

## **Acknowledgement and Disclaimer**

The Personnel Policy Section describes important information about the Pinckneyville Public Library and I understand that I shall consult my supervisor or the Director regarding any questions not answered therein. I have entered into my employment relationship with the Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Library can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal law or state law.

Since the information, policies, and benefits described here are necessarily, subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to the.

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

\_\_\_\_\_ (signed)

## **Accidents/First Aid/Unsafe Working Conditions**

All accidents involving employees during working hours or while on Library premises, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age are to be reported immediately to the Director or designee and fill out an incident report.

Any unsafe working conditions are to be reported as soon as possible to a supervisor, the Director, or designee.

A first aid kit is available at the desk if necessary.

Check Off After Reading:  
\_\_\_\_ Director  
\_\_\_\_ President

PINCKNEYVILLE PUBLIC LIBRARY INCIDENT/ ACCIDENT FORM

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

Approx. Time: \_\_\_\_\_

Description of incident: \_\_\_\_\_

Witness (es) Name(s) \_\_\_\_\_

Their Contact Info: \_\_\_\_\_

Action Taken By Staff: \_\_\_\_\_

Staff Completing Form: \_\_\_\_\_

Indicate if more sheets are attached:

## **American Library Association Library Bill of Rights**

The Pinckneyville Public Library subscribes to the American Library Association Bill of Rights which states:

### **American Library Association Library Bill of Rights**

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

1. Books and other library resource 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit space and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

## **American Library Association (ALA) Ethics Statement for Public Library Trustees**

The Pinckneyville Public Library subscribes to the *ALA Ethics Statement for Public Library Trustees* as follows:

### **American Library Association Ethics Statement for Public Library Trustees**

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify him or her immediately whenever the appearance of conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution acknowledging the formal position of the board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

## **American Library Association Freedom to Read Statement**

The Pinckneyville Public Library subscribes to the *American Library Association Freedom to Read Statement* which follows:

### **American Library Association Freedom to Read Statement**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste or others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
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.
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.

## **American Library Association Freedom to View Statement**

The Pinckneyville Public Library subscribes to the *American Library Association Freedom to View Statement* which follows:

### **American Library Association 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 of censorship in any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible 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 content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and 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.

## **American Library Association Statement of Professional Ethics**

The Pinckneyville Public Library subscribes to the *ALA Statement of Professional Ethics* which follows:

### **American Library Association Statement of Professional Ethics**

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.



## **At Will Employment**

It is the policy of the Pinckneyville Public Library that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Library Board of Trustees.

## **Nepotism**

A member of an employee's family will be considered for employment by the Library, provided the applicant possesses all the qualifications for employment. A family member may not be hired, however, if such employment would:

- A) Create either a conflicting direct or indirect supervisor-subordinate relationship with a family member; or
- B) Create either an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring or promoting an employee.

For purposes of this policy, "family" shall include, but not be limited to: the employee's spouse, brother, sister, parents, children, stepchildren, half brother, half sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, cousin, and any other member of the employee's household. Hiring family of the director/trustee is prohibited because of the appearance of a conflict of interest.

Where the position is a short term (3 months or less) temporary position, this policy may be set aside.

This nepotism policy shall be subject to all anti-discrimination requirements and affirmative action obligations as may be applicable to the Library under federal or state laws or regulations as may be renumbered, amended or added to from time to time, or with respect to particular projects, grants or contracts funded by other government agencies.

## **Budget and Finance Policy**

The Pinckneyville Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the board and the library director. Each year, the board of trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees takes action to increase the library's revenue.

On a monthly basis the library director presents written reports on library operations to the board of trustees. These reports 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 adequate 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 trustee 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.

### **By-Laws of the Pinckneyville Public Library**

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

#### **Regular Meetings.**

The regular meeting of the Library Board of Trustees of the Pinckneyville Public Library shall be on the third Tuesday of January, February, March, April, May, June, August, September, October, and November. The meeting shall be at the library at 6 o'clock p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year the board shall, by ordinance, specify regular meeting dates and times. The library director shall then post the schedule of meetings in the library. The notice shall have the dates, times, and place of such meetings.

#### **Special Meetings.**

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

#### **Quorum**

A quorum at any meeting shall consist of five Board members.

#### **Library Board of Trustees**

The Library Board of Trustees of the Pinckneyville Public Library are charged with the responsibility of the governance of the library. The Board

will hire a skilled Library Director who will be responsible for the day to day operations of the library.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director 48 hours prior to meetings. Any Board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a timely manner. It is the goal of the Library Board of Trustees to have one member attend a minimum of one Library System (or other library related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshops, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

#### Officers and Elections.

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a vote for three year terms at the regular meeting in the month of August. The president shall not serve more than 2 consecutive terms unless by unanimous board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a vote at the next regular meeting.

