

# Edward Chipman Public Library Policy

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EDWARD CHIPMAN PUBLIC LIBRARY

126N Locust Street

Momence, IL. 60954

Phone: 815-472-2581

June, 2019

POLICIES FOR THE EDWARD CHIPMAN PUBLIC LIBRARY

I. GENERAL LIBRARY OBJECTIVES

The library objectives of the Edward Chipman Public Library shall be:

- A. To assemble, preserve and administer, in organized collections, books and related educational and recreational material in a safe environment.
- B. To serve the community as a center of reliable information.
- C. To support educational, civic, and cultural activities of groups and organizations.
- D. To provide opportunity and encouragement for children, young people, men and women to educate and enjoy reading materials .
- E. To seek continually to identify community needs and to work towards providing programs of service and enjoyment to meet such needs.

II. WHO MAY USE THE LIBRARY

A. The library will serve all residents of the area included in the Edward Chipman Public Library District except for the areas currently receiving library service from the Sun River Municipal Library and the Pembroke Township Public Library. Persons residing outside of the geographical area but owning property in the library district shall be considered as residents. According to Illinois Law, section 3050.70, the non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon the taxable property, provided that the privileges and use of the library is extended to only one such non-resident for each parcel of taxable property. Non-residents of the area will be required to pay a fee of \$50 dollars per year for a non-resident library card.

St Anne, Aroma Park and other area communities not covered by a library district, must purchase a non-resident card from the library closest to their residence. The non-resident card will abide by the rules according to RAILS (Reaching Across Illinois Library System) Policy and Procedure. Indiana or out of state residents may not purchase a non resident card.

Complimentary Cards may not be granted to any non taxed personal household.

1. Anyone living within the Edward Chipman Public Library District may be issued a library card. Before a card can be issued, two (2) current forms of ID, with name and address, is required. Persons applying for a card must be in "good standing."
2. Children, 17 years and under, may obtain a library card. A parent/guardian must be present at time of applying, and must sign for the child. The parent/guardian is responsible for all overdue, damaged and lost library property caused by the child.
3. Anyone who abuses the library privileges having their card revoked or suspended, is not in "good standing" with the library.
4. Anyone in "good standing" with a library card at the Edward Chipman Public Library may use his/her card at any library in RAILS, providing that that library does not have a policy stating otherwise.
5. Anyone in "good standing" possessing a card from any member library of the RAILS, may use the ECPL and adhere to the ECBB policy.
6. Non-residents will have library privileges by paying the annual fee recommended for non residence. The fee is calculated annually, according to a formula required by RAILS. The annual Edward Chipman Public Library non-resident library card is currently \$50.00 per household.
7. Computer use is free to patrons of ECPL. All others must pay \$1.00. (See p.8 for Computer and Internet Policies).

8. The use of the fax machine will cost \$1.00 per one side of page to send. We do not receive fax's for public use.
9. The Director reserves the right to deny library privileges to anyone who abuses library policy.
10. The use of the library or its services may be denied for due cause, after review by the Board. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or other objectionable conduct on library premises.

#### B. CENSORSHIP-

The Board believes that censorship is a purely individual matter and declares that while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view them. The board believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials. Individual complaint upon written request, will be reviewed by the Library

### III. POLICY REGULATING LENDING

#### A. BORROWING

1. New fiction books, marked as "New" books, are loaned for 2 weeks only, and may not be renewed. Late fees will be assessed after a two week period.
2. Current issues of magazines and reference books do not leave the library. A copy machine is available to make copies of articles at a cost of twenty (20) cents per page, each side considered one page. Older magazines may be borrowed for a period of two weeks. Reference materials from encyclopedias for school assignments, quantities at the discretion of the librarian, have no charge.
3. Materials borrowed from Inter-Library Loan or Reciprocal Borrowing are governed by RAILS. Library patrons are responsible for payment of lost and/or damaged materials that are the property of another library. This amount will be invoiced at an amount determined by the owning library.
4. Adults may borrow cassettes/audio books/CD's for two (2) weeks and limited to four (4) audio cassettes per household; not per patron; four (4) CD's per household. Items may not be returned in Book Return Box, but MUST be returned to circulation desk. A fee of \$2 per item will be assessed for putting in the Book Return Box. Items may be renewed one time.
5. Adults may borrow videos/DVD movies for three (3) days, and limited to (2)two per household, not per patron. Items may not be returned in Book Return Box, but MUST be returned to circulation desk. A fee of \$2 per item will be assessed for putting in the Book Return Box. These items will not be due until the next day the library is open.

