for intended audience
- Authority and reputation of the author, artist, producer or publisher
- Currency & accuracy of information
- Representation of diverse viewpoints
- Availability of materials through interlibrary loan
- Physical space
- Budget

### **Academic Titles**

Many books are published that are too specialized, too narrowly focused, or too academic for our collection. These books may have received excellent reviews, but do not meet the needs of the general audience that frequents a public library. Unless the content of the book is of local interest and generates significant local demand we generally do not purchase and add these titles to our collection.

### **Local Authors / Lansing Writers**

Every attempt is made to acquire titles by local authors (Lansing and the towns in the South Chicago Suburbs) that are published by mainstream publishers and fit the selection criteria. Titles by local writers that are self-published, will not be purchased, but if the title is donated to the library, it may be added to our local author’s collection.

## **Print on Demand Self-Published**

Print on demand titles that are self-published, even though available via mainstream distributors, will not be added unless they meet the library's collection criteria.

## **Non-Traditional Library Resources**

### **Technology and Media**

The library will progressively and responsibly add new material formats as community demand, emerging technologies, industry trends, budgetary consideration and compatibility with the library environment allow. Any equipment or devices that the library adds to its collection will also be subject to the criteria established in this policy. Digital content and other emerging format acquisitions may require additional considerations such as:

- Community interest in the format; ability of residents to access the format with readily available technology
- Availability of other versions/updates once electronic content is available
- Supplementary costs-including hardware and software requirements
- Possible duplication of material
- Terms of licensing agreements
- Preservation and long-term access issues
- Performance questions, i.e., does this technology make information more easily or accurately available than its print counterpart?
- Training staff and patrons in the use of the new electronic resources
- Ability to direct patrons to this resource through the online catalog
- Ease of use

### **Library of Things (LOT)**

The Library of Things is a collection of non-traditional library items that complement the library's mission statement.

The purpose of this collection is to provide diverse opportunities for learning and engagement. This collection is not intended to be comprehensive and the library is limited by the amount of storage space for these items.

- Home improvement and assistive devices
- Music and audiovisual equipment
- Cooking equipment
- Crafting tools
- Technology
- Outdoor activity kits and games

The library staff will select items for this collection based on the needs and interests of the community. The staff welcome input concerning the collection, and patrons may suggest items for purchase for the Library of Things. All suggestions for purchase are evaluated using the same selection criteria and are not automatically added to the collection.

Due to the nature of the items contained in the collection, these items will not be shared via delivery with other libraries in the SWAN consortium.

## **Evaluation of the LOT Collection**

The staff will use circulation data and community suggestions to guide future selections for the collection. Items that are not popular and do not circulate will be withdrawn from the collection according to the Collection Maintenance portion of the policy.

## **Collection Maintenance**

Weeding is the removal of unneeded items, outdated materials, books no longer of interest and duplicated, worn or mutilated items. Special effort is made to continuously update the collection and to weed worn and outdated materials. The library strives to keep its collection as up to date as possible and must make room for new items.

Books in poor condition are referred by staff to the selector for possible replacement. Examination of the circulation history of potential weeds due to condition identifies heavily used materials that should be replaced with the same or similar titles.

The library's collections are continuously evaluated by staff in order to ensure a vital collection of continued value and interest to the community. The library is not a library of historical record except in the area of local history.

Factors that influence which materials are withdrawn may include:

- Worn or damaged
- Outdated or inaccurate
- Superseded by a newer edition or better work on the same subject
- No longer in demand
- Unnecessary duplications
- Space limitations

## **Reconsideration of Library Materials**

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

The Lansing Public Library recognizes that some materials are controversial and may offend some patrons. However, material selection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

The responsibility for reading to and with children rests with parents or legal guardians. Material selection will not be inhibited by the possibility that materials may come into the possession of children.

Materials will not be marked or identified to show approval or disapproval of content, and no material will be sequestered, except to protect it from damage or theft. Although materials are carefully selected, differences of opinion regarding suitable materials can arise.

Patrons seeking to restrict materials within the collection may complete a "Statement of Concern About Library Resources" form. Patrons seeking withdrawal of material from the collection may complete a "Request for Reconsideration of Materials" form. The library staff and the Director

consider each request in terms of the criteria outlined in the library's materials selection policy. The Director will respond, in writing within 30 days of receipt, to the patron's Request for Reconsideration. The response will indicate the action to be taken and reasons for the action to be taken.

### **Review Process**

The Director will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition. In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board.

If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the Request for Reconsideration has been handled in accordance with stated policies and procedures of the library.

On the basis of this determination, the Board may vote to uphold or override the decision of the Director. Following a vote by the Library Board, the Library Director or Board President will contact the patron with the Board's decision. The Board aims to resolve all patron issues in a timely manner.

Material and resources undergoing review within the context of the formal request for reconsideration process will not be withdrawn from the collection pending resolution of the process.

## **Request for Reconsideration of Materials**

If you wish to request reconsideration of a resource, please return the completed form to the library director.

Lansing Public Library. 2750 Indiana Ave. Lansing, IL 60438

Date \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Do you represent self?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:
- |  |  |   |                                    |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Book (e-book) | <input type="checkbox"/> Magazine        | <input type="checkbox"/> Digital Resource | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Movie         | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Game             | <input type="checkbox"/> Other     |

Title \_\_\_\_\_  
Author/Producer \_\_\_\_\_

3. What brought this resource to your attention?

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

4. Have you examined the entire resource? If not, what sections did you review?

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

5. What concerns you about the resource?

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

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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

7. What action are you requesting the board consider?

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

## **Department Policies**

### **Information Services Policy**

Information Services provides research assistance, reader's advisory, proctoring and computer and technology assistance, among other things. Staff will assist patrons with the use of the library's computers and other available technology, but may not operate equipment on behalf of the patron. When offering help with patron devices, staff will offer basic help on devices and software applications, but are not responsible for any changes made to the devices.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Information services are available during all hours the library is open and is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, and email. Priority is given to requests made in person over those made by other means. Any request in progress takes priority over a new request. Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context.

Staff may set reasonable limits on the amount of time and level of response given to patron requests. Whenever possible and depending on the question, answers to requests will be provided at the time of inquiry. If this is not possible, staff will provide an answer within one business day, otherwise a longer response time will be arranged in consultation with the patron.

Staff serve all patrons regardless of the race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics of the patron.

Non-residents will receive the same service as residents and will be assisted with local library resources, with the exception of out-of-system interlibrary loans. If the request proves to be beyond the scope of the resources available at the library, non-residents may be referred to their home libraries or other agencies for service.

### **Member Services Policy**

**Policy Statement:** The Lansing Public Library exists for its users. Delivering excellent customer service is a top priority of the library. All library patrons will be treated promptly and respectfully without regard to age, gender, sexual orientation, race, ethnicity, disability, language proficiency, religion, social or economic status or other protected status.

#### **Regulations:**

- Staff members are responsible for providing the best member service possible and are empowered to make decisions that will ensure the best experience for each member.
- When answering the phone, a library employee will identify themselves and the department in which they work. Phone calls will be efficiently routed or an accurate message will be taken.
- All staff will wear identification tags so that patrons can recognize them as library employees.
- Staff will assist patrons on a first-come, first-served basis to the extent possible without infringing on the service needs of other patrons. The priority of service is the patron in the facility; the patron on the phone and then inquiries via email. All phone and email requests will be answered within 24 hours.
- Staff members will enable successful library use by assisting patrons with the library's resources, equipment, and services. In cases where the library's resources are not sufficient to meet patron demand, staff will offer interlibrary loan service or refer customers to other organizations when necessary. Whenever possible, staff will contact the agency to which a patron is being referred to ensure that the information, material or equipment needed is available.
- Staff will recognize the need to enforce policies and procedures that some patrons may find disagreeable. In those incidents, staff will be patient, respectful and helpful even when being firm about library rules.
- A patron with concerns about the service received or about library policy shall be referred to the Department Manager, or to the Library Director.

## **Youth Services Policy**

Children and teens ages 0-18 are the primary user group of youth services materials. Youth is a broad term used to refer to patrons aged 0 to 18 years old. Youth are welcome in our library and may have their own designated spaces for programming and resources, according to age and development levels.

- Child: Birth to 5th grade, approximately 0 to 10 years old.
- Teen: 6th to 12th grade, approximately 11 to 18 years old.
- Caregiver: Parent, legal guardian, or other individual, 16 years of age or older, to whom the guardian has given responsibility for the care of the younger child while at the library.

## **Youth Areas**

The youth area shall be distinct from the adult area. It is understood that youth areas are no longer places of silence, but interactive learning environments with flexibility towards noise. Adults are permitted in the Youth Services Department when accompanied by a child or if the adult is actively browsing the collections. Any adult not in compliance with this provision will be asked to use other areas of the library.

## **Programs & Activities**

Youth and teen programming is intended to provide interesting and educational library-related experiences for ages 0-18. Admission to programs will be on a first come, first serve basis to

individuals, unless stated otherwise in the promotional materials. The following guidelines have been developed for the safety and well-being of our library members:

- Children under the age of 11 must be accompanied by a responsible individual aged 16+. In addition, an adult may be asked to accompany older children at the discretion of library staff. During library programming for children under the age of 11, the caregiver must remain in the building. Children 7 and under must be accompanied by and have a caregiver at the program for the entire duration of the event.
- If a child becomes disruptive, or exhibits signs of illness, the caregiver will be asked to remove the child from the program area. Children who are sick should stay home.
- The library has programs that are advertised for specific ages. These programs have been planned so that they are developmentally appropriate for the intended age group. Please understand that age limitations are important and are implemented for the benefit of all members.
- Due to room capacity and staffing limitations, attendance by groups including, but not limited to, preschools, schools, day care centers, and other formal organizations will not be permitted. Scheduled tours and visits, combined with story times, are available to groups upon request. Arrangements for outreach to their locations must be made through Youth Services and are dependent on scheduling and staffing availability.

## **Resources**

The library provides a wide range of materials in multiple formats to fulfill the informational, cultural, learning, and leisure needs of youth and teens by:

- Ensuring a collection development policy that reflects the characteristics inherent to youth and teen collections (i.e., books that reflect the developmental stages of reading youth, teen materials dealing with issues that are relevant to them, and a parenting collection for use by both adults as well as children).
- Evaluating the youth and teen collections on an ongoing basis
- Ensuring that the youth and teen collections are organized for easy access and with children's capabilities in mind.

Materials for youth and teens shall be chosen in accordance with the library's overall collection development policy.

## **Homework and Information Service**

Reference and reader's advisory services are major responsibilities of library staff working with youth and teens. Readers' advisory service involves the process of connecting readers and viewers to the materials that they want or need. It requires a broad collection of material selected with youth and teen interests and abilities in mind. These services include:

- Assisting in finding reliable sources of information
- Providing homework help as staff time permits or providing materials that will aid in gaining understanding. Staff cannot sit with children and do their work.
- Providing access to homeschool enrichment resources and materials.

## **Rights and Responsibilities of Caregivers**

The library expects caregivers to:

- Monitor the use of the library, services, and collections by the children
- Be responsible for borrowed materials and fees incurred by the children
- Not leave children under age 11 unattended on or about library premises.

## **Rights and Responsibilities of Youth**

### Youth Expectations:

- Respect the Library space, material, staff, and the right of other patrons to use the library.
- Comply with the Patron Behavior Policy.

### Youth Library Rights:

- Use the Library without discrimination.
- Receive friendly, respectful, and professional service.
- Have free and equal access to information.
- Have a clean, comfortable, and pleasant environment.
- Intellectual Freedom: Youth have the right to intellectual freedom. They have the right to access all materials and services offered within the library. Their inquiries will be answered without judgment, in confidence and with respect. Staff may suggest materials appropriate to meet the needs of youth but will not censor materials or services.