#### President.

The President shall preside at all board meetings, can appoint all standing and special committees, serve as ex-officio member of all committees and perform all other such duties as may be assigned by the board. The president shall be the only spokesperson for the Library Board of Trustees in all advisory, or disciplinary, action directed to the staff.

#### Vice President.

The vice-president, in the absence of the president, shall assume all duties of the president.

#### Secretary

The secretary shall keep minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the board. The secretary shall provide a type written copy of the minutes to the library no more than five days after the meeting.

#### Treasurer.

The treasurer is authorized by the Board to sign checks, shall serve on the finance committee, and shall draw up checks along with the director or business manager. The treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income. Two board members are required to sign each check. The treasurer is required to report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the president or vice-president may perform the duties of the treasurer. The treasurer is authorized to pay salaries and utilities as they come due.

#### Committees

Committees will be appointed on an as needed basis by the Board of Trustees.

### Order of Business.

The following Order of Business shall be followed at regular meetings:

- Call to order; recording of attendance; determination of quorum.
- Review of minutes from previous meeting.
- Public Comments.
- Librarian Director's report.
- Treasurer's report.
- Unfinished business.
- New business.
- Items for next agenda
- Next meeting date.
- Adjournment.

### Parliamentary Procedure.

Robert's Rules of Order shall govern the parliamentary procedure of the Board, unless otherwise specified in the By-Laws.

### New Trustees.

The librarian shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

### Duties of the Librarian.

The librarian shall administer the policies adopted by this Board. Among duties and responsibilities of the librarian shall be that of hiring personnel with board approval, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedure as will promote the efficiency and service of the library.

#### Amendments.

Amendments to these By-Laws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

#### Copyright and Copying

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

#### Administrative Records.

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings and actions and other such items as the Board or Librarian shall file there.

Staff personnel records are confidential and shall be kept in a secure place; and only the Library staff or any person authorized by the Librarian shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Librarian, shall be kept in the library and only members of the Board shall have access to these records.

#### Circulation Records.

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff, and those members of the public with a legitimate interest therein, as hereafter provided for.



All library staff and employees are hereby 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 pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discover procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library Attorney 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, in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

## **Circulation Policies**

### **Resident Card**

Residents within the corporate city limits of Pinckneyville and non-residents who pay taxes on property located within the corporate city limits are eligible to receive library services and obtain a library card without any additional fee. Application for a library card requires proof of identification and proof of residency. Examples of identification and proof of residency include: Driver Licenses, Illinois Identification Card, piece of mail listing the user's street address, and/or tax bill. This adult assumes full responsibility for the return or payment of lost or damaged books or other library materials. For their security, patrons must have a library card to withdraw materials from the library. This card is not transferable, and patrons are responsible for all loans charged to the card.

The librarian reserves the right by the Board of Trustees' directives to refuse or suspend service to any person who does not comply with library policy, who has unpaid fines over \$1.00 or for other known misuses of library privileges. There are no extensions to the expiration date of a library card.

### **New Patrons**

New patrons must complete an application form and show proper proof of both identification and residency. Examples of identification and proof of residency include: Driver Licenses, Illinois Identification Card, piece of mail listing the user's street address, and/or tax bill. A local reference is required and a copy of proof of identification will be attached to application card. This adult assumes full responsibility for the return or payment of lost or damaged books or other library materials. For their security, patrons must have a library card to withdraw materials from the library.

This card is not transferable, and patrons are responsible for all loans charged to the card.

The librarian reserves the right by the Board of Trustees' directives to refuse or suspend service to any person who does not comply with library policy, who has unpaid fines over \$1.00 or for other known misuses of library privileges. There are no extensions to the expiration date of a library card.

New patrons will be probationary and limited to only 5 items for the first three months. New patrons, who have demonstrated that they are responsible and return items in a timely manner without fines, may have their account reviewed by the library's director. The director may increase the number of items available for check-out.

### **Children's Library Card**

Children between the ages of 10-18 must have parents or legal guardian sign library application card, in person, at the library's information desk. Additionally, parents wanting their children to have Internet access must sign an Internet Access Application in person, at the information desk. The parent and child assume full responsibility for the return or payment of lost or damaged books or other library materials. For their security, patrons must have a library card to withdraw materials from the library. This card is not transferable, and patrons are responsible for all loans charged to the card.

The librarian reserves the right by the Board of Trustees' directives to refuse or suspend service to any person who does not comply with library policy, who has unpaid fines over \$1.00 or for other known misuses of library privileges. There are no extensions to the expiration date of a library card.

## **Non-Resident Cards**

Persons outside the corporate city limits of Pinckneyville may obtain library privileges by paying an annual non-resident fee of \$25.00 per family. Application for a library card requires proof of identification and proof of residency. Children between the ages of 10-18 may obtain a card, but the parent or guardian needs to sign the application in person. Examples of identification and proof of residency include: Driver Licenses, Illinois Identification Card, piece of mail listing the user's street address, and/or tax bill. A local reference is required and a copy of proof of identification will be attached to application card. This adult assumes full responsibility for the return or payment of lost or damaged books or other library materials. For their security, patrons must have a library card to withdraw materials from the library. This card is not transferable, and patrons are responsible for all loans charged to the card.