#### B. FINES – Lost and Damaged Materials

1. Each overdue day is counted, seven days a week.
2. Fines on all books, magazines \$.10 per day, not to exceed the value of the item.
3. If an item is lost, charge will be equal to the value of the item plus processing costs. If the item is found, money may be returned after an allowance is made for the overdue fees that the item incurred prior to payment. Money will be returned only if item has not been replaced and fees are deducted.
4. Fines for cassettes \$.25 per day, only on library open days.
5. Fines for videos \$1.00 per day.
6. If there is damage to a book or item, fines shall be levied at the discretion of the librarian, at least one fourth the value of the book.
7. When paying for charges, fines, lost or damaged materials, fax or photo copies, NO checks will be accepted, only cash.
8. If any member of a family or household owes more than \$2.00, the entire household is suspended from all library privileges until the fine is paid.
9. After an item becomes two weeks past due, and phone calls have not succeeded in having the items returned, a letter advising of the overdue item will be mailed. Borrowing privileges will be suspended until items are returned. Limited

privileges will be one book until efforts have been made to establish a more responsible standing.

#### C. AREA SYSTEM FINES-RAILS

Charges for the loss of RAILS materials shall be determined by the policies of RAILS.

### IV. STATE CONDUCT ORDINANCE

The Edward Chipman Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.”

The Board of Library Trustees of Chipman Public Library establishes its Conduct ordinances as follows:

#### Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

#### Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

#### Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he/she will be required to leave the library premises immediately for the balance of that calendar day. If he/she fails to leave, the police will be summoned.

#### Section 4.

Library personnel will record instances in which patrons are required to leave the library in the computer maintained by the library for that purpose. Upon the 1<sup>st</sup> recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from the use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the 1<sup>st</sup> recorded instance.

#### Section 5.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

#### Section 6.

In the event a patron barred from the use of the library attempts entry to library during any such period of exclusion, the police will be summoned and informed of the prior action.

#### Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

#### Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

## 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 their 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,  
Amended February 2, 1961; June 28, 1967; and January 23, 1980  
Inclusion of "age" reaffirmed January 23, 1996,  
By the ALA Council.

## V. USER CONDUCT POLICY

1. Consumption of food or beverages is forbidden, unless it is approved by the library for a special activity.
2. No tobacco products are to be used in the library
3. With the exception of service dogs, no pets are allowed in the library.
4. The library is not responsible for loss or theft of personal property. Book bags and backpacks must be set in place provided for them at the entrance of the library. The library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when the staff member has reason to believe needed.
5. Dress must include a shirt and shoes in the library.
6. The bulletin board in the front entrance is to be used for:
  - a. local and area events
  - b. government information
  - c. lost and found
  - d. minutes from last board meeting
7. The library will not permit behavior which interferes with the enjoyment of the library facilities. The types of behavior include, but not limited to the following:
  - a. Soliciting library users for donations, purchases, etc.
  - b. Passing petitions to library users, or unauthorized surveys.
  - c. Distributing pamphlets or other materials to library users. The library will post notices of forthcoming events on bulletin board.
  - d. Buying or selling of any kind, unless it is a library sponsored event.
  - e. Use of radio, cell phone or other electronic devices. Cellular phone must be turned off in the library.
  - f. Deliberate misuse of library equipment.
  - g. Loud, vulgar or abusive language, verbal or physical harassment.
  - h. Fighting or congregating in large groups.
  - i. Misuse of washrooms.
8. The library will allow, according to State Conduct #740 ILCS 137/10 Sec.10. Breastfeeding Location. A mother may breastfeed her baby in any location public or private, where the mother is otherwise authorized to be, irrespective of whether the nipple of the mother's breast is uncovered during or incidental to the breastfeeding.
9. The library will take full legal action in the case of criminal behavior in the library, particularly for the following:
  - a. Theft of library equipment or collections.
  - b. Vandalism
  - c. Exhibitionism
  - d. Verbal or physical assault
  - e. Possession of potentially dangerous items.
  - f. Inappropriate library behavior.
  - g. No Guns on Premises- According to Conceal & Carry State Law
10. Patrons must adhere to all copyright laws and regulations.