## **Confidentiality of Youth Records and Information**

Under Illinois law, library staff are not able to provide confidential information about a youth's library records or borrowing history without the youth's consent, the caregiver's possession of the library card, or a subpoena.

## **Unattended Children**

The Lansing Public Library endeavors to provide a welcoming, pleasant, and safe environment for all library users. The library encourages children of all ages to visit and take advantage of the resources available for them. The library, however, is a public building. Any public place may be dangerous for a child who is left unattended. Library team members do not serve *in loco parentis*, in place of the parents, for children in the library or on library premises. Team members assume neither responsibility nor liability for the actions, safety, care, or supervision of children at any age. Please review our Safe Child Policy for additional information. The policy can be located on our website or requested at the youth service desk.

## **Truancy**

As a public building, the library does not monitor the activities of its patrons unless there is a concern with conduct, or a youth is inappropriately left alone. It is not the role of library staff to closely monitor youth utilizing the library during school hours and determine whether they are truant. It is the role of staff to provide a safe and welcoming environment.

## **Requests for Information Regarding Missing Children/Runaways**

Staff will not give information to any person over the phone as to whether a minor is currently in the library or has been recently. If the situation appears to be serious, staff may offer to take a

message and ask the child to call the person back. If there is an active police investigation, staff will cooperate with the police in helping to locate a missing minor.

## **Community Outreach**

The library communicates and cooperates with other community groups and organizations devoted to serving youth and teens by:

- Actively encourage the continued cooperation of schools and community groups in the use of the library
- Providing expertise and support for community groups and organizations serving children including providing outreach services to daycares, preschools, and schools.
- Participating in community collaborative initiatives.
- Being knowledgeable about supports and services in the community so appropriate referrals can be made if needed.
- Lending and delivering materials to Lansing schools.

## **Exam Proctoring**

The Lansing Public Library provides exam proctoring services to all SWAN patrons with a valid library card. The library can accommodate print and online exams. The library is not able to install any software, run any executable files, or disable any features of our network to accommodate your test. We cannot guarantee that technical problems will not occur when using the library's network or its computers. 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. All exam rules will be enforced. Staff reserve the right to terminate an exam if any rule is being violated.

Exams are administered by appointment only and must be made at least 48 hours in advance. Unscheduled exams cannot be accommodated. Appointments are during regular library hours Monday through Saturday and must conclude thirty (30) minutes before the library closes. Exam proctoring may be administered by any Info Desk staff. Staff will attend to desk duties and other patrons while proctoring. Staff cannot provide direct supervision throughout the entire exam. If possible, the library will provide a study room for the duration of the exam. If a study room is not available, a table near the Info Desk will be provided.

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

## **Fees for Services**

The Lansing Public Library's mission is to provide free and open access to information in varied formats. This mission, however, is subject to monetary and budgetary limitations. Thus, the Library has determined that some services will be provided on a cost-recovery basis, where the cost of the service will be passed on to the user. Fees will be established and charged when the service clearly benefits an individual user, prevents reuse of materials, or requires extraordinary staff time to provide, including, but not limited to computer printouts, faxing, and copying of materials.

Fees may also be established for services that are not within the scope of the library's mission or enhance an existing free service, such as postage/transportation expenses connected with reserved and interlibrary loan materials.

## **Home Delivery Services Policy**

Home Delivery at the Lansing Public Library provides library services to Lansing residents of all ages who are unable to physically come to the library. Eligible participants must:

- Be a resident of the Village of Lansing
- Have a valid Lansing library card, or be eligible to receive a library card
- Be confined to their residence either temporarily due to illness or accident, or permanently due to age, disability, or other mobility issues.
  - This includes nursing homes and assisted living facilities as well as caregivers of homebound residents.
  - We also serve late-term or post-pregnancy mothers.
  - In most circumstances, if a resident drives, they would not be considered eligible for home delivery.

Home delivery services are provided at no cost to the patron. The library's borrowing limits will apply to home delivery participants. Participants will be charged the replacement cost for materials that are lost and/or damaged while in their care.

Materials will be delivered to and picked up from each participant's residence. Library staff will not enter the participant's residence. Staff will not provide assistance with activities of daily living or advice on financial or personal matters. Library staff may recommend suspension of home delivery service if any of the following conditions exist:

- Any person in the home presents threatening, obscene, or abusive language, gestures, or images.
- Any person in the home harasses the library representative.
- Any person in the home is engaging in illegal activity.
- Any person in the home exhibits signs of illness that may endanger the health of the library representative.
- The conditions of the home and/or property are unsafe or unsanitary.

The Lansing Public Library has the right to refuse or terminate this service to any individual who does not meet the terms and requirements as defined above.

## **Library Programs Policy**

The Lansing Public Library supports its mission of connecting people with the world of ideas and information by developing and presenting classes and programs that provide opportunities for information, learning, and entertainment. Educational classes and enriching experiences are scheduled throughout the year as interest warrants.

These classes and programs for all ages are an extension of the services and projects provided by the library. They are defined as a planned activity or event that may be developed and presented by library staff, independent contractors, or cosponsored by other community organizations. All library programs are open to the public without charge unless the presenter provides supplies for participants that require a cost recovery fee.

In addition to utilizing staff expertise, collections, services and facilities in developing and delivering programming; the library contracts with professional instructors, performers and presenters who have a specialized or unique expertise. Staff members who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Library sponsorship of a program does not constitute Library endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Library programs are generally open to anyone wishing to attend. If space restrictions or program requirements limit the number of people who may attend, preference will be given to residents of Lansing. Persons attending Library sponsored or cosponsored programs are expected to adhere to the library's policies on patron conduct.

Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. Any sale of products at Library programs must be approved by the Library Director and benefit the library. Programs are not to be presented for commercial, religious, or partisan purposes or the solicitation of business.

## **Lost and Found**

Patrons should not leave personal belongings unattended. The library is not responsible for unattended personal belongings. Staff will move personal belongings left unattended for more than fifteen minutes to another area to open study space and service areas.

Bicycles, skateboards, etc. cannot be left at the front entrance. Two bicycle racks are provided. Bicycles left near the front door will be moved to the bicycle racks.

Patrons may not leave personal belongings in the library when they leave the building and must take such items with them. Any items left by patrons who are not in the building will be placed in the lost and found.

Parents should make it clear to their children that the library will not be responsible for unattended personal belongings, including cell phones, school bags, and or purses.

Patrons who leave personal belongings unattended will receive one warning. Upon a second warning the patron may be asked to leave the library for the rest of the day.

One attempt will be made to try to identify the owner of a personal item placed in the lost and found and one attempt will be made to contact the owner of said item, if identified. The item will then be held in the lost and found for two weeks.

Perishable or odiferous items will be thrown away.

A driver's license or item containing personal or private information may be mailed back to the patron.

**After one month, items left may be properly disposed of.**

## **Notary Services Policy**

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose.

The Lansing Public Library is not an attorney licensed to practice law in Illinois, and may not give legal advice or create any documents. Notarizing documents does not constitute a legal review of the document's contents.

### **NOTARY PUBLIC GUIDELINES:**

- Notaries are regulated by the Illinois Notary Laws and will not notarize documents that do not follow such laws and regulations. Notaries are not authorized to prepare or complete documents for others, nor give legal advice on any matter relating to a document.
- The Lansing Public Library notary fee is free for the first signature and \$1.00 per signature after that.
- Please do not sign the document until in front of the notary. All people signing the document must be present. All signers must also record their signatures in the notary transaction log.
- Valid forms of identification include an unexpired driver's license, an unexpired state identification card, a valid passport, or a US military ID.
- Documents in any language other than English will not be notarized at this facility. A translator may not be used.
- Blank forms cannot be notarized. If a space does not require an answer, please write "N/A" or cross out the space.
- Public vital documents such as birth certificates, marriage, or death certificates cannot be copied and notarized.
- If your document requires one or more witnesses, please bring with you a sufficient number of people willing to serve as your witnesses. The library will not provide witnesses, and you may not solicit witnesses from the library's building and grounds. In

order to serve as a witness, the witness must personally know the individual whose document is being notarized, and must have a valid photo identification.

- Notary service is not available 30 minutes before closing time.
- Notary service is not available between 3:00 pm – 4:15 pm during the school year, except when school is on break or has early release hours.
- Patrons requiring multiple notarization on documents that are 10 pages or longer will need to call the Library to schedule an appointment.
- In accordance with Illinois Notarial Law, notaries will not provide service if the patron's document or circumstances of the request raise any issue of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the notary may, at his/her sole discretion, decline to provide the Notary Service.
- In accordance with Illinois Notarial Law, the notary will ask the patron to sign the Notary Public Record Book. Service for patrons who decline to sign the book will be declined.

#### **WHAT WE CANNOT NOTARIZE:**

- Documents that are already signed.
- Documents that are not in English.
- Documents with blank spaces other than the space for a signature.
- USCIS Form I-9: Employment eligibility.
- Deeds, mortgages, wills, trusts, codicils, or depositions, which require legal knowledge.
- We cannot certify a copy of marriage, birth, or death certificates.
- Documents that have been altered or have whiteout marks.

#### **INFORMATION RECORDED FOR THE NOTARY LOG:**

- The date
- Each signer's name
- Description of document being notarized
- Whether notarization was a jurat or not ("verification upon oath or affirmation" — is for a signer to swear to or affirm the truthfulness of the contents of a document to a Notary or notarial officer).
- Notary's initials

## **Partnerships with Other Groups & Organizations**

The Lansing Public Library welcomes the opportunity to partner with private and public agencies and organizations to the extent permitted by law when doing so benefits the library and the community we serve. Partnerships are considered to be long-term relationships with specific responsibilities and outcomes assigned to each partner. Sponsorships are considered as a means for agencies and organizations to support specific Library projects, services, or programs and are short-term.

Each opportunity will be evaluated by the Library Director to determine the short- and long-term costs (including staff time) and benefits. Based on the scope of the partnership or sponsorship, the Director will determine whether a formal agreement or contract is required. The Library Director may enter into formal agreements or memos of understanding. Contracts for more elaborate partnerships or sponsorships require approval of the Board of Library Trustees.

The mission and policies of potential partners and sponsors must be compatible with the policies, vision, mission, and goals of the library. Partners and sponsors agree to act in ways that are mutually beneficial and adhere to oral or written agreements. Priority will be given to organizations, agencies and businesses that help the library extend or enhance services to the community.

The library will develop each relationship individually, documenting the terms and conditions. The Director will assign a staff member to be the primary liaison for the relationship and expects the partner or sponsor to do the same. The library may terminate a partnership or sponsorship at any time if the partner or sponsor uses the library's name without prior consent or if the nature of the partner's or sponsor's mission changes substantially or in a manner that becomes inappropriate with the library's mission and image.

## 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 so as to not disturb other patrons.

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

## Room Reservations

### Community Room Policy

Lansing Library makes the Calvin G. Frank Community Room (capacity of 54 persons) available to Lansing residents **on a limited basis** for educational, cultural, or general self-improvement programs. Use of the room does not constitute library endorsement of viewpoints expressed by the participants of any program. **No advertisement or announcement implying such an endorsement will be permitted.**

- Applications for the use of the Community Room at the Lansing Public Library must be made by an adult (18 years or older) who has a valid Lansing Public Library card, that is in good standing.
- The applicant must be present for the entire meeting.
- The applicant is financially responsible for any damage to library property.
- Applications for the use of a room must be submitted at least two weeks in advance, but no more than 3 months in advance.
- Groups must be larger than 10 people to reserve a room.
- There can be no collection of fees or fundraising activities in any meeting at the library, unless all proceeds are to be donated to the library.