The librarian reserves the right by the Board of Trustees' directives to refuse or suspend service to any person who does not comply with library policy, who has unpaid fines over \$1.00 or for other known misuses of library privilege. There are no extensions to the expiration date of a library card.

## **Reciprocal Borrower's Card**

The Pinckneyville Public Library will honor borrowing privileges of patrons from other cities and library districts who are members of the Illinois Heartland Library System. Reciprocal patrons must bring a card from their home library that includes the patron's name, library number, and expiration date.

## **Replacement Fees for Lost/Stolen Library Cards**

A replacement fee of \$3.00 will be charged for any lost/stolen library cards. In the case of stolen library cards, this fee may be waived if a police report is presented to the library director for review. In the event of a lost or stolen card, the library user is responsible for notifying the library

immediately. Until the library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In order to obtain a replacement library card, the library user needs to produce valid identification.

### **Schedule of Loan Periods**

Normal loan of materials owned by the Pinckneyville Public Library are for a period of two weeks. Materials borrowed from other libraries have various loan periods and some may have charges attached.

### **Circulation Regulations**

#### **Overdue Material**

A fine of 20 cents per day is charged for materials returned after the date due, with Sundays, holidays, and anytime the library is closed excluded. Patrons who have fines in excess of \$1.00 will be unable to check out any more items or use the library's computers until they are returned and fines are paid in full.

#### **Reserve/Hold Items**

Resident and Non-resident patrons may place their own holds/reserves on items from our library or other libraries with the Heartland Library using their home/office computers and visiting the library's online catalog at [www.pinckneyvillelibrary.com](http://www.pinckneyvillelibrary.com) Books and other materials may also be obtained by resident and non-resident users by requesting materials in person or by phone.

#### **Replacement Prices of Library Materials**

Fines are charged at 20 cents per day up to the price of the item. Thereafter, the fair market replacement cost of the all lost or long overdue books. A patron cannot expect reimbursement of monies if a lost book is found, since the library has been without the use of the book and the

employee's time and notification expense must be met. If the fair market replacement cost cannot be found, a fee of \$25 will be levied on the patron.

### **Circulation-Fees and Fines**

The Pinckneyville Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Pinckneyville Public Library.

#### **Overdue materials**

**Books/magazines:** \$0.20 per day, not to exceed the cost of the item.

**Books on Cassette/CD:** \$0.20 per day, not to exceed the cost of the item.

**DVDs, Videocassettes:** \$0.50 per day, not to exceed the cost of the item.

Patrons with responsibility for material in any format which is more than 30 days overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material. No phone use for the Public.

#### **Fees**

**Copies:** \$0.50 per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

**Fax/transmission:** \$1.00 per page. Faxes are sent only within the continental United States. The cover sheet is included in the per page fee.

The Pinckneyville Public Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

**Computer printouts:** \$0.20 per page for b/w and \$1.00 per page for color. This fee applies to all materials printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.

### **Circulation-Interlibrary Loan**

When patrons want material that is not available within the Pinckneyville Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Pinckneyville Public Library. The Library is happy to borrow materials from other libraries for patrons, but the patron must respect the date by which those materials must be returned to the loaning library.

When the Pinckneyville Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

### **Circulation-Policies**

The Pinckneyville Public Library circulates materials in a variety of formats including books, magazines, audio books, and music CDs. There is a total of 10 items allowed out at one time. The following terms of loan are applicable as indicated:

	Length of Loan	Renewals	Reserves
Books	2 weeks	yes	yes
Audio Books	2 weeks	yes	yes
Magazines	2 weeks	yes	yes
Music CDs	1 week	1 renewal	yes
Videos/DVDs	1 week	1 renewal	yes
Reference	0 weeks	N/A	N/A

## **Circulation-Lost and/or Damaged Materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parent's responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Fair market replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Fair market replacement cost. In the event replacement cannot be found \$25.00 fee charged.
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency
4. Minor repair (in-house)                      n/a



## **Conduct Ordinance**

The Pinckneyville Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Library Board of 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 Library Board of Trustees of the Pinckneyville Public Library establishes its conduct ordinance 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 or she will be required to leave the library premises immediately for the balance of that calendar day. If he or 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 a ledger maintained by the Library for that purpose. Upon the third recorded instance in which a patron is required to leave the premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the third recorded instance in which

a minor is required to leave the Library and advised of the consequences of any further recorded instances.

Section 5.

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

Section 6.

In the event the patron barred from the use of the Library attempts entry to the 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 Library Board of Trustees such conduct following prior exclusion and the Board will consider an expulsion 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.

Section 9.