## VI. Security Monitoring

1. The Board of Trustees of the Edward Chipman Library strives to maintain a safe and secure environment for library staff and patrons. In pursuit of that goal, a video surveillance of the library may be used.
2. Video surveillance records are the sole property of the Edward Chipman Library.

3. Cameras may be positioned to survey public areas.
4. Signage disclosing use of video surveillance will be posted.
5. Video surveillance may be used to help identify person(s) who have violated library policies or help safeguard library operations.
6. Video surveillance will be monitored by authorized library staff.
7. Images may be shared with staff from time to time to assist in identifying persons suspended from the library and maintain a safe secure environment.
8. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws.

## VII. UNATTENDED CHILDREN

Parents are responsible for the behavior of their children while they are in the library. Children age nine(9) and under may not be left unattended in the library. Unattended children age ten(10) and over are free to utilize the library as needed, provided they demonstrate purposeful use of library resources and their behavior is not disruptive to other patrons and staff. Unattended children with no observable intent to use the library resources will be identified by staff, and parents contacted. If the problem continues after parents have been notified, or they could not be reached, the police department will be contacted to pick up the child.

## VIII. HISTORICAL AND LOCAL MATERIALS

1. The Edward Chipman Public Library must keep and maintain all printed materials of local and historical significance. Materials may not be removed from the library's collection without the Board approval and in some cases, never to be removed. It is important to preserve as much of our local heritage/history for future research, and to provide a safe haven for those materials. Any removals should be thoroughly researched by the board as to its value before being removed from the library's collection.
2. A log should be kept of accessions and removals of irreplaceable significant historical materials.
3. Local newspapers must be archived annually.
4. The Library strives to provide access as staffing and resources allow. Physical access to historical materials may be limited due to staff availability. An appointment should be made with the director ahead of time to ensure access to the historical materials. To make an appointment, please call or email [edwardchipmanpl@gmail.com](mailto:edwardchipmanpl@gmail.com).
5. In the interest of securely handling the delicate microfilms, a copy of the patron's identification will be made and the rolls selected for viewing will be recorded with the desk clerk.

## IX. COMPUTER AND INTERNET USAGE

The library computers are provided to integrate electronic resources from informational networks to enhance and make available materials and resources the library does not have on site. Persons must abide by all copyright laws, restricting duplications of copyrighted software, and agree to all copyright laws.



## X. FAX AND PHOTO COPIES USE

Fax - \$1.00 per one side of page.

Photocopy- \$.20 per one side of page.

## XI. DONATION GUIDELINES

Edward Chipman Public Library appreciates the donations of used books, historical materials, DVDs, etc. The following guidelines have been established:

1. Donations become the property of the library.
2. Donations will be evaluated for addition to the collection and are subject to the same criteria as all other materials.
3. Donations that are not added to the collection will be kept for the Library Book Sale, passed on to others, or discarded.
4. A donation form will be signed stating that the donation becomes the property of the library. All rights of ownership will be relinquished.
5. No conditions may be imposed on the library in its acceptance of any material.

Due to limited shelving areas, lack of storage space and limited time to sort and catalog the items, we cannot accept large numbers of items. Please do not put donated items in the book drop. Please bring donations to the library (815-472-2581).

## XII. Edward Chipman Public Library Director - Staff Duties

### A. DIRECTOR DUTIES

1. The Director is responsible for library operations and personnel, and reports directly to the Library Board of Trustees.
2. Attend all Board meetings, other than executive sessions, and is urged to speak on all subjects, but has no vote.
3. Carry out the policies of the Library as adopted by the Board; recommend needed policies for board action.
4. Act as technical advisor to the board.
5. With Board assistance, be responsible for hiring, disciplining, dismissal, and promotion of all Library personnel; this includes a resume and background check and personal interview, scheduling staff and setting work standards for staff. Listen to concerns and complaints of staff openly.
6. Prepare all reports, including, but not limiting, to the IPLAR & RAILS. At the monthly Board meeting, report on the Library's current progress.
7. Keep accurate files of all functions and reports to be accessible and interpreted easily.
8. Attend, in person or on-line, workshops and meetings affiliated with local, state, RAILS and other professional organizations relevant to library business.
9. Has the responsibility for the selection, acquisition, processing and maintenance of all Library materials, keeping within the budgeted allowance.