- Equipment must be requested at the time of the meeting room application.
- Staff will set up for technology requests and provide basic instructions, but will not stay for the meeting.
- Meeting rooms are available during library open hours only and must be vacated 15 minutes before the library closes.
- All groups must clean up after their meetings. Groups doing crafts must supply and use leak-proof (plastic or oil-cloth) table coverings. The floor must be cleaned and the tables washed.
- All meetings must be open to the public. Groups may not deny access on the basis of race, religion, physical or mental disability.
- All users are responsible for complying with the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- The library does not provide storage space.
- The number of attendants cannot exceed the room capacity.
- Groups using the library for meeting purposes may not use the name, address, or phone number of the Lansing Public Library as the location of their headquarters.
- Meetings involving the use of hazardous materials, weapons, or open flame are not permitted.
- Staff cannot take care of young children of those attending a meeting, program, or event. The attendees will follow the library's Safe Child Policy.
- Light refreshments and drinks in bottles or cans will be allowed. No food may be prepared at the library. Use of electric warming trays, crockpots, or chafing dishes are not allowed. The group must provide all equipment, utensils and serving items. No alcohol is allowed.
- No group can book consecutive Saturdays.
- No group can book the room more than twice a month
- No group can book the room for more than two consecutive days.
- Any meeting that interferes with library functions or users because of noise or other factors will be stopped, and participants will have to leave the building.
- The library reserves the right to change or cancel meeting room reservations.
- Library-sponsored programming has first priority in community room scheduling.
- Meeting room users agree to indemnify and hold harmless the Lansing Public Library, the Board of Trustees, all library staff, and the Village of Lansing for any and all accidents which may occur on library premises.

The application for the meeting room is available on the Lansing Public Library's website, all applications should be addressed to the Outreach Coordinator. Application requests are approved or disapproved by the Library Director. All applications are approved on a first-come, first-served basis.

**Failure to Comply:**

Individuals or groups presenting and attending meetings, programs, and events are subject to all library policies, rules, and regulations. Failure to comply with any library policies, rules, and regulations will be grounds for suspension of meeting room privileges. Individuals or groups will receive one warning. A second occurrence will result in a one-year suspension of meeting room privileges.

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

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



Name: \_\_\_\_\_ Lansing Library Card # \_\_\_\_\_

Please print or type

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

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

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

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

## Study Room Policy

### Upper-Level Study Room Guidelines:

The Upper Level has three (3) enclosed study rooms available for public use to patrons' ages 16 years of age or older. Study Rooms 1 and 3 can accommodate 1-4 patrons, while Study Room 2 can accommodate 1-6 patrons. All study rooms are equipped with a wall-mounted display and HDMI access panel. Library programs are always the first priority, and will take precedence if necessary.

1. The Lansing Public Library Behavior Policy applies to all Study Room users.
2. Study rooms may be reserved up to one (1) week ahead of time online, over the phone, or in-person. Available study rooms are first come, first served.
3. Patrons may use the study rooms for up to three (3) hours per day. One (1) hour extension(s) may be granted if no one is waiting.
4. Users must bring their own supplies.
5. Reserved rooms are not transferable to other library users.
6. The patron named in the study room reservation is responsible for the condition of the room during usage and must be present for the duration of the reservation.
7. The room may not be used as a screening room.
8. No moving of furniture into or out of the room, and no misuse of furniture in any way.
9. If rooms, furniture, or the monitors are damaged the patron will be held financially responsible, and barred from using the rooms again until the damage has been paid in full.
10. If the Study Room is left for more than 15 minutes, or if the 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 unattended materials.

**The library also has a shared Quiet Study Area that can be used if there is availability**

### Lower-Level Study Room Guidelines:

The Youth Services Department also has one group study room that is designated for groups of families or a group with children. The Discovery Quarters can accommodate 1-6 patrons and is equipped with a dry erase board.

1. All Upper-Level Study Room Guidelines apply to the Lower-Level Study Room
2. Children ages 11-16 may reserve the study room for study purposes only. They may use a library card or student ID to reserve the room.
3. Library programs have first priority over customer reservations and walk-ins.
4. If the room is being used for tutoring it must be booked by the tutor.

**Room capacity is set by the Lansing Fire Department and not library staff. All capacities must be followed and no exceptions will be made for patrons**

*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*

**Library programs have first priority over customer reservations and walk-ins**

## **Lansing Public Library IDEA Audio & Video Labs & Equipment**

1. Library IDEA Labs & Maker Equipment are provided to Lansing Library Cardholders in good standing who are aged 11+.
2. The Lansing Public Library Behavior Policy & the Lansing Public Library Computer Use Policy applies to all IDEA Lab users.
3. Availability of the lab is first come first served and should be reserved 72 hours in advance to ensure staffing for the space.
4. Reservations are made in one-hour increments up to 3 hours max a day.
5. Occupancy limits are as follows:
  - \*Audio Lab can accommodate 4 people maximum.
  - \*Video Lab can accommodate 4 people maximum.
6. Users must bring their own digital storage.
7. Reserved rooms & equipment are not transferable to other library users.
8. The patron who reserved the room must be present.
9. The room may not be used as a screening room.
10. No moving of furniture into or out of the room, and no misuse of furniture in any way.
11. Equipment may not be removed from the lab or library.
12. If the Lab or equipment is left for more than 15 minutes, or if the patron who made the reservation does not arrive within 15 minutes, the room or equipment is considered vacant. Materials left in the room will be placed in the lost and found, and the room or equipment will be available to other patrons. The library is not responsible for your materials.
13. Patrons are expected to leave the room and equipment as they found it. The patron who reserved the room or equipment is responsible for the condition of the room & equipment during usage, and will be held responsible for its condition according to the Lansing Public Library Behavior Policy & Computer Use Policy.
14. Damaged or missing equipment, or room damage will be billed to the patron's library account. The patron will not be able to use the room until the bill is paid in full.
15. The Library cannot guarantee product quality, satisfaction, equipment stability, or confidentiality of design. Patrons are responsible for the storage of their digital files, and providing their own storage devices as needed.
16. The Library and its staff are not liable for any loss, damage or expenses sustained by any patron due to the utilization of services, equipment, software, advice or information.

17. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate unlicensed sharing of media files. Duplication of commercial CDs or DVDS is not permitted unless allowed by law.

18. The IDEA Lab is not to be used for projects that are prohibited by local, state or federal law.

19. The Library will not share any information with any third party about a patron's IDEA Lab activities unless legally required to do so.

Non-SWAN members and/or non-residents may use the IDEA Lab for a fee of \$5.00 (cash or credit card) every half hour of use which must be paid at the time of reservation. No refunds will be given to no show appointments and/ or circumstances beyond the control of the library.

## **LIBRARY & FACILITY USE**

### **Animals in the Library**

Animals are not permitted in the library, except for service animals and service animal trainees or animals participating in a Library-related program.

Patrons bringing unauthorized animals into the library must remove the animal from the building immediately.

Individuals who bring animals on to library property are responsible for cleaning up after said animals.

Support animals often have therapeutic benefits, but they are not trained to perform specific tasks. Under the ADA and Illinois law, public facilities are not required to allow in emotional support animals, only service animals.

### **Bicycles, Skateboards, etc.**

Recreational use of bicycles, skateboards, roller skates, roller blades, hoverboards or any similar recreational apparatus is strictly prohibited on Library property. These items may not be brought into the library. The library does provide bicycle parking both at both entrances of the library.

Bicycles left at any of the doors will be moved to the bicycle rack. Bicycles left in the rack should be chained and locked. If a patron does not have a lock, they can ask at the service desks for one of the library locks.

**The library is not responsible for personal property left unattended and unsecured.**

## **Charging Electronic Equipment**

While in use, electronic devices may be plugged in to certain Library outlets designated for such use by Library staff, when available. Electrical cords must not obstruct walkways, obstruct access to or impede use of Library materials/equipment, or otherwise endanger other Library patrons. The library is not responsible for any damage to patron electronic equipment resulting from power surges, voltage spikes, or any short duration electrical transients.

Library patrons are responsible for the security of personal possessions, such as personal electronic equipment while in the library. Patrons are cautioned to not leave belongings unattended in the library.

## **Community Information Posting Policy**

As a resource for local information, community activities, and events, the Lansing Public Library provides several bulletin boards and pamphlet displays throughout the building. Because space is limited, it is not possible to display all materials. Space will be limited to local events, group meeting information, resources for non-profit organizations, or social service agencies.

### **Posting Guidelines:**

- Requested items for display must be delivered to the library administration for review and prior approval.
- All materials must be dated and initiated by the Library Director or Assistant Director. Materials posted without approval will be removed immediately.
- All materials will be displayed on a first-come, first-served basis.
- Postings without a specific date will be removed after 30 days or as space is needed.
- When space is needed, events and information specifically concerning Lansing will take priority.
- The size of the material may not exceed 8½ X 11.
- Once material is removed, it is discarded and cannot be saved for future pickup. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item posted or displayed.
- No materials may be displayed or posted outside of the building.
- Posting of materials does not imply library endorsement, and the library does not accept responsibility for the accuracy of any statements made in such materials.

### **The space may be used for the following information:**

- Materials produced by the library and the Friends of the Library.
- Events or programs sponsored by community non-profit organizations.
- Announcements of community services and volunteer activities.
- Non-partisan election information.
- Postings by any federal, state, or local government agency providing services to citizens.

### **Display space MAY NOT be used for the following types of information:**

- Postings designed for individual or commercial profit, including commercial, notices, solicitations, or fundraisers, business cards, job postings, real estate, or retail advertising.
- Materials that support or oppose political candidates or a ballot measure.
- Materials that support or oppose a specific religious conviction, sect, or affiliation.
- Postings containing content that could be considered discriminatory, and/or harassing based on a group or individual's protected status, or advocates in any way for such discrimination.
- Petitions may not be posted, distributed, or placed within the library.

## **Evacuation of Building Policy**

The following emergencies require evacuation of the building:

- Fire or smoke visible in the building
- Power loss for more than 60 minutes, unless conditions outside (i.e., storms) make evacuation a more dangerous prospect than allowing patrons to remain inside. In such cases, patrons are required to move to the basement
- Bomb or terrorism threat

If evacuation is necessary, the highest priority is making sure that all patrons are evacuated as quickly as possible while maintaining calm. Staff should quietly request that patrons leave the building immediately, taking their personal belongings with them. In an emergency, time is of the essence.

If evacuating for events such as fire/smoke, or bomb threat, staff should lead patrons to the emergency staging areas of the library property.

Before leaving the building, working together staff must check to be sure all patrons are gone, including checking the restrooms. Then staff should exit as quickly as possible through the nearest exits. Get everyone out of the building and then call 911.

Power loss for more than sixty minutes may constitute reason to close the library, at the discretion of the Library Director, or the Manager on Duty. If the power goes off and has not come back on within an hour, and if the power company has no reasonable time for return of power, inform patrons that the library is closing due to a power failure, and follow regular closing procedures. Before closing, make sure all lights and machinery are switched off. The Director should be notified in the event of a closing. In addition to the Director, notify the Board President or another Board Member if the President is not available. If conditions outside make evacuation dangerous, then the staff will move patrons to the lower level.

If a staff member receives a bomb or terrorism threat, he/she should immediately notify the Library Director, or the Manager on Duty. Then, notify patrons and other staff that the facility is being evacuated. Patrons and staff should leave the building by its regular exits as quickly as possible. It is up to the Manager on Duty to ensure that the building is evacuated. Notify the

police of the threat and wait outside at the emergency staging areas of the Library property, for the police to arrive and search the building.

## **Hours and Closings**

### **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.

### **Lansing Library Holiday Closings & Early Closings**

January 1<sup>st</sup> (New Year's Day)

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

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

Last Monday in May (Memorial Day)

July 3<sup>rd</sup> (close at 5:00 pm)

July 4<sup>th</sup> (Independence Day)

The first Monday in September (Labor Day)

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

The fourth Thursday in November (Thanksgiving)

The fourth Friday after Thanksgiving

December 24<sup>th</sup> (Christmas Eve)

December 25<sup>th</sup> (Christmas)

December 31<sup>st</sup> (closed New Year's Eve)

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

## **Parking Lot and After Hours**

Parking spaces are provided for the convenience of library patrons during hours of service and for library staff members when they are working. Handicapped parking spaces are provided for the exclusive use of those who show the proper state-issued identification. The lower-level

parking lot is not to be used by the public when the library is closed. No overnight parking is allowed in that library parking lot without the approval of the Library Administration.