The Pinckneyville Public Library staff cannot make a judgment as to what is suitable reading, viewing or listening material for any individual, particularly for a child. The library staff can provide professional assistance, book reviews, and lists to help parents match their stated needs with suitable materials. However, censorship of a child's selection and use of available library materials and resources rests solely with the parent/guardian.

Section 10.

Parents/guardians are responsible for the behavior of their children while they are in the library. The Pinckneyville Public Library staff is committed to help children with activities related to the library. However, library staff cannot, nor is it their responsibility to keep a child safe from

harm or to serve as care givers, teachers or disciplinarians. The staff must assume that all library users are able to take care of themselves or are under the supervision of a responsible individual, such as a parent, guardian, or care giver. Children who cannot work independently must not be left unattended in the library. Parents/guardians who neglect to supervise their children will be asked to do so. If they fail to correct the situation a library staff member will speak directly to the child about the disruptive behavior. Whenever advisable or possible, the library will notify the parent/guardian of incidents involving an unattended child.

#### Section 11.

Children under the age often must be accompanied and directly supervised at all times by a parent/guardian or other responsible care giver. When the safety of an unattended child is in doubt, or the parent/guardian or responsible care giver cannot be located, or if the library is closing, library staff is authorized to call the police and will stay with the child until the police arrive.

#### Section 12.

Pinckneyville Public Library may schedule programs which are designed and suitable for attendance by children without parental/guardian supervision. Program announcements will indicate when supervision is required.

#### Section 13.

Children, ages ten and older, may use the library unattended by an adult, subject to other library rules and policies concerning behavior, conduct and demeanor. Violations of this policy are grounds for being barred from the library.

## **Unattended Children Policies**

The Pinckneyville Public Library staff and board trustees welcome children of all ages to use the library's materials and services. The responsibility for the care, safety, and behavior of children lies with the parents and/ or caregiver.

An unattended child is defined as a child who is nine years of age or younger and is left unsupervised at the library.

A child who is under the age of six should never be left alone in the library even for a short period of time.

Children between the ages of six and nine need not be in the immediate presence of a parent or caregiver, but the parent or caregiver of the child must be somewhere in the building.

### **Procedures:**

1. Child under the age of six: A small child who is left unattended will be taken to the library's information desk while the child's parent/caregiver is located. Once the responsible parent/caregiver is located, the library's policy will be explained. If a responsible parent/caregiver is not located, then the staff will contact the police.
2. Child age six-ten: Parents/caregiver will be notified by staff via phone that it is unacceptable to leave a child unattended in the library and the policy will be explained. If the child continues to be left at the library unattended, the staff member will notify the police.
3. If a child ten years or younger is left unattended and the responsible parent/caregiver cannot be located within a 15 minute search by library staff, the police will be called. Under no circumstance, will staff transport children.
4. After Hours: Unattended children should be asked 15 minutes before closing if they have a ride. If a parent/caregiver cannot be

located, then the police will be called. A staff member will stay with the child until the parent/caregiver or the police arrive. For each incident that a child is left unattended and the police are notified, a registered letter will be sent home to parents stressing the library's concern for the safety of the child and the importance of prearranging rides.

5. An incident report will be completed and kept on file for each instance a child is left unattended.

## **Confidentiality of Records**

The Pinckneyville Public Library abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Pinckneyville Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Pinckneyville Public Library does not make available lists of registered library patrons except in compliance with the law.

## **Confidentiality Policy-Staff Handbook**

Patron Requests:

A patron must present either their bar-code number or their patron ID number, either in person or on the telephone, before any information will be given concerning:

- A. Items charged out
- B. Items overdue
- C. Fine information
- D. Hold information (either items on hold or those awaiting collection)

When speaking to a family member and not to the patron, information about the material should be restricted as to information that does not reveal the content.

Sample

1. A videocassette borrowed is overdue and should be returned.
2. A book that had been reserved is now in and can be picked up.

If information is requested by a person other than the patron, the staff should state that they are only permitted to discuss specific information with the patron.

## **Copyright Restrictions**

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or videotape, or redistributes the loaned copy, or publicly performs or displays the computer program or videotape, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

## **Discipline Policy**

To insure that all patrons may have considerate use of the Pinckneyville Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion for the property. Whenever necessary the police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.).
2. No food or drink may be consumed in the library (except with prior approval of the Library Board of Trustees).
3. No smoking of library premises including e-cigs
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. No conduct which is disruptive to the operation of the library, or threatening to patrons, staff, or library property.
7. Cell phone use permitted quietly.
8. The use of sports equipment, i.e., skates, skateboards, baseballs, etc. is not permitted within the library or on library property.
9. All patrons will be appropriately dressed including shirt, pants, and shoes.



## **Display Space**

The Pinckneyville Public Library maintains bulletin boards and display areas for the exclusive purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes, or parallel agency activities, the responsibility for design and placements of all displays rests with the staff of the library.