10. Administer and coordinate library programs and services to meet community needs. Example: Summer reading program, school tours, story time and Downtown Christmas event. Set dates for programs and events, schedule staff and volunteers, gather program materials.
11. Proficiently perform all circulation desk duties, as well as, purchasing, cataloging, processing items, interlibrary loan requests and any task pertaining to Library services.
12. Gather mail and process it. Sort bills for the Treasurer to deliver in a timely manner to the accounting office.
13. Maintain a working knowledge of the copier, fax, computers and printers in order to instruct patrons on effective use of equipment.
14. Maintain a neat and orderly appearance in all areas of the library.
15. Periodically weed the library's collection of books, periodicals, movies and audio disks.
16. Promote library services with local schools and organizations by informing them of library functions and services.
17. Contact media for publicity of programs and functions of the library.
18. Report any incident that may occur involving the library property or grounds in which personal injury or property damage results. Write up and file an incident report immediately with a Board Trustee, including the date, time and location of the incident.
19. Maintain an accurate supplies inventory and order all necessary supplies in a timely manner.
20. Maintain confidentiality of patron's records pertaining to library use and computer use.
21. Know local, state and library laws and procedures.
22. Annually certify as a FOIA officer. Keep up to date on the FOIA and OMA laws and Procedures. As outlined in The Freedom of Information Act (5ILCS 120/1 and amended by Public Act 96-542, patron records and circulation records are exempt from FOIA requests. Library records are maintained in accordance with current policies and the statutes of the State of Illinois. Permanent records include: Agendas, minutes, Illinois Public Library Annual Reports, Librarian annual reports, and annual Treasurer reports. Additional records are maintained for varying lengths of time as dictated in the state policies.
23. Annually maintain the records required by the Illinois State Record Retention Act.

#### Special Requirements

The library director/librarian should have a broad understanding of library services, organization, administration and finance. He/she should possess the ability to work independently, receiving only general instructions from the Board. The director/librarian should deal effectively with officials, community leaders, staff and the public.

#### B. STAFF – DUTIES AND RESPONSIBILITIES- DESK CLERK

- I. Greets visitors in a welcoming manner.
- II. Performs all duties pertaining to the circulation desk, using an automated system..
  1. Sets up circulation desk for use.
    - a) Checks the date stamp for accuracy.
    - b) Turns on printers & computers.

2. Check materials in/out/renew materials
3. Manually stamps each item with due date.
4. Places "Holds" for reserved materials.
5. Notifies patrons about reserved materials.
6. Collects fines and updates the patron's charges on computer.
7. Takes applications for new patron cards or replacement cards.
8. Updates patron file information on the computer.
9. Carries out the proper handling of lost or damaged books.
10. Makes courtesy calls for overdue items.
11. Answers the phone and provides routine information or takes accurate messages to be addressed by another
12. Handles routine complaints and deals with the patron difficulties
13. Performs basic reference work or refers it to another.
14. Assists patrons in locating materials.
15. Answers a variety of questions pertaining to library use, reference, etc.
16. Read and fully understand Library Policy and ensure patron compliance.
17. Report in writing all issues regarding noncompliance of library policy, safety, security, equipment malfunctions, and other concerns.
18. Have a working knowledge of Windows-based software and internet use.

### III. Other duties

1. Replaces books, magazines, and other library holdings on shelves according to alphabetical and numbering sequences.
2. Maintains accurate library shelving of books, by shelf reading and re-shelving materials that are out of place.
3. Moves books or items as needed, to make shelf room for books or items to be put away correctly.
4. Does routine maintenance on books or items such as pasting in due date cards, spine labels, series labels, covering books.
5. Makes simple mending repairs.
6. Keeps the magazine stacks (behind the magazine shelf) in correct order, ending with newest editions on top.
7. During slow periods, maintain library neatness by straightening shelves, pushing in chairs, straightening newspapers, etc.
8. Use proper methods to turn on/off PCs, boot and reboot.
9. Use proper methods to start and exit all applications.
10. Do the following with the printer, copier and fax: Load paper, clear jams, know who to call for maintenance or repair.

### IV. Must have the ability and desire to serve the library needs of all ages and backgrounds.

1. Ability to establish good patron rapport.
2. Show attention to detail.
3. Able to multi-task. Have flexibility to deal with multiple and unexpected tasks and patrons simultaneously.
4. Able to prioritize tasks.
5. Assists with library programs and displays, etc.
6. Fills in, as needed, for vacations/absentee days, etc.

### V. Able to perform all opening/closing procedures for the day when necessary.

1. Turn on/off all computer/copiers/printers.
2. Empty book drop upon starting shift and randomly check book drop during shift.
3. Turn Open/Close sign.
4. Turn on/off lights- set alarm.