If a vehicle parked in library parking lot, because of its size, the way it is parked or for any other reason is blocking traffic flow, causing a dangerous situation or in any other way interfering with the legitimate Library business of patrons or staff, then the library staff will ask the driver (if known) to correct the situation. If the driver cannot be found, then the Director, or a Department Head or another designee, may contact local law enforcement which may be able to contact the driver and/or owner of the vehicle.

If a driver and/or owner of the vehicle cannot be contacted or if the vehicle needs to be immediately towed away, then the manager on duty, shall contact the Director before any vehicle is towed away.

If a vehicle is parked in a Library parking lot but the driver is not using the library, then the staff will file an Incident Report including a description of the vehicle and license plate number. The manager may contact the driver, if known, to advise the driver of proper use of the library parking lot.

If a vehicle is towed away, a note for the driver and/or owner must be left at the library entrance at closing, stating that the vehicle has been towed. The note shall include the location and telephone number of the service company that towed the vehicle.

In order to assure the safety of our patrons and staff, everyone who uses the library parking lot must adhere to the following practices:

- Each vehicle may use only one marked parking space
- The parking lot is off limits to heavy trucks and semi-trailers unless they are making a delivery
- Stopping, standing or parking is not permitted in the parking lot entrances, or the book drop lane whether the vehicle is attended or unattended.
- The library's parking lot cannot be used for the purpose of displaying or advertising a vehicle that is for sale or for any special events.

## **Patron Conduct**

### **Harassment and Lewd Behavior Prohibited**

Patrons and staff have the right to enjoy an environment free from harassment, including, but not limited to sexual harassment and lewd conduct. It is the responsibility of each and every employee, volunteer, vendor and patron of the library as well as anyone using the library's facilities, to refrain from sexual and other harassment. The library will not tolerate sexual or any other type of harassment. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal, physical, or of a visual nature, that is based upon a person's protected status, including sex, race, color, ancestry, national origin, religion, age, disability, veteran status or other protected status under applicable law. The library

will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

Sexual harassment deserves special mention. "Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All employees are subject to the harassment policy established in the Personnel Handbook.

Any patron or volunteer who harasses other staff or patrons will be asked to leave the library and a report will be filed with the Library Director for investigation. Repeated acts of harassment and conduct that has the potential to escalate into violent or illegal actions will be reported to the proper authorities.

Those who engage in inappropriate public displays of affection in the library or commit other minor acts will be given one warning and then will be asked to leave.

## **Patron Behavior Policy**

The Lansing Public Library welcomes all individuals to use resources made available to the community. This policy is designed to protect the rights of individuals who are in the library or use library materials or service, to protect the rights of staff members to conduct library business without interference, and to preserve and protect library materials and facilities. The library reserves the right to determine what is considered to be disruptive or inappropriate behavior. Such behavior may result in suspension of library privileges as covered by the Suspension of Library Privileges Policy.

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."

### **Patron Behavior**

- Shirts and shoes are required for health reasons and must be worn at all times.
- Patrons may enjoy covered beverages. Snacks may only be consumed in our outdoor courtyard, Teen Island, or upper-level atrium. Meals and meal delivery are not permitted.
- Patrons may not bring pets or animals, other than service animals necessary for disabilities, except as authorized by the Director for special programming purposes.
- Restrooms are to be used for their intended purpose only.
- While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons that are covered by the Safe Child Policy or the Vulnerable Adult Policy.

- Patrons may not bring weapons into the library.
- Patrons can not engage in any activity in violation of Federal, State, and local or other applicable laws, or Library Policy.
- Disruptive behavior is not permitted. See section below.

### **Disruptive Behavior**

- Use of language and gestures that are harassing, obscene, abusive, or insulting through any means of communication.
- Physical abuse or assault, including fighting, bullying, or otherwise engaging in intimidating or harassing behavior or making violent or threatening statements.
- Sexually harassing patrons, staff members, or volunteers.
- Engaging in sexual conduct in the library or on the library property
- Rowdiness, running, chasing, engaging in horseplay, or continually going in and out of the library.
- Any conversation, laughter, noise, or action that is disturbing to other users or staff.
- Use of skateboards, roller blades, scooters or roller-skates is not allowed in the library or on library property and bicycles may not be brought into the library.
- Use of incendiary devices, such as candles, matches or lighters are prohibited on library grounds. Smoking, including the use of any electronic smoking or smokeless equipment, is not permitted within the library or within 15 feet of any public entrance.
- Damaging, defacing, destroying, stealing, or otherwise vandalizing library materials and/or property.
- Leaving unattended property on the library premises. The library takes no responsibility for unattended items and may remove them or turn them over to police.
- Sexual activity in the library or anywhere on library property.
- Solicitation is not allowed inside the library. This includes selling, begging, or circulating petitions among patrons, volunteers, or staff members.
- Patrons whose overpowering perfume, marijuana, cologne or inadequate bodily hygiene interferes with other patrons' use of the library shall be asked to leave the building and return when the problem has been corrected.
- Entry into non-public areas except by invitation or approval of library personnel.
- Interfering with the library staff's performance of their duties.
- Any other behavior which could reasonably be expected to disturb other patrons or staff.

### **Photography and Filming Policy**

The Lansing Public Library may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary library operations or patrons' rights to privacy. Permission is not required for taking photographs or videos in public areas of the building for personal noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or video is restricted or prohibited (i.e., restrooms, rooms for nursing mothers, childcare areas, museum areas, storage areas.) Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs or

videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

Taking photographs or videos outside of the building and/ or library grounds does not require permission. However, the activity may not impede ingress or egress of patrons or staff from the library building.

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

The library permits the taking of photographs and videos of publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

The library may take photos, videos and audio recordings at the library and during library events to use in its publicity materials, and on its website and social media sites. The library reserves the right to document its services and public use of the library building and grounds (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Any performer that wishes to bring in professional recording equipment to record their performance must request in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space. Additionally, the library will not assume any liability for the damage/destruction of any equipment brought in by performers or audio/video engineers. A certificate of liability insurance listing the library as an additional insured is required for any recordings that are permitted at the library.

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (ILCS 120/1 et seq.), any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public. The recordings may be audio, video, or other means and shall not disrupt the meeting or create a safety hazard.

Persons involved in taking photographs or videos are solely liable for any injuries to person or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

## **Safe Child Policy**

The Lansing Public Library endeavors to provide a welcoming, pleasant, and safe environment for all library users. The library encourages children of all ages to visit and take advantage of the resources available for them. The library, however, is a public building. Any public place may be dangerous for a child who is left unattended. Library team members do not serve *in loco parentis*, in place of the parents, for children in the library or on library premises. Team members assume neither responsibility nor liability for the actions, safety, care, or supervision of children at any age. Therefore, the following policy will be enforced:

### **Children under 11 years old and in 5<sup>th</sup> grade or under**

- Children under 11 years old must be accompanied and attended to, by an adult or mature adolescent, 16 years or older, who assumes full responsibility for the safety and behavior of those in their care. Children under 8 years old must remain in the visual range of their adult or mature adolescent.
- If it is determined that a child under 11 years old has been left unattended in the building, a library team member will call the parent or caregiver, if they have that information, and request that they pick up their child. If a parent, or caregiver, cannot be reached within 30 minutes, or if they do not respond in 30 minutes, the Lansing Police will be asked to assume responsibility of the child or children.

### **Children age 11 and older and in 6<sup>th</sup> grade or over**

- Children ages 11 years and older who can understand and follow the library's Behavior Policy, and who can care for themselves without assistance, are allowed to be in the library unattended. They should have contact information for someone who can assist them in an emergency, and respect the rights and safety of others.

### **Unattended children at closing**

- Transportation for children at the library, regardless of age, must be arranged prior to the library's closing time and children must be picked up by the library's closing time. The Lansing Library reserves the right to notify the Lansing Police if children are left for more than 15 minutes after the library's regular closing time. Children ages 11 years and older and in 6<sup>th</sup> grade, or over can be left outside the locked doors to wait for their rides to pick them up from the library.

## **Smoke Free Illinois Act/Use of Tobacco Related Products Prohibited**

In accordance with the Smoke Free Illinois Act (410 ILCS 82/1, *et seq.*), smoking is prohibited within a minimum distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. This Act ensures that smoke does not enter the library through entrances, exits, open windows, or other means.

Use of chewing tobacco and the possession of spittoons are prohibited in the library.

Any patron found smoking, chewing tobacco or possessing a spittoon must immediately leave the library and dispose of prohibited materials. Upon the commission of a second offense, said patron must leave the library for the rest of the day.

“Smoking” shall mean inhaling of, exhaling of, burning of, or carrying of any lighted cigar, cigarette, pipe, e-cigarette, marijuana, or other plant in any manner or in any form.

## **Suspension of Library Privileges**

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board “To exclude from use of the library any person who willfully violates the rules prescribed by the Board.”

The Board of Trustees affirms its responsibility to provide access to its materials and facilities. The Board of Trustees reserves the right, in consultation with the Library Director, to deny such access to a patron whose behavior is deemed dangerous, disruptive, or who violates the library’s Patron Behavior Policy or other library rules.

Library suspension will be for a definite amount of time and will not exceed twelve months at one time. However, should a person who has previously been banned for 12 months seriously violate policy again, the Board of Trustees could impose another ban not to exceed three years. Patrons who attempt to enter the library facility or are found on library property while under suspension will be reported to the police for criminal trespass and charges may be filed.

Staff members designated by the Library Director may suspend patron privileges for up to 24 hours, including access to library property, for violation(s) of the Patron Behavior Policy. The Library Director may then approve up to a 60-day ban depending upon the seriousness of the violation.

Suspensions for minors will remain in force until the minor’s parent or guardian meets with the Library Director or Youth Services manager to discuss the minor’s behavior. Depending upon the policy violation minor children may also be required to have adult supervision while in the library for a defined amount of time.

The Library Director may impose a 30-day ban for repeat offenders who have already been banned for one day several times or for a more serious violation.

The Library Director may impose up to a six month ban for more pronounced disruptive behavior and more serious violations of the Patron Behavior Policy. This includes significant verbal harassment of other patrons and staff. This includes patrons who had several prior one day or 30 day bans and continue to violate the Patron Behavior Policy.

The Board of Trustees approves any bans over six months. A ban for one year or longer is for very serious problems such as verbally or threatening behavior, physical assaults of patrons and/or staff or criminal activity in the library. The police are usually called for this type of incident and the patron may be arrested and charges filed by the library.

The Library Director has the authority to impose a ban while situations are being investigated. The Library Director may also delegate authority for banning decisions when necessary. A notice of suspension may be given verbally, but any suspension longer than 24 hours will be accompanied by a written notice to the person, parent or responsible adult and will include the reason(s) for the suspension or ban.

Any suspension of library privileges longer than one month may be appealed to the Board of Trustees. Notice of appeal of suspension must be made in writing to the Library Director within two weeks of the receipt of the notice of suspension. The Library Director will inform the person of the next board meeting date in which the appeal will be heard. Any notice of appeal received later than a week before the next regularly scheduled Board meeting will be held until the following board meeting.

Library borrowing privileges will be suspended for any fees owed to any SWAN Library over \$5.00. The suspension of borrowing privileges will not in any way limit a patron's use of other library services.

### **Violence, Threats of Violence and Weapons Prohibited in the Library**

Weapons of any kind are prohibited from the library. The possession, use, or threat of use of a weapon will result in removal from the library. Weapons are defined as any item designed to harm a person or animal, including but not limited to firearms, rifles, handguns, and BB guns, switchblades, martial arts weapons, and explosives.