## **Exhibits**

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library, and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library, and will take no extraordinary measures to insure its safety.

## **Disposal of Surplus Library Materials**

Library property (i.e. print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner:

1. Books and non-print materials for the library's collection, or gift materials, may be discarded, sold, or upon the approval of the Library Board of Trustees be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Library Board of Trustees, or members of their immediate families, who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1000 but less than \$2500 will be displayed at the Library and a public notice of its availability, the date and terms of the proposed sale shall be posted.

## **Division of Responsibility between Board and Librarian**

Under the Illinois Library Laws (75ILCS 5/4-1) the Library Board of Trustees is, among other functions, empowered to formulate “reasonable rules and regulations... in order to render the use of the library of the greatest benefit to the greatest number” and “ To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board.”

Thus, in defining and delineating the division of responsibility between the Board and the librarian, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the administrative librarian’s responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

### **Governance and Policy Making.**

#### **Goals and Objectives for the Library.**

##### **Board responsibility.**

It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

##### **Librarian responsibility.**

The Librarian shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

##### **Joint responsibility.**

The Board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Librarian, who shall participate fully and prepare regular reports on current progress and future needs.

## Written Policies.

### Board responsibility.

The Board shall determine and adopt written policies to govern operation, use and programs of the library and shall adopt by-laws for Board procedures.

### Librarian responsibility.

The Librarian shall recommend needed policies to the Board and supply samples and sources of information. The librarian shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the library within the framework of the library's goals, objectives, policies and budget.

### Joint responsibility.

Both the Board and the Librarian shall know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries and shall study library publications

## Governance.

### Board responsibility.

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

#### Librarian responsibility.

The Librarian shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Librarian shall attend all Board and committee meetings except those meetings or parts of meetings in which the Librarian's salary and tenure are discussed.

#### Finance.

##### Board responsibility.

The Board shall keep aware of the financial status of the library.

##### Librarian responsibility

The Librarian shall provide a report of budget status and expenditure at each Board meeting. The Librarian shall supply facts and figures to the Board to aid in interpreting the library's financial need.

##### Joint responsibility.

The Librarian shall prepare an annual budget in consultation with the Board. The Board shall work with the Librarian to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

#### Budget Presentation

##### Board responsibility.

The Board shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds and staff and services, and shall explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

##### Librarian responsibility.

The Librarian shall assist the Board in cooperating with other libraries, and shall call the Board's attention to methods of using the budget efficiently.

Joint responsibility.

The Librarian shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Librarian shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library.

## **Drug and Alcohol Free Library Policy**

The Pinckneyville Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal; and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district, or is otherwise engaged in library business.

Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library’s employees, as a condition of their employment agree to abide by the terms of this policy and to notify the Library, no later than five days after a conviction of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library if or when required by law shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against

patrons shall be in accordance with prescribed library regulations and procedures.

The Library shall obtain and make available materials from local, system, state and national anti-drug and alcohol abuse organizations and where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct imposed by this policy, and the sanctions imposed for violation of this policy, shall be distributed to all employees and prominently posted at the Library for patrons and employees to see. Patrons, and in the case of minors, their parents shall be advised of this policy in the same manner as they are advised of the general disciplinary policies and procedures. Employees shall receive copies of the notice attached as an appendix to this policy.

The Library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally the biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.



## **Equipment and Computer Use Policy**

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing, i. e. all fines have been paid, all overdue materials have been returned, and any lost materials have been paid.

Anyone under the age of nine must be accompanied by a parent or guardian while using library equipment or computers. Equipment or computer use is on a “first come, first served” basis. However all patrons shall log in at the circulation desk prior to use to avoid conflicts. If a user has not logged in at the circulation desk, that user will be required to give up the usage if a patron who has logged in is waiting.

In addition these rules apply for library computer use:

1. Usage is limited to two hour blocks (with exceptions).
2. Copyright laws forbid duplication of copyrighted software.
3. The Library restricts the use of personal software on library computers.
4. There is a charge of \$0.20 per b/w page and \$1.00 per color page of printing from a library computer.
5. A 50 cent fee for photo copies

Pinckneyville Public Library is not liable for damages, indirect or direct, arising from a library patron’s use of equipment or computers.

## **Expenditures**

This policy applies to all purchases and commitments requiring an expenditure of funds under the control of the Board of Trustees of the Pinckneyville Public Library. All purchases and commitments for goods or services require approval of the entire Board unless specifically exempted in this policy statement.