### VI. Perform other tasks as assigned and as needed.

### XIII. GENERAL PERSONNEL POLICIES AND WORKING CONDITIONS

#### A. AMERICAN LIBRARY ASSOCIATION/ILLINOIS LIBRARY ASSOCIATION

It is the policy of the Momence Library Board of Directors that the normal working conditions in the library shall, in general, relate to the standards indicated by the American Library Association and the Illinois Library Association.

#### B. RESIGNATION OR DISMISSAL

In case the resignation or dismissal of the Director/Librarian becomes necessary, a written notice should be presented two (2) weeks prior to the effective date of termination.

#### C. WORKING CONDITIONS

The Edward Chipman Public Library is an equal opportunity employer and does not discriminate on the basis of race, religion, age, national origin or disability.

#### D. GENERAL INFORMATION

##### 1. WORK WEEK

It shall be the policy of the Edward Chipman Public Library to remain open during such hours as best serves the needs of the community: Monday - Wednesday, 9:30 PM- 6:00 PM, Thursday, 2:00-8:00 PM, Friday, 9:30PM-5:00 PM, and on Saturday, 9:30 AM- 2:00 PM. It will be closed on Sunday.

##### 2. HOLIDAYS

The library shall be closed to the public on the holidays of New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Momence Gladiolus Festival (3 days-Thurs, Fri, Sat.) Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. When a holiday occurs on Sunday, the library will remain closed the following Monday.

##### 3. JURY OR OTHER CIVIC DUTIES

If an employee is required to serve as a juror, or under subpoena as a witness in a court proceeding, the library shall pay the regular wages, a maximum of 10(ten) days to the individual for those days, provided that such employee works the hours possible, during the jury service/court proceedings. Employees are required to notify their supervisor, as soon as possible, when they receive a jury duty summons and provide a copy in order to be eligible for pay.

##### 4. GRIEVANCE PROCEDURE POLICY

Any employee having a complaint is to bring it to the attention of the Director. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Library Trustees following these procedures:

#### **Initial Procedure:**

- Upon a problem or complaint, the employee should promptly contact the Director.
- The Director appeals directly to the Board.

#### **Appeal Procedure:**

If the initial channels have been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

- Statement of the problem
- Reply by the person(s) involved
- Action taken at the conclusion of each prior step of the procedure
- Statement of each action signed by the appropriate person

**Timetable:**

Each problem should be initiated, heard, and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel.

Most complaints or problems should be settled within 30 working days after initiation. In all matters, the decision of the Board of Library Trustees shall be final and non-reviewable.

Except in exigent circumstances where immediate action is required in the best interest of the library, the Director shall inform an employee of any reason or consideration for his/her suspension or dismissal and give the employee the opportunity to respond to the allegations before taking action to suspend or dismiss.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

XIV. MISCELLANEOUS LIBRARY INFORMATION

A. FINANCES

1. An annual appropriation budget shall be prepared by members of the library board, and submitted to the Board at scheduled meeting for approval.
2. Once the budget is approved, the Library operation funds may be extended only with specific Board approval.

B. INSURANCE

1. The Board of Directors shall determine that the property of the Library is adequately insured against loss and damage.
2. The Board shall likewise determine that the Library carries enough general public liability insurance, workman's compensation and any other type of insurance which it considers necessary.

C. LIBRARY STAFF SALARIES

1. DIRECTOR- will be paid bi-monthly. Salary will be reviewed annually.
2. LIBRARY ASSISTANTS- will be paid per hour bi-monthly and will work as their services are required by the Director. The per hour rate will be reviewed annually.

D. LIBRARY SYSTEM

1. The Board of Directors of the Edward Chipman Public Library has voted to become a member of RAILS.
2. The Director and board members are able to attend the activities and the meetings of the RAILS Board electronically.

E. VACATIONS

1. FTE will be eligible for one (1) week paid vacation after first year of employment. FTE

will be eligible for two (2) weeks paid vacation after (3) years of employment. FTE will be eligible for (3) three week paid vacation after (5) five years of employment.

2. PTE may request unpaid vacation time subject to approval.

3. Vacations for all employees are subject to prior approval by the Director. All employees must use their vacation time in the work year earned.