No open flames, incendiary devices, or explosive devices, including fireworks are permitted in the library. Lighters, matches, and candles may not be used in the library.

Should the staff observe patrons who are in possession of any of the foregoing items; staff will call the local police to assist in removing those items from the library. The involved patrons may also be asked to leave the premises for the day. Items that are commonly used for nonthreatening purposes, such as canes or knitting needles are permitted. However, patrons who threaten or appear to be threatening to use such items as weapons will be dealt with in the same manner as those carrying dangerous weapons.

Violence or threats of violence will not be tolerated. If a patron is violent or makes violent threats, the library staff will call the local police to ask for assistance in removing the patron from the library.

### **Vulnerable Adult Policy**

A vulnerable adult is an adult who is unable to reasonably care for themselves in an independent manner. This may include adults who are mentally or physically challenged, or who cannot respond appropriately in an emergency situation, or need help beyond assistance with typical library services.

Vulnerable adults may be at risk when they are left unattended. They could be approached by a stranger, become frightened or ill, become stranded during an unexpected closing, be asked to leave because of a behavior violation, or encounter a safety hazard or emergency situation.

Vulnerable adults who are unable or unwilling to care for themselves, may not be left alone in the library and must have adequate supervision from a responsible caregiver. A responsible caregiver is an adult or mature adolescent, 16 years or older, who assumes full responsibility for the safety and behavior of those in their care.

If it is determined that a vulnerable adult has been left unattended in the building, a library team member will call the caregiver, if they have that information, and request that they pick up their vulnerable adult. If a caregiver cannot be reached within 30 minutes, or if they do not respond in 30 minutes, the Lansing Police will be asked to assume responsibility.

Caregivers must pick up their vulnerable adults prior to closing time. When the library is closing, in case of illness, or if the safety or behavior of a vulnerable adult is in doubt, staff are authorized to call the police if they are unable to reach a caregiver. The library reserves the right to notify the Lansing Police if they are left for more than 15 minutes after the library's regular closing time.

## **TECHNOLOGY**

### **Computer/Internet Use Policy**

The Lansing Public Library provides filtered Internet access to all users. Lansing cardholders only need their valid library card to use the public computers. Other visitors may also use this service by obtaining a courtesy guest pass.

#### **Reservations**

Only the person registered may use a computer. The workstations are limited to one user at a time. We understand the needs of a patron may necessitate assistance, and the library will accommodate a helper at the workstation as space permits.

An individual may use a library-owned computer for 60 minutes, but if there is availability, time can be extended to a maximum of 3 hours. During times of high usage, reservations may be necessary.

#### **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. Patrons using the Internet to handle transactions of a personal nature do so at their own risk.

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 by the security software when the patron logs off the computer.

Staff members are prohibited from creating, or accessing a user's personal email, banking or otherwise private accounts on behalf of the user. Staff members are not to create, compose, proofread, edit or type documents or projects for patrons at any time.

Staff is authorized to terminate any patron's session or suspend a patron's computer privileges for the day if the patron fails to comply with any library policy. Should behavior continue the Library Director may suspend privileges for a longer period of time.

\*\*\*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.

### **Prohibited Activity**

Introduction of computer viruses to the library network or the Internet is liable to legal action, including all costs incurred by the library as a result of that activity.

Spamming, behaving in a manner that is disruptive to other patrons, harassment of any type, or any other illegal activity, such as copyright infringement, are strictly prohibited.

Library Behavior Policies must be observed while using computer equipment.

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

### **Wireless Internet Use**

Library users may bring their own devices and access the Internet via the Lansing Library's public guest network.

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 devices. 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**

Library cardholders can use cash or credit cards to add funds to their library card to pay for printing. No refunds are given for printouts or funds added to library card accounts. All patrons are responsible for any printing fees.

All patrons are responsible for any printing fees through our WebPrint wireless printing.

## **Electronic Information Network & Computer Systems Use Policy**

The Lansing Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the library's patrons. It is within this context that the library provides access to electronic information, including the Internet and other electronic media. Access to electronic information networks is intended primarily for use as an information resource tool.

The library staff shall develop such rules and procedures as it deems necessary to ensure fair and reasonable use of the library's electronic information network resources.

The Lansing Public Library provides access to electronic information networks, including the Internet, primarily for use as an information resource tool. All electronic traffic originating from Library connections shall be in accordance with the following Acceptable Use Guidelines. Failure to use electronic resources within the guidelines of acceptable use may result in suspension of access privileges, and/or loss of library privileges.

### **Acceptable Use Guidelines**

1. Users are expected to follow all federal, state, and municipal laws in their use of electronic information networks.
  - Users may not use the networks for any illegal activity. Users may not place any material on the Internet related to any illegal activity or constituting or encouraging conduct that would constitute a criminal offense or give rise to civil liability.
  - Users may not use the networks to access child pornography or material that is obscene as defined by law.
  - Users may not use the electronic information networks in any way, which violates licensing agreements between the library and network/database providers.
  - Users may not violate software license agreements or engage in unauthorized duplication of copy protected software.
  - Users are responsible to respect copyright laws and owners' right to private information and resources.

Illegal acts involving the library's network connections may be subject to prosecution by local, state or federal authorities.

2. Users are expected to utilize the library's electronic information networks properly. Users may not use the networks for any purpose that results in interference with or disruption of network users, services, or equipment. Interference includes but is not limited to:
  - Distribution of unsolicited advertising.

- Propagation of computer worms, viruses or other harmful components.
  - Using the network to make unauthorized entry to any other machine accessible via the network.
  - Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures.
3. Users are prohibited from uploading files to the network. Users will be held responsible for any damage to library software or hardware. The library cannot ensure the security of account or credit card numbers entered using the network. Users are responsible to assume payment of fees for any fee-based services they incur.
  4. Users are expected to follow Patron Behavior Policy while using the library's electronic information networks. Users may not use the networks for any purpose that results in harassment or intimidation of others, or in any manner that disrupts or significantly hampers its use or the use of the library by others. Unacceptable use includes but is not limited to:
    - Use or dissemination of information in a manner which violates the legal rights of others.
    - Violation of the privacy of another user or Library patron.
    - Overuse of computer equipment which denies access to other users.

## **Public Fax Policy**

All faxes must be done by the patron using the Scan Station in our Business and Audio/Visual section. The library charges per page for faxes. Payment may be made with cash or credit card at the payment station. The library processes outgoing faxes only.

If a patron supplies a valid e-mail address, they will receive a confirmation of fax and a copy of their document. Lansing Public Library is not responsible for content, or failure of fax arrival. The patron must provide email confirmation of the failed fax within 7 business days in order to refax the documents to the original fax number at no charge. The library can only refund fax errors that are at fault of the library.

**The library reserves the right to refuse service.**

## **Social Media Policy**

### **Purpose:**

The Social Media Policy applies to staff and patron use of library sites and various social media platforms. The library uses social media to reach a broad range of patrons and to communicate news about the library and its services and programs. The purpose of this policy is to apply the ethical standards the library uses in areas of technology and communications. The policy informs staff of their responsibilities to support the credibility and reputation of the library.

The library's social media platforms are not intended to be designated forums for a general exchange of ideas and viewpoints, but a limited forum for discussing library programs, resources, and services. The library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.

### **Library Operated Social Media Platforms:**

Only those staff members authorized by the Library Director to be responsible for the library's social media platforms should be actively monitoring and participating on those sites during work hours. Staff should keep in mind the following best practices when posting on the social media platforms accounts on behalf of the library:

- Social media accounts will not be monitored 24/7. Questions and comments will be responded to within 1-2 business days, and during library business hours.
- Staff engaged with the social media accounts are representatives of the library. They shall act and conduct themselves to the highest ethical and professional standards when communicating through social media platforms. Staff who contribute to these platforms should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting.
- Only the staff designated by the Library Director shall monitor, post, or comment on the library's social media platforms.
- Disputes between a library spokesperson and commenter shall be avoided.
- Employees using social media platforms shall obey all privacy protection laws and protect sensitive and confidential library information at all times.
- The library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable laws. Content that is deemed not suitable for posting by the library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria below, shall be retained pursuant to the library's record retention schedule along with a description of the reason(s) the specific content is deleted. If a member of the public violates the library's social media policy guidelines, the library may, but is not obligated, to take any or all of the following steps:
  - Remove the content
  - Terminate or block a visitor's access to the applicable platform and/or
  - Report visitors to the applicable platform provider.
- Content that is posted on library-sponsored social media platforms is subject to the Freedom of Information Act and record retention requirements.

### **Staff and Trustee Personal Use of Social Media:**

Library staff and trustees have the same right to self-expression as any other community member. However, as public employees, staff are cautioned that speech made pursuant to official duties is not protected under the First Amendment, and may form the basis for discipline if deemed a violation of any library policy. Staff should keep in mind the best practices when posting content about library-related subjects and issues on personal time.

- Library staff shall make it clear that their personal views do not represent the view of the library.
- No comments with any kind of negative, mocking, condescending, or similar offensive or critical viewpoint should be made about patrons, staff, or trustees in general, about specific questions from patrons, or about patron behavior on the library's websites and/or social media platforms.
- The library does not endorse, monitor, or review the content of personal, non-library related social media activity of its staff.
- Staff use of personal social media platforms is not permitted during work hours except for work-related purposes such as professional development.
- Library trustees should be mindful of the provisions of the Open Meetings Act, in order to avoid discussions regarding library business by multiple members of the Board on social media, so as not to violate the Act's provisions regarding these types of communications.

**Prohibited Content & Comments on the Library's Social Media Platforms:**

- Profane language and content.
- Slanderous, libelous, or defamatory language or content. Personal attacks will not be permitted.
- Comments not topically related to the particular site, or article being commented on.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, nation of origin, physical or mental disability, or sexual orientation.
- Sexual content or links to sexual content.
- Solicitations of commerce.
- Personally identifiable information, such as address, phone number, social security number, or other sensitive information.
- Comments that represent a person other than the one posting the comment.
- Charitable solicitations or political campaigning.
- Conduct or encouragement of illegal activity.
- Content that violates the legal ownership of any other party.
- Copyright or trademark violations.
- Duplicate posts from the same individual.
- Gratuitous links to sites that are viewed as spam.

**Patron Participation:**

By utilizing and /or posting on any of the library's social media platforms, patrons and the public agree to comply with this policy. This policy applies whether or not a patron chooses to post comments using a computer at the library, or when posting from any other computer/mobile device to any website or social media platform. While the library encourages dialogue, it respectfully requests that commenters be mindful that the website and social media sites are open to the public, and people should be courteous and civil towards each other.

Patrons are responsible for their commentary. Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party, not just the library.

### **Disclaimer:**

All content posted on the library's social media sites is subject to the Illinois Freedom of Information Act and the State of Illinois record retention laws.

By posting on the library's various social media platforms and website, patrons and the public give the library permission to use their name, profile picture, and the content of any posting they make without compensation to them, or liability on the part of the library. Users should be aware that third-party websites have their own privacy policies and proceed accordingly.

The library reserves the right to edit and modify library-authored posts for space and content while retaining the intent of the original post. The library, its employees, agents, and officials assume no responsibility for any damages, direct or indirect, arising from participation in library-sponsored social media. Violations of this policy by staff may result in discipline, up to and including termination.

By joining, utilizing, and/or posting on the library's social media platforms, patrons and the public agree to comply with this policy.

### **Violations of this Policy:**

Postings that the Library Director or his/her designee deems to have violated this policy, may be removed in whole or in part by the Library Director or their designee. The library reserves the right to terminate accounts, and ban or block users who have posted in violation of this policy on more than one occasion. The library reserves the right to deny access to any and all of the library's social media sites for any individual or entity who violates this policy or applicable laws at any time and without prior notice. The library will retain a record of removed posts for the designated period of time required by the records retention act.