The Library Director is hereby authorized to act as agent of the Board in purchasing goods and services for the Library. This authorization is limited as follows:

- A. Purchases in excess of amounts allocated in the budget shall be approved in advance by the Board.
- B. Purchases for goods or services in excess of \$1000.00 shall be approved in advance by the Board, with the exception of library books and materials.
- C. Bids are not required for the following:
  1. Salaries and wages of employees
  2. Library materials
  3. Goods or services which are economically procurable from only one source
  4. Professional, technical or artistic skill services
  5. Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or its authorized agent
  6. In emergencies, when immediate repair to or replacement of equipment owned by the library is necessary in order to permit the Library to function and its regular services to be performed

## **Pinckneyville Public Library the Illinois Freedom of Information Act**

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. 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)
    2. IMRF (provides for employee's retirement & related expenses)
    3. Social Security (provides for employee's FICA costs & related expenses)
    4. Audit (for annual audit & related expenses)
    5. Maintenance (for maintaining the building)
    6. Tort Liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
    7. Working Cash (for internal loans)
    8. Debt Service (for bond & interest payments)
  - D. The office is located at this address: 312 South Walnut Street, Pinckneyville, IL 62274.
  - E. We have the following number of persons employed:
    1. Full-time 0
    2. Part-time 2
  - F. The following organization exercises control over our policies and procedures: The Pinckneyville Public Library Board of Trustees, which meets 10 months in the year on the third Tuesday, 6:00 p.m., at the library. Its members are: Charlene Butcher, President; David Stone, Vice President; Mary Caldwell, Secretary; Connie Mathis, Treasurer; and Trustees: Tautchia Coleman, Eric Lambert, Ann Rigdon, Sandra Phillips and Patti Wittenauer
  - G. The Library is required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are:

State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff

- II. Any person may request information and the records available to the public in the following manner:
  - A. Use request form. (See attached)
  - B. Your request should be directed to the following individuals:  
The Director and the President who are FOIA officers.
  - C. 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.
  - D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees: \$0.25 per page for employee copied records and \$2.00 per document for certification of records.
  - E. The office will respond to a written request within seven working days or sooner if possible. An extension of an additional seven working days may be necessary to properly respond.
  - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - G. You may appeal the decision of the FOIA officer, to the Library Board of Trustees.
  - H. The place and times where the records will be available are as follows:
    - Monday-Thursday 12:00-6:00 p.m.
    - Friday-Saturday 9:00-2:00 p.m.
    - Pinckneyville Public Library, Administrative Offices
  
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
  - A. Monthly Financial Statements
  - B. Annual Receipts and Disbursements Reports
  - C. Minutes of the Library Board of Trustees
  - D. Library Policies, including Materials Selection
  - E. Annual Reports to the Illinois State Library

## Pinckneyville Public Library Organizational Chart/Nine Member Board

Library Board of Trustees  
President  
Vice-President  
Secretary  
Treasurer  
Trustee                      Trustee  
Trustee                      Trustee  
Trustee

Library Director

Library Assistants

**Pinckneyville Public Library**

**Freedom of Information Request (FOIA)**

Requestor's Name (or business name if applicable)      Date of Request

Phone Number

Street Address

Certification requested:

City

State

Zip

Yes

No

Description of Records Requested:

**Library Response**

A

P

P ( ) The documents requested are enclosed.

R ( ) The documents will be made available upon payment of copy cost

O \$\_\_\_\_\_.

V ( ) You may inspect the records at

\_\_\_\_\_ on the date of \_\_\_\_\_.

D

( ) The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and unable to negotiate a more reasonable request.

N ( ) The materials requested are exempt under Section 7 \_\_\_\_\_ of the

I Freedom of Information Act for the following reasons:

E

D

Individual(s) that determined request to be denied:

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

( ) Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): \_\_\_\_\_. You will be notified by the date of \_\_\_\_\_ as to the action taken on your request.

The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.

FOIA Officer

Date of Reply

## General Policy

The Pinckneyville Public Library is established and operated in compliance with the *Illinois Compiled Statues*. The Pinckneyville Public Library is in compliance with all other federal and state laws that affect library operations including the Americans with Disabilities Act the Fair Labor Standards Act, the Blood borne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records, Confidentiality Act and the Drug Free Workplace Act.

The Pinckneyville Public Library is governed by a board of trustees created and maintained in compliance with Chapter 75 of the Illinois Compiled Statues. The board of trustees has written bylaws that outline its purpose operational procedures, and address conflict-of-interest issues. The board of trustees reviews these bylaws in May of odd numbered years. The board of trustees meets at least 10 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act.

The board of trustees has exclusive control of all property owned by the library, and of all expenditure of moneys collected, donated, or appropriated for the library fund.

The board of trustees has a board approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. The library is a member of an Illinois multi-type library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The library provides access to ILLINET Online. The library participates in the *Standards for the Services of Illinois Multi-type Systems* by fulfilling member library responsibilities.



Periodically, the Board of Trustees determines if the physical facility is adequate to meet the needs of the community, and conducts a study to determine if the library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board of Trustees takes steps to correct any problems.

The Board of Trustees reviews policies at intervals not greater than three years.

The boards of trustees along with the library director develop and conduct a meaningful and comprehensive trustee orientation program for each new board member.

The board of trustees conducts an annual review of the library director.