#### F. RECORDING WORK RECORDS

1. Each employee will fill out a weekly time card to be picked up the director and submitted to the library accountant.

2. Employees will record time, hour- both start and finish, and date on card.

3. Employees will notify the Director if they are not able to work the day or days scheduled for them to work.

#### G. LIBRARIAN MEETING AND WORKSHOPS

1. In order to render the best possible service to the community, it is very important that the Director and the Library Board of Trustees keep informed of library activities in other communities and participate in study workshops.

2. Because it is an advantage to the library, as well as to the Director and her assistants to participate in any of these activities whenever possible, the Board will pay the expenses incurred. ie., gas mileage, parking fees, meals, registration fees, etc, whenever in attendance at Librarians meetings, conferences, workshops, study courses, etc.

3. The expenses of the Board of trustees will also be paid when attending conferences or meetings not held within our library area, upon pre-approval.

4. The expenses will be covered by the resolution set forth in the Local Government Travel Expenses and Control Act (50ILC 150).

#### H. MEMBERSHIP IN ASSOCIATIONS

1. Membership in the American Library Association and the Illinois Library Association will be maintained annually.

2. The Edward Chipman Public Library is a member of the RAILS, and must abide by the policies of RAILS, that govern specific membership requirements.

#### I. CONFIDENTIALITY POLICY

The Board of Trustees of the Edward Chipman Public Library District believes it is in the interest of its patrons, residents and taxpayers to preserve the confidences of its library users. This Board formally adopts the following policies:

(1) Circulation records and other records identifying the names of library users with specific materials are recognized as "confidential" in nature, and access is restricted to library staff, qualified academic researchers, and those members of the public with a legitimate interest.

(2) All library staff and employees are advised that such records shall not be made available to casual members of the public, the press, or to any agency of state, federal or local government, except by order or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures of legislative investigation.

(3) Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, the library staff member in charge will immediately contact the Library Director. The Director will then consult with the President of the Board. The President of the Board may then seek legal counsel to insure that (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance. Until the legality of such process, order, or subpoena has been affirmed by the attorney, the Library will resist its enforcement until any such defects have been cured.

This policy shall be in full force and effective immediately upon its passage, and any prior resolutions or policy statements to the contrary are hereby repealed; and should any part be found invalid or unconstitutional, that portion shall be severed and shall not affect the validity of the remaining portion.

## XV. Edward Chipman Public Library District Board of Directors

### A. Duties and Responsibilities

All power of the Board is a joint and collective power which exists when Board Members act together as one body. Individual Board Members have no power except that granted by the full Board through bylaws, Board policy or by resolution of the full Board as defined by OMA Policy.

1. The Board is the legal policy making body, consisting of seven (7) elected members, preferably not from the same Immediate family.
2. The Board should believe in and actively support the mission of the organization.
3. The Board should be prepared and attend Board meetings and assigned committee meetings.
4. The Board shall select and employ the Director and assist the Director in hiring the staff.
5. The Board shall encourage improved public relations and shall explain the library program and its facilities to the community.
6. The Board shall lead the way in maintaining an ample budget which will enable the library to meet its ever-increasing needs for service.
7. The Board shall be responsible for the administration of the yearly budget, appropriation, and tax levy.
8. All Board members will consider holding an office when asked.
9. A Board member should resign from the Board when no longer able to support the mission or devote the necessary time to be a good member.

### B. Board Meeting Times and Procedures

1. Regular meetings of the Board of Directors of the Edward Chipman Public Library will be held at 7:00pm on the 4th Tuesday of the month. There will not be a meeting in the month of December, however, a meeting may be called by the presiding officers when business makes this necessary.
2. Four members of the Board, which consists of seven members, shall constitute a quorum.
3. The officers of the Board shall be a President, a Secretary and a Treasurer.
4. The officers shall be elected at the first regular meeting of the Board in May of odd numbered years for a term of two years.
5. The President of the Board shall preside at all meetings and generally perform the duties of a presiding officer. In the event the President is unable to attend a meeting, the Secretary or Treasurer will conduct the meeting.
6. The Secretary shall do all the duties of a recording and corresponding Secretary, following the OMA guidelines.
7. The Treasurer shall have charge of all monies allocated to the library, and pay all bills approved by the Board. The President or the Secretary may sign in absence of the Treasurer.  
The Treasurer must be bonded through the library insurance company.
8. Amendments to these rules may be proposed at any Board meeting, but may become effective only after a favorable vote at the next meeting.
9. Employment Guidelines:
  - A. Resumes accepted kept for a minimum of two years on file
  - B. Need only post needed position if resumes or in house queries are not qualifying for job description.