## **LEGAL ISSUES**

### **Americans with Disabilities Act Policy**

The Lansing Public Library) complies with the Americans with Disabilities Act of 1990, (the "ADA") and the updates of 2011 and 2016, and offers alternative reasonable compliance to meet its requirements. Accordingly, the Library will take appropriate steps to ensure that Library communications with applicants, participants, and members of the public with ADA disabilities are as effective as communications with others; make reasonable accommodations in Library policies, practices, and procedures when necessary to avoid discrimination on the basis of disability unless a fundamental alteration in a Library program would result; and operate its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

The Library Director is the library's ADA Compliance Officer. The telephone number is: (708) 474-2447, Ext. 100.

**Implementing this Policy is the responsibility of all library staff.**

### Method of Notification

A copy of this Policy shall be included with the library's other policies and shall also be posted on the library's main bulletin board and on the library's website. If a person with visual impairment or other disability inquires about this Policy or about the Library's ADA services, staff shall offer to read the policy and to provide appropriate ADA services.

### Programming

All notices and advertising for Library-sponsored programming shall contain an appropriate ADA notice (such as the following):

*Any person needing an accommodation for a disability in order to access the benefits of the library's services, programs or activities under the Americans with Disabilities Act should contact the programming staff. Any person needing an accommodation for a disability in order to attend a meeting at the library should contact the Lansing Public Library by telephone at 708-474-2447, or in writing, not less than five (5) working days prior to the meeting.*

### Accommodations to Persons with a Disability

Forms for requesting ADA assistance and for complaints under the ADA are available at the front desk. All Library staff is available to provide ADA assistance and to assist a patron in filling out the forms, if needed.

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

Despite the Library's best efforts, not all library materials may be available in accessible formats, not all areas of the library are available to individuals with disabilities, and not every Library program, service and activity can be made accessible to every disabled person without fundamentally altering the nature of the service, activity or program. However, the Library does make every reasonable effort to provide assistance to individuals with disabilities upon request.

### Meeting Room Users

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

### Grievance Procedure

Persons who believe they have been discriminated against based on their disability should file a complaint with the Library Director. An ADA complaint should be submitted to the Library Director in writing and should contain information about the alleged discrimination, including the name, address and telephone number of the individual filing the claim, and also the location, date and description of the problem. The ADA complaint should be submitted to the Library Director as soon as possible, but not later than 60 calendar days after the alleged ADA violation.

ADA complaints will be brought to the attention of the Library Board before its next regular meeting following receipt of a completed complaint form.

Within 15 calendar days after receipt of the complaint, the Library Director or designee will meet with the individual to discuss the complaint and possible resolutions; and within 15 days after such meeting, the Library Director or designee will respond in writing, and where appropriate, in

a format accessible to the individual., The response will explain the position of the library and offer options for possible resolution of the complaint.

If the response of the Library Director or designee does not satisfactorily resolve the problem, the individual may appeal the decision to the Board of Library Trustees within 15 calendar days after the individual's receipt of the response. Within 15 calendar days after receipt of the appeal, the Library Trustees, the Library Director or designee will meet with the individual to discuss the problem and possible resolutions, and within 15 days after the meeting will respond in writing (and, where appropriate, in a format accessible to the complainant), with a possible final resolution of the problem.

Individuals may also file an administrative complaint with the U.S. Equal Opportunities Commission (EEOC) within 180 days of the date of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

For further information

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the Library Director and also from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118. Telephone: (202) 514-0301 (Voice) or (202) 514-0381 (TDD).

**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)**

## Compliance Form

### 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 ensure 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,

Director's Name

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

### Confidentiality of Library Records Policy

It is the policy of the Lansing Public Library in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1, et seq.) that all registration and circulation records of library

patrons as well as other records identifying the names of library users are confidential. This policy is adopted to protect the right to privacy of each patron and user. The library will only make the foregoing library records available to an agency of federal, state or local government if:

1) a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form; or

2)(a) if a sworn law enforcement officer states there is probable cause to believe there is imminent danger that someone will be physically harmed and that it is impractical to secure a court order as a result of an emergency;

(b) the sworn officer making such a claim completes and signs a form (attached hereto as Exhibit B) acknowledging declaration of said emergency and acknowledging receipt of the information requested from the library; and

(c) the information released under signature of a sworn law enforcement officer will be limited to identifying a suspect, witness, or victim of a crime and will not include disclosure of registration or circulation records that indicate materials borrowed, resources reviewed or services used at the library.

In the event that a request or demand for registration, circulation or other records is made to the library, the request or demand and/or the person so requesting or demanding will be immediately referred to the Library Director or Manager in Charge.

The Library Director or Manager in Charge will consult with the library's legal counsel to ensure compliance with the Library Records Confidentiality Act and determine the proper response.

It must be further noted that Section 21.5 of the U.S.A. PATRIOT ACT provides federal law enforcement officers with the ability to obtain a search warrant to gain access to certain library records on the basis that the officer believes that the records sought may be related to an ongoing investigation related to terrorism or intelligence activities.

The U.S.A. PATRIOT ACT prohibits libraries or librarians served with a search warrant under FISA (Foreign Intelligence Source Act) rules from disclosing the existence of the warrant or the fact that records were produced as a result of the warrant, under penalty of law. In other words, a patron cannot be informed that his/her records were given to a federal agent or that the patron is the subject of any federal investigation.

The Lansing Public Library only retains records that are essential to conducting its business and those records are only retained as long as necessary to complete that business. The Library does not maintain historical records of completed transactions.

The Lansing Public Library may give current information regarding materials borrowed or overdue to the borrower when requested by said individual in person.

The library may also give current information regarding materials borrowed or overdue to the legal guardian who was the signatory on the membership record. Overdue notices regarding material borrowed by a minor child age 17 or under will be mailed to the signatory's address.

### **Library Records Confidentiality Act**

(75 ILCS 70/1, et seq.) Sec. 1.

(a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) “library” means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) “registration records” includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) “circulation records” includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95 40, eff. 1 1 08.)

### **Officer’s Request for Confidential Library Information Form**

1. This is a request under the Illinois Library Confidentiality Act, 75 ILCS 70/1 for information contained in the library’s registration and/or circulation records. 2. My request for information is limited to identifying a “suspect, witness or victim of a crime.” 3. As the basis for this request, I represent the following: A. I am a sworn law enforcement officer and B. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure

a Court Order for the identification information. 4. The information I request relates to the following event (describe event and information sought)

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2. Officer's Name (print) Officer's Agency/Department Badge Number:

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3. Officer's Signature Date Signed Time Signed:

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4. Officer's Acknowledgement – I acknowledge receipt from the Lansing Public Library of the information I requested. Officer's Signature:

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5. Name of staff member assisting with the information requested:

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## **Fair Use**

U.S. copyright law provisions for use of music, artwork and other creative works are extremely restrictive. Each patron is personally responsible for knowing the copyright status of any music or graphic material when creating content in the IDEA Lab.

\*\*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. \*\*

## **Financial Policy**

### **Purpose**

The purpose of this policy is to provide a framework for the Library Board of Trustees and staff for the fiscal operations of the library, to assure sound fiscal management and to outline responsibilities for management of the library's public funds. This policy applies to the financial activities of all funds under the direction of the library. The Board of Trustees and the staff understand it has an obligation to adhere to all Illinois statutes and mandated accounting procedures.

### **Budget**

The Board of Trustees of the Lansing Public Library has the exclusive authority to establish an annual operating budget, set library policies as well as to approve expenditures of all library funds in the annual budget. The budget is developed annually as a cooperative process between the Board Treasurer, the Library Director, and the Library's Department Managers.

### **Library Funds**

The Lansing Public Library maintains the following funds:

- **General Fund-** This is the general operating fund of the library. It is used to account for administrative, library and all financial resources except those accounted for in any other fund. It is the goal of the library to maintain no less than six (6) and no more than eighteen (18) months of operating expenses in the General Fund. General Fund balances over the minimum may be transferred into the Capital Improvement Fund through the Board of Trustees approval via an annual resolution.
- **Capital Improvement Fund-** Under Illinois Statute (75 ILCS 5/5-8) this fund is for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for planned or emergency repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not to excess of the statutory limits, provided the library board in its annual appropriation determination to the corporate authorities specifies that a specific fund is to be or is being accumulated for this purpose and has further resolved to develop and adopt a plan or plans pursuant to this Article. The plan required herein will be developed in general form within 2 years of the adoption of the ordinance establishing a Capital Improvement Fund; such plan subsequently may be amended as circumstances may require. No plan is needed for the emergency expenditures from this fund for the repair of an existing library building or its equipment.

### **Authority to Spend**

The budget is viewed by the Board as the financial plan for Lansing Public Library, and approval of the budget by the Board provides authority for the Library Director to manage the library's finances with Board approval.

In accordance with Section 75 ILCS (5/5-8) of the Local Library Act governing the procedure for awarding construction, repair or remodeling contracts when the cost is in excess of \$25,000,

all such contracts shall be awarded in accordance with the provisions thereof and potentially more restrictive Board rules and regulations, including, but not limited to: (1) advertisements for sealed bids or requests for proposals will be properly handled through the public media; (2) sealed bids, based on authorized specifications, or requests for proposals shall be received at a public bid opening and include all costs for labor and materials, bid bond, performance bond and certificate of insurance; (3) bids will be tabulated and submitted to the Board along with staff's recommendation for action; and (4) formal contracts with appropriate signatures for both Board and Contractor are required.

All expenditures will be reported to the Board on a monthly basis, and the Library Director will not make expenditures outside of the approved budget without seeking Board approval.

The Library Director is authorized to spend up to \$5,000.00 on any single item without prior approval from the Board of Trustees.

### **Credit Cards**

The Library Director has been issued a credit/debit card, and will allow the department heads and the Director to use it upon presentation of a written and approved purchase request. The card shall be used for Lansing Public Library business, and all uses will be properly documented. The card shall not be used for personal expenses.

### **Budget and Finance Policy**

On a monthly basis, the Library Director will present written reports on library operations to the Board of Trustees. These reports will include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The library maintains records of library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of library operations is presented at each Board of Trustees' monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

### **Insurance**

The Lansing Public Board, in consultation with the Library Director, and its insurance agent(s) shall maintain appropriate trustee and employee liability insurance, including, but not limited to, professional liability or errors and omissions insurance and/or directors' and officers' liability insurance and/or a Treasurer's Bond. This trustee and employee insurance is in addition and exclusive from other liability insurance maintained by the Lansing Public Library, including but not limited to coverage for property damage, bodily injury or physical injury.

### **Disposition of Surplus Property**

Library property (i.e., print and non-print resources, equipment, supplies/ and or any personal property whether purchased by the library or donated) which in the judgment of the Library

Director is no longer necessary or useful for library purposes may be disposed of consistent with 75 ILCS 5/4-16.

### **Returned Checks**

Any person whose check is returned because he or she does not have an account with the drawee bank, or because he or she does not have sufficient funds in his account is liable, for the amount of the check, an administration fee of \$25.00, and for any other costs and expenses including interest and attorney's fees.

The Lansing Public Library will notify patrons in writing if their check is returned by the bank for any reason (e.g., insufficient funds, stop payment, or account closed).

The patron will be required to pay in cash or with a certified check the amount described in paragraph 1 above.

The Lansing Public Library reserves the right to refuse to accept personal, non-certified checks from persons who have previously had checks returned for any reason.