## **Gifts to the Library**

General. The Pinckneyville Public Library is grateful for gifts, and it's collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials, which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audio Visual Materials: In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously contribute, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be; (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated- interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition- which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Pinckneyville Public Library accepts gift books with the understanding that books, which are useful to the library collection, will be retained, and other books disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Gift Book Program. The Library welcomes monetary contributions specifically for book purchases in memorial to or honor of named individuals. In order that the Library can properly honor the generosity a special form to record the information is used and should be completed.

Donation of Art Objects and Other Types of Materials. Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Library Board of Trustees.

Donations- Others e.g. Monetary. The Library welcomes cash contributions, gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Trustees.

Recognition of Gifts. For memorial books to the library, the library may place within the book the name of the donor, if desired.

Use of Gifts. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restriction. No donation can be accepted unless it is given to the library without restrictions unless the Library Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if in the opinion of the Library Director and the Library Board of Trustees they are in the best interests of the library.

Form. A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Library Board of Trustees for restricted gifts

**Gift Book Program**

I/we would like to contribute \$ \_\_\_\_\_ for a book to be placed in the library.

As a memorial for:

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

Or in honor of:

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

On the occasion of a birthday \_\_\_\_\_, wedding anniversary \_\_\_\_\_,  
Graduation \_\_\_\_\_, or other (please specify)  
\_\_\_\_\_.

The subject matter we prefer for this book is (please specify if you have a preference)

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

The Library will notify the following that this donation has been added to the

Library's collection in memory of or honoring the above. In the space provided,

Please indicate the relationship between the honoree and the person to be notified

Of the donation.

Relationship \_\_\_\_\_

Name of person to be notified: \_\_\_\_\_

Address of person to be notified:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Donor Information**

Name of Donor:  
\_\_\_\_\_  
\_\_\_\_\_

Address of Donor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make checks payable to the Pinckneyville Public Library

Please return this form to: Pinckneyville Public Library  
312 South Walnut Street  
Pinckneyville, IL 62274

**Gift Agreement Form**

Donor \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

Address

---

\_\_\_\_\_ (Street) (City) (State) (Zip)

Description of material donated:

---

---

Information concerning the material or donor which would be helpful in  
organizing  
And cataloging this material:

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This Gift Agreement transfers legal title of the gift to the Pinckneyville  
Public  
Library.

\_\_\_\_\_ Unrestricted Gift \_\_\_\_\_ Restrictions  
(please specify)

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I have read the gift policy provisions of the Pinckneyville Public Library and  
agree  
That they are acceptable.

Donor signature: \_\_\_\_\_  
Date \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_  
Date \_\_\_\_\_

Library director signature

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For restricted gifts only:

\_\_\_\_\_  
Date \_\_\_\_\_  
President of Library Board signature

\_\_\_\_\_  
Date \_\_\_\_\_  
Secretary of Library Board signature

Date of Board Approval \_\_\_\_\_

## **Grievance Procedure Policy**

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

### **Initial Procedure:**

1. Upon a problem or complaint, the employee should promptly contact the supervisor, who shall confer with the Director.
2. If the problem is not settled or resolved, or if the employee does not have a supervisor other than the Director, the employee shall promptly contact the Director
3. The Director appeals directly to the Board.

### **Appeal Procedure:**

After 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:

1. Statement of problem
2. Reply by the person(s) involved
3. Action taken at the conclusion of each prior step of the procedure
4. Statement of each action signed by the appropriate persons

### **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 Library Board of Trustees shall be final and non-reviewable.

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



## **Immigration Compliance Policy**

The Pinckneyville Public Library complies with the requirements of federal immigration law and for all employees hired after 1988; the Library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the U.S. Department of Justice Immigration and Naturalization Service or through the personnel office of your library system.

## **Indemnification and Insurance**

Section 1. The Pinckneyville Public Library shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Library) by reason of the fact that he or she is or was a trustee, officer, employee or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of an action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, or itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or nor opposed to, the best interests of the Library, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The Library shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Library to procure a judgment in its favor be reason of the fact that such a person is or was a trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a director, officer, employee or agent another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, provided that no indemnification shall be made respect of any claim, issue or matter as to which persons shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to

the Library, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a trustee, officer, employee or agent of the Library has been successful, on the merits or otherwise, in the defense of any action, suit, or proceeding referred to in Sections (1) and (2) of this Policy, or in defense of any claim, issue or matter therein, such person shall be indemnified against expense (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Section (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the Library Board of Trustees by a majority vote of a quorum consisting of trustees who were not parties to such action suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

Section 5. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Library in advance of the final disposition of such action, suit or proceeding as authorized by the Library Board of Trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Library as authorized in this Policy.

Section 6. The indemnification provided by this Policy shall not be deemed exclusive of any other right to which those seeking indemnification may be entitled under any agreement, vote of disinterested trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a trustee, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators or such a person.