## C. Public Comments at Board Meetings

At each regular and special open meeting, members of the public may comment or ask questions of the Board of Trustees, subject to reasonable constraints.

Individuals appearing before the Board are expected to adhere to the following guidelines:

1. The person wishing to address the Board must sign in to address the Board by placing ones full name on the public comment request form prior to the start of the Board meeting. Individuals who do not sign in prior to the beginning of the Board meeting may be denied the opportunity to do so.
2. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
3. Identify oneself; comments shall be limited to 5 minutes under ordinary circumstances. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
4. Conduct oneself with respect and civility toward others.
5. Observe the Board of Trustees decision on any procedural matters regarding public participation not otherwise covered by Board Policy.
6. Public comments may be recorded.

## XVI. COMPUTER AND INTERNET USAGE POLICY AND PROCEDURES

Computers in the Edward Chipman Library provide access to:

1. The collections of the local library and libraries in the region and across the state.
2. The wealth of information resources available via the internet.
3. General and specialized subscription databases.
4. Web-based email.

### A. Internet Resources

Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library reserves the right to exercise control over information obtained via the internet and must keep in mind the following points when evaluating information obtained via the internet:

1. Information obtained via the internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the internet may or may not be current and up to date.
3. Some library users may consider certain information obtained via the internet controversial.
4. The library is not responsible for damages, indirect or direct, arising from a library user's use of Internet information resources.

### B. Assistance and Instruction

The Edward Chipman Library Staff may provide limited assistance to patrons in the use of the computer programs and websites, only as time and staff knowledge permits.

### C. Use of Computers and Networks



The Edward Chipman Library requires that library patrons using the internet do so within the guidelines of acceptable use. The Library reserves the right to limit, to refuse, and/or ban any patron from using library equipment and computers. The following activities will be enforced:

1. Use of the library computer is regulated to up to one(1) hour, for one session, per person, per day. There are no exceptions!
2. Use of computers or networks for any purpose which results in harassment of other users.
3. Destruction of, damage to, or unauthorized alteration of the of the computer equipment, software or network security procedures.
4. Use of electronic information networks in any way which violates a Federal or State law.
5. Use of electronic information networks in any way which violates licensing and payment agreements between library and network/database providers.
6. Unauthorized duplication of copy-protected software or violation of software license agreement.
7. The use of the Internet work stations for commercial purposes is not allowed. Use of the Internet for political lobbying or any illegal activities is prohibited.
8. Games are considered a low priority. In the event no computer is available for new patron, the game player will be asked to relinquish the use of the computer.
9. Users may only use the library hardware. Tampering with the Hardware is not allowed. Attempting to change/adjust computer settings or downloading software or programs without authorization is not allowed. Users may not hook up, install, or use their own hardware (CD-ROM drives, laptops, modems, printers, hard-disks, or other computers) with any existing hardware.
10. Behaving in a manner that is disruptive to other users or inappropriate in a public setting.

#### D. Use of Computer

1. A valid library card, in good standing, from any RAILS is generally required to use a computer.
2. Youth under the age of 10 must be accompanied by a parent/guardian while using the library computers.
3. All youth under the age of 18 must have permission form signed by a parent/guardian on file to use a computer on their own.
4. Patrons are responsible for having their card with them in order to use the computer.
5. No one is allowed to use any card other than their own.
6. There is a limit of one person per computer at a time. Limited exception- two persons working on a joint project. It is up to one hour per day for this use.
7. A fee of \$1.00 per session will be charged for users without a valid library card from RAILS. A sign in sheet; the desk clerk prints the user name and the user signs the sheet, will be done before collection of \$1.00 for up to one hour, per person, per day for computer use. A copy of photo ID will be printed.
8. No personal software may be used on library computers without staff permission.
9. Patrons are responsible for saving their work to an external device prior to the end of their session. The library is not responsible for loss of data.
10. All sessions end ten minutes prior to closing.
11. Printing charges are \$.20 per page, one side equals one page. Only black and white printing is available. If you print it, you pay for it regardless of quantity or error. Check Print Preview printing before printing to prevent printing unwanted pages or limited information on last page of work. Not having enough money to pay for printing or not wanting pages printed is not an acceptable reason for non-payment and can result in suspension. It will be recorded on file on the desk computer.