A person who issues a bad check or order to a payee and who fails to pay the amount of the check or order to the payee within 30 days following either delivery and acceptance by the addressee of a written demand both by certified mail and by first class mail to the person's last known address or attempted delivery of a written demand sent both by certified mail and by first class mail to the person's last known address and the demand by certified mail is returned to the sender with a notation that delivery was refused or unclaimed shall be liable to the payee for, in addition to the amount owing upon such check or order, damages of treble the amount so owing, but in no case less than \$100 nor more than \$1,500, plus attorney's fees and court costs. An action to recover on a bad check may be brought in small claims court or in any other appropriate court. As part of the written demand required hereby, the library shall provide written notice to the payee of the fact that prior to the hearing of any action to recover on a bad check, the payee may tender to the library, and the library shall accept, as satisfaction of the claim, an amount of money equal to the sum of the amount of the check and the incurred costs, including the cost of service of process, and attorney's fees. See 720 ILCS 5/17-1E.

### **Public Funds Investment Policy**

Under this instrument, the Board of Library Trustees of the Lansing Public Library creates its Investment Policy as is allowed under the Public Funds Investment Act 30 ILCS 235. It is the policy of the library to invest all funds under the library's control in a manner which will provide the highest investment return using authorized instruments, while meeting the library's daily cash flow demands and in conformance with all state statutes governing the investment of public funds.

This policy shall apply to all investments entered into on or after the effective date of this instrument.

### **Investment Guidelines**

The primary objective in the investment of library funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the library, and providing the highest investment return using authorized instruments.

**Safety**

The safety of principal is the foremost objective of the investment program. Library investments shall be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification is required to ensure that the library prudently manages market, interest rate and credit risk.

**Liquidity**

The investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements which might be reasonably projected.

**Return on Investment**

The investment portfolio shall be designed to obtain the highest available return, taking into account the library's investment risk constraints and cash flow needs and the library's desire to promote fiscal responsibility. The portfolio shall seek to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in this policy.

The rate of return achieved on the library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

**Authorized Investments**

A. All investments shall be those permitted by state law (30 ILCS 235/2) as follows:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
2. Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies and instrumentalities; For purposes of this Policy, the term "agencies of the United States of America" includes (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 *et seq.*) and Acts amendatory thereto; and (ii) the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 *et seq.*), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporations;
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the Library's funds are invested in short-term obligations of corporations;
5. Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. '80a-1 *et seq.*), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1) and (2));

6. Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. §1701 *et seq.*)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
7. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit union must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law.
8. The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advice regarding the investment of any public funds.
9. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. §780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities unless registered or inscribed in the name of the Library, shall be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the library's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the library.
10. Any other investment instruments now permitted by the Public Funds Investment Act or hereafter permitted by the Public Funds Investment Act by reason of amendment thereof.
11. Investments may be made only in those savings banks or savings and loan associations, the shares or investments of which are insured by the Federal Deposit Insurance Corporation.

### **Periodic Review of Investment Portfolio**

The investment advisor or advisors appointed by the Board of Trustees shall make a periodic review, not less frequently than **quarterly**, of the library's investment portfolio, its effectiveness in meeting the library's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The investment advisor shall report to the Library Director on an "as needed" basis, and shall report to the Board of Trustees at least quarterly.

### **Prudence**

Investments shall be made with the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This "prudent person" standard shall be used by all investment officers of the library and shall be followed in making investments for the library and in managing those investments.

### **Ethics and Conflicts of Interest**

A. Authorized investment officers of the library and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the library any material financial interests in financial institutions, which conduct business with the library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

B. No person acting as Treasurer or financial officer for the library, or who is employed in any similar capacity by or for the library, may do any of the following:

1. have any interest, directly or indirectly, in any investments in which the library is authorized to invest.
2. have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest.

### **Authorized Broker/Dealers and Financial Institutions**

A. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/0.01 *et seq.*).

B. All financial institutions and broker/dealers who want to qualify to bid for investment transactions must initially, and on a periodic basis upon request, provide to the library's authorized investment officers the following, where applicable:

1. Audited financial statements;
2. Proof of minority/female/disabled broker status;
3. A trading resolution;
4. Proof of State of Illinois registration;
5. Completed Broker/Dealer Questionnaire;
6. Certification of notice and knowledge of the Library's Investment Policy;
7. Published reports for brokers from rating agencies with investment grade ratings;
8. Proof of emerging broker status; and
9. Consolidated Reports of Condition and Income

### **Investment Restrictions**

A. Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.

B. Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the library shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the library unless the instruments and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).

C. Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the library's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the library.

D. Investment in commercial paper is permissible if rate A1/P1.

### **Collateralization**

Collateralization will be required above depository insured amounts on two (2) types of Library investments:

1. Deposit Collateralization: Collateral securities approved by the Library with a market value equal to at least 110% of deposits in excess of \$100,000 per institution shall be required. The collateral shall be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$100,000 per institution shall be required.
2. Repurchase Agreement Collateralization: Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement shall be maintained at all times. Repurchase agreement collateral shall be marked to market at the time of execution and daily thereafter.

### **Diversification**

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of library assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the library:

1. The library shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
2. The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits;
3. No investment category shall exceed 40% of the library's portfolio, with the exception of cash equivalents and treasury securities as defined herein; and
4. The library shall invest the majority of library funds in authorized investments no longer than five years, unless the Board specifically authorized otherwise.

### **Safekeeping and Custody**

All security transactions entered into by the library shall be conducted on a delivery-versus-payment (DVP) or receipt-versus-payment (RVP) basis. Securities shall be held by a safekeeping agent designated by the library, and evidenced by safekeeping receipts.

### **Internal Controls**

The library's investment advisor(s) shall establish a system of internal controls, which shall be documented in writing and filed with the Library's Board of Trustees for review. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent

actions by authorized investment officers. The review of internal; controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Avoidance of physical delivery securities
- Clear designation of authority to subordinate staff members
- Written confirmation of telephone transactions for investment and wire transfers
- Development of a procedure for making wire transfers

### **Asset Allocation**

The allocation of assets within investment categories authorized herein shall be approved by the library.

### **Competitive Bidding**

Authorized investment officers shall obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.

Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the library set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

### **Limitation of Liability**

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard as stated herein, and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

### **Reporting**

A. Financial reports shall be prepared monthly by the Investment Advisor(s) and reviewed by the Library Board of Trustees and Library Director. The report shall contain the following:

1. Performance as compared to established benchmarks;
2. Asset allocation;
3. Any circumstances resulting in a deviation from the standards established herein;
4. Impact of any material change in investment policy adopted during the quarter;
5. The average days to maturity; and
6. A listing of all investments in the portfolio marked to market value, including but not limited to information regarding securities in the portfolio by class or type, by value, income earned and market value as of the report date.

B. The library's investment advisor(s) shall develop performance reports in compliance with established industry reporting standards within six (6) months following the adoption of this Investment Policy. Such reporting standards may include those sanctioned by the Association of Investment Management Research ("AIMR") in accordance with Generally Accepted Accounting Principles ("GAAP").

### **Delegation of Authority**

A. The Board of Trustees may employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board of Trustees shall require the investment advisor(s) selected and working on behalf of the library to meet the following conditions:

1. To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the library and in accordance with this Policy. Such actions include but are not limited to (a) the allocation of library funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention or disposition of investments; and (c) the recommendation of the addition, deletion or modification of authorized investments.
2. To execute all investment transactions on behalf of the library at the best net price, utilizing such approved brokers and dealers, as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the library.
3. Such additional responsibilities as are set forth in such investment advisor's written contract with the library.

B. The library's investment advisor(s) shall be responsible for establishing the internal controls in written procedures for the operation of the library's investment program as set forth in this Policy.

C. Until the Board of Trustees appoints one or more investment advisor(s), management responsibility for the investment program set forth in this policy is delegated to the Board Treasurer. In the event the Treasurer is not available, the President or Vice President of the Board is authorized to act.

### **Reservation of Rights**

The library reserves the right to amend this policy at any time upon the advice and consent of its Board of Trustees.

### **Availability of Policy**

This policy shall be available to the public at the library's main administrative office and on the library's website.

### **Freedom of Information Act (FOIA) Policy**

The Illinois Freedom of Information Act provides that "all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgements and monitoring government to ensure that it is being conducted in the public interest," 5 ILCS 140/1 Section 1

The library is committed to providing citizens and taxpayers access to applicable public records under the Act. The request must be in writing and may be submitted by facsimile, U.S. mail, special carrier, or email. Forms are available upon request.

**While not a requirement, the form is intended to assist the requester in the specifics of the request. There is no requirement under the Act to respond to oral requests or provide information other than what already exists in records.**

You can expect a response within five business days (21 days if the request is for commercial purposes).

A brief description of our public body follows:

**A. Our Mission:** The mission of the 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. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges and donations. Tax levies are:

1. Corporate purposes (for general operating expenditures)

D. The office is located at this address: Lansing Public Library, 2750 Indiana Ave, Lansing IL 60438. 708-474-2447

E. The following organization exercises control over our policies and procedures: *Lansing Public Library Board of Trustees*, which meets monthly on the 3rd Thursday of each month, with the exception of August and December, at 6:30 p.m., at the library unless rescheduled and notice given in accordance with the Illinois Open Meetings Act. This a seven-member board elected by the residents of Lansing, IL

F. The library is required to report and be answerable for our operations to:

*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian and Secretary of State, Alexi Giannoulis, Director of State Library, Deputy Director Greg McCormick; and various other staff.

Section 10.6.2: You may request the information and the records available to the public in the following manner:

A. Submit a request in writing via email, by written letter or fax. The request form is not required, but is preferred.

B. Your request should be directed to the following individual:

FOIA Officer, Administration Office  
Lansing Public Library  
2750 Indiana Ave, Lansing, IL 60438  
708-474-2447 lkorajczyk@lansingpl.org or kelli@lansingpl.org or beth@lansingpl.org

C. You must indicate whether you have a “commercial purpose” in your request.<sup>1</sup>

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.<sup>2</sup>

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 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).

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 – Friday, 9:30 a.m. to 4:00 p.m.  
Lansing Public Library Administrative Offices

The following are available on the library’s website or through a FOIA request form:

1. Operating Budgets
2. Annual Audits
3. Minutes of the Board of Library Trustees
4. Library Policies, including Resource Selection
5. Adopted Resolutions of the Board
6. Levy Request

Please note that certain types of information maintained by the library are exempt from inspection and copying.

<sup>1</sup>“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 disseminating news, articles or opinions of public interest, or research or education.

<sup>2</sup>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.

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.

“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.

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## **Identity Protection Policy**

### **Purpose**

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, the Lansing Public Library intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

### **Requirements**

- A. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information
- B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

### **Prohibited Activities**

No employee may do any of the following:

- A. Publicly post or publicly display in any manner an individual’s social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual’s social security number on any card required for the individual to access products or services.
- C. Encode or embed an individual’s social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

- D. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- F. Collect, use, or disclose a social security number from an individual, unless:
  - 1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - 2. The need and purpose for the social security number is documented before collection of the social security number; and
  - 3. The social security number collected is relevant to the documented need and purpose.
- G. Require an individual to use his or her social security number to access an Internet website
- H. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

- A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
- C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
- D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

### **Public Inspection and Copying of Documents**

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom

of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

### **Public Availability**

A copy of this policy shall be made available to the public upon request.

### **Applicability**

This policy does not apply to the collection, use, or disclosure of a social security number as required by state

## **Library Theft and the Protection of Library Property and Materials**

Sections 16-1 and 16-3 of the Illinois Criminal Code (720 ILCS 5/16 *et seq.*) create three categories of offenses related to library theft: theft of library property; theft of library materials by means of threat, deception or without consent; and theft of library materials by failure to return.

### **Theft of Library Property**

If “governmental property,” which includes library property, is stolen and the value of the property does not exceed \$500, the theft is considered a Class 4 felony punishable by the between 1 and 3 years in a State penitentiary and/or fines not to exceed \$25,000 (720 ILC

5/16-1 (b)(1.1)). If the value of the stolen library property exceeds \$500, but does not exceed \$10,000, the theft is considered a Class 2 felony punishable by between 3 and 7 years in a State penitentiary and/or fines of up to \$25,000 (720 ILCS 5/16-1(b)(4.1)). If the value of the stolen library property exceeds \$10,000, but does not exceed \$100,000, the theft is considered a Class 1 felony punishable by between 4 and 15 years in a State penitentiary and/or fines of up to \$25,000 (720 ILCS 5/16-1(b)(5.1)). Finally, if the value of the stolen library property exceeds \$100,000, the theft is considered a Class X felony punishable by between 6 and 30 years in a State penitentiary and/or fines of up to \$25,000 (720 ILCS 5/16-1(b)(6.1)).

### **Theft of Library Materials by Threat, Deception or Without Consent**

If a person knowingly obtains temporary use of library materials by means of threat or deception or knowing that its use is without consent, theft has been committed (720 ILCS 5/16-3(a)). If the stolen library materials have an aggregate value of \$300 or less, the theft is considered a Class A misdemeanor punishable by up to 1 year in jail and/or a fine not to exceed \$2500 (720 ILCS 5/16-3(d)). If the stolen library materials have an aggregate value in excess of \$300, the theft is considered a Class 3 felony punishable by between 2 and 5 years in a State penitentiary and/or a fine not to exceed \$25,000 (720 ILCS 5/16-3(d)).

The Illinois Criminal Code defines “library materials” as including, among other things, books, pictures, photographs, engravings, paintings, sculptures, statues, artifacts, drawings, maps, newspapers, pamphlets, broadsides, magazines, manuscripts, documents, letters, microfilms, sound recordings, audiovisual materials, magnetic or other tapes, electronic data processing

records or other documentaries, written or printed materials regardless of physical form or characteristics, or any part thereof, belonging to, or on loan to or otherwise in the custody of a library facility (720 ILCS 5/16-0.1).

Library materials are anything that a library owns except library property, which is discussed above. In other words, anything that a library owns that it loans to patrons constitutes library materials, the theft of which is subject to the foregoing and following penalties.

### **Theft of Library Material by Failure to Return**

If a person borrows library materials which have an aggregate value of \$50 or more in accordance with an agreement with or procedure established by the library for the return thereof and knowingly and without good cause fails to return the borrowed library materials and further knowingly and without good cause fails to return such library materials within 30 days after receiving written notice by certified mail from the library facility demanding the return thereof, theft has been committed (720 ILCS 5/16—3)).

If the unreturned library materials have an aggregate value of \$300 or less, the theft is considered a petty offense punishable by a fine not to exceed \$500 and mandatory reimbursement of the library's fees and costs, including attorneys' fees, actual replacement costs of the material not returned and postage costs (720 ILCS 5/16-3(d)). If the unreturned library materials have an aggregate value in excess of \$300, the theft is considered a Class 3 felony punishable by between 2 and 5 years in a state penitentiary and/or a fine not to exceed \$25,000 (720 ILCS 5/16-3(d)).

Multiple failures to return library materials by the same person occurring within a 90-day period and totaling more than \$300 will be prosecuted as a single offense (720 ILCS 5/16-3(d)).

To deter theft of library materials, the following warning will be posted in a conspicuous location:

### **Warning**

*Theft of library property is a criminal felony with a minimum punishment of between 1 and 3 years in a state penitentiary and/or fines not to exceed \$25,000 and a maximum punishment of between 6 and 30 years in a state penitentiary and/or fines of up to \$25,000 (720 ILCS 5/16-1(b)et seq.).*

*Theft of library materials is: a petty offense punishable by a fine not to exceed \$500 and mandatory reimbursement of the library's fees and costs, including attorneys' fees, actual replacement costs of the material not returned and postage costs; a criminal misdemeanor punishable by up to 1 year in jail and/or a fine not to exceed \$2500 (720 ILCS 5/16-3(d)); or a criminal felony punishable by between 2 and 5 years in a state penitentiary and/or a fine not to exceed \$25,000.*

To prevent library theft and protect library property and materials, all items removed from the library must be charged out through the front desk or kiosks.

To further prevent library theft and protect library property and materials, as patrons leave the library, staff may ask to examine book bags, backpacks, briefcases, and other large containers

brought into the library. Any uncharged items will be returned to the front desk to be charged out. If it is determined that theft was intended, the proper authorities will be immediately notified.

## **Protection of Copyright**

It is the intent of the Lansing Public Library to comply with Title 17 of the United States Code, entitled “Copyrights,” and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright will be prominently placed on photocopier(s) and any other Library equipment that is capable of duplicating or reproducing copyrighted materials. Library staff will refuse to duplicate any materials if doing so would violate copyright and will inform patrons if materials being borrowed are subject to copyright restrictions, and cannot be duplicated or copied. Policies and procedures for use of the library’s meeting room will include provisions related to use of copyright protected materials.

The library has purchased a public performance license that covers material from specific producers in order to show films in the library meeting room. Library staff will follow copyright law in selecting and using materials for public performance at programs. Organizations using the library’s meeting room are also covered by the license and must follow copyright laws.

Original or copyright-free art will be used to produce Library publicity items or for creating displays and decorations.

## **Security Camera Policy**

The Lansing Public Library uses security cameras to improve the safety and security of library users and staff by discouraging violations of the Library’s Patron Behavior Policy, to assist library staff in preventing the occurrence of violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy.

### **Public Notification**

Signage is posted and maintained at both entrances informing the public and staff that security cameras are in use.

### **Placement and Usage of Cameras**

- Cameras may be installed in outdoor and indoor places where individuals lack reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, sidewalks, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
- Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or offices.

- Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Lansing Public Library is not responsible for loss of property or personal injury.
- Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.
- Audio recordings are not made or kept as part of the security camera system.

### **Staff Access**

- Only Department Heads will be trained in the responsible use of the camera system
- Only the Library Director and the Department Heads have authorized access for live video viewing and to capture recorded video or images in pursuit of a documented incident of injury, criminal activity, or in response to a court order or other official request.
- All viewing of recorded video or images for these purposes will be done in secure areas to ensure private access.

### **Storage and Use of Video Footage and Images**

- Recorded data is in a controlled area. Video recordings will typically be stored for no longer than 60 days. As new images are recorded, the oldest images will be automatically deleted.
  1. Exclusions to this include any records maintained as part of a criminal investigation or court proceeding (criminal or civil), or other use as approved by the Library Director in accordance with applicable law.
- When an incident or accident report is written for which an image or recording would be helpful and an integral part of the report, the image may be attached to the report and saved on the library's network.
- All reports, recorded video, or saved image files that are made in response to security issues will be retained, stored and discarded according to the Local Records Act and any other applicable records retention laws in Illinois.
- A log will be maintained with staff name, time, date, and reason for all viewing of recorded video, investigation of an incident; pursuant to a subpoena, etc. Entries will be made on an online form that the staff member can submit, but cannot view all entries in the log.
- Any recorded video or images retained as part of a criminal investigation shall be stored in a secure location on the library's internal network., accessible only by the Library Director or a Library Department Head.

### **Release of Video Footage and Images**

- No recorded video or images which show identifiable persons, identifiable library materials in possession of a library user, or other readable communication from a library user to a library employee shall be released at the request of 3<sup>rd</sup> parties, such as law enforcement, until the request has been evaluated as provided below.
  1. All requests for recorded video or images obtained by the Lansing Public Library security cameras will be reviewed by the Library Director or designees in consultation with the library's attorney. Such video footage or images will be

- released, or disclosure will be declined, in accordance with applicable laws, including the Illinois Library Records Confidentiality Act 75 ILCS/70.
2. In response to a search warrant or court order, when the Library Director is unavailable, the Manager on Duty, will review and determine eligibility for release in consultation with the library's attorney.
  3. In exigent circumstances, if all four conditions to an emergency exception to the Library Records Confidentiality Act can be met, recorded video or images may be released without consulting the attorney.
  4. In instances when the library calls the police or files a police report, release of recorded video or images may be done without consulting the attorney as long as the images do not include any information protected by the Library Records Confidentiality Act.
  5. Recorded video or images may also be shared with library insurance representatives when relevant to an insurance claim investigation.
  6. All requests for disclosure of recorded video or images, except as stated above for law enforcement or insurance purposes, shall be made in accordance with the Freedom of Information Act, and submitted to the Library Director. The Director shall review the requested video or images and determine if they contain any information protected by the Library Records Confidentiality Act. As permitted by by Section 7(1) of the Freedom of Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contains images that are not exempt, the library shall attempt to redact the exempt images and make the remaining images available for inspection or copying.

### **Unauthorized Access and/or Disclosure**

A breach of this policy by a library employee may result in disciplinary action up to and including termination. Any library employee who becomes aware of any unauthorized disclosure of a video recording or image, and/or a potential privacy breach has a responsibility to immediately inform the Library Director.

### **Disclaimer of Responsibility**

The library disclaims any liability for use of recorded video or images in accordance with the terms of this policy, given that the library is a public facility and security cameras shall be limited to those areas where patrons and staff have no reasonable expectation of privacy.

# **MISCELLANEOUS**

## **Art Display & Exhibit Policy & Forms**

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 the 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: \_\_\_\_\_

Signature of Exhibitor: \_\_\_\_\_ 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, loss or theft to my artwork or collection.

### **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.

1. 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.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. 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.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. 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.
8. 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.

## **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.

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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**

## **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](#).

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#### [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](#)

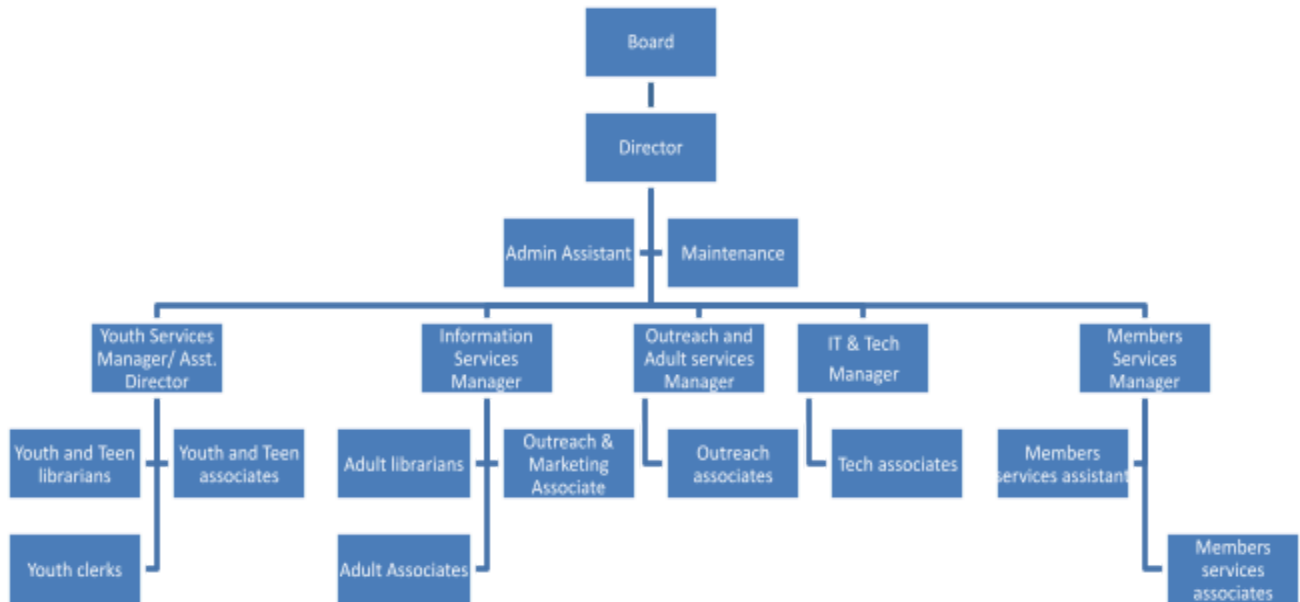
Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

### [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.

# ORGANIZATIONAL CHART

## Lansing Public Library Organizational Chart



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