Section 7. The Library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee or agent of another corporation,, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify such person against such liability under the provisions of this Policy.

Section 8. For the purposes of this Policy, references to “the Library” shall include, in addition to the surviving Library, any merging Library (including any Library having merged with a merging Library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustee, officers, employee or agents, so that any person who was a trustee, officer, employee or agent of such merging Library, or was serving at the request of such merging Library as a director, officer, employee or agent off another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving Library as such person would have with respect to such merging Library if its separate existence had continued.

[ABSTRACT OF THIS POLICY: ASSETS OF THE LIBRARY ARE AVAILABLE TO LIBRARY TRUSTEES AND EMPLOYEES TO PROTECT THEM FROM THEIR OWN ACTIONS. IT ALSO PERMITS THE LIBRARY TO PURCHASE INSURANCE.]

## **The Initial Ninety Day Period**

During the initial ninety day period of employment for the new employee, the employee is not entitled to the benefits of vacation time or accrual, sick leave time or accrual or overtime. [These vacation or sick leave hours will be recorded and will accrue during this period but may not be used during the first ninety days. If termination occurs before the end of their ninety day period, the employee will be paid for all vacation time which has been accrued but will not be paid for any sick leave time which has accrued.]

Each new employee will be periodically reviewed and evaluated during the initial ninety day period and a written evaluation shall be prepared before the conclusion of the period. If the evaluation is unsatisfactory the employment will be terminated at that time.

## **Investment of Public Funds**

Purpose. The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Pinckneyville Public Library.

Responsibilities. All investment policies and procedures of the Pinckneyville Public Library will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Objectives. In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

Safety

Maintenance of sufficient liquidity to meet current obligations

Return on investment

Simplicity of management

Guidelines. The following guidelines should be used to meet the general investment objectives:

A) Safety

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.

2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U. S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

A) Maintenance of sufficiently liquidity to meet current obligations. In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).

A) Return on investment:

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

A) Simplicity of management

The time required by library administrative staff to manage investments shall be kept to a minimum.

## **Materials Selection Policy**

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Pinckneyville Public Library will allocate not less than 12% of its operating budget on materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities including best seller lists, and the advice of competent people in specific subject areas also will be used.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

The Pinckneyville Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While



a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the “Freedom to View” statement of the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision.

## **Meeting Area Policy**

The Pinckneyville Public Library has a meeting area with seating for eight. The primary purpose of this meeting area is in support of library functions, meetings, and programs. The meeting area may, on occasion, be made available for use by members of the public. Organizations not affiliated with the Pinckneyville Public Library may use the meeting room only when all of the following conditions are met:

1. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
2. The meeting takes place during regular library hours or other times to be set at Library Director's discretion.
3. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. The reservation for the meeting area is made by a resident of the library's jurisdictional area.
5. The organization assumes all responsibility for set up and clean up.

## **Meetings and Telephone Conferencing**

The fullest participation and attendance in all Board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance, voting and quorum requirements, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provision of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Library Board of Trustees as follows:

Section 1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record-keeping or minutes of each meeting, the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.

Section 2. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the Board members in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference and that any other location where the Board conducts regular business shall have similar speaker-phone capabilities for use by Board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3. That sufficient security and identification procedures are employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are in fact an authorized Board member with the right to speak and vote.

Section 4. As soon as it becomes apparent to the Board that a meeting will require telephone conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by telephone connection, and the location or locations where speaker-phones will be available shall be noted thereon. In the event that

the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

Section 5. All Board members attending meetings by telephone conference shall be counted for quorum purposes and entitled to vote as if they were personally and physically present at the meeting site so long as the telephone connection exists and a physical quorum is present.

Section 6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control.

Section 7. The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

## **Mission Statement**

The mission of the Pinckneyville Public Library is to provide quality materials and services which fulfill the unique educational, informational, cultural and recreational needs of the entire community in a welcoming, respectful, and professional atmosphere and cooperating with other agencies to avoid unnecessary duplication.

## **Performance Evaluation**

Performance reviews are part of the permanent record of the employee in the Library's personnel records, and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Performance evaluations for staff are conducted by the Director who may consider information from fellow employees, trustees and patrons.

Performance evaluations for Director are conducted by the Library Board of Trustees.

Evaluations are conducted for all new employees within their initial ninety days of employment and transferred employees at least twice during the first year of employment. Thereafter, performance reviews are conducted at least annually.

## **Personnel Records**

Personal records will be kept by the Library to document that the individual was employed at the Library and for how long. The files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. These files are confidential. An employee may request to inspect the file up to twice a year and, at their expense, at the regular library rate, receive copies of the contents. If an employee disagrees with something in this file, he/she can request a correction, and if no correction is made, he/she can add their written objections to the file by contacting the director.

## **Prevailing Wage Act**

In accordance with the State Statute and the Illinois Department of Labor Regulations, the City of Pinckneyville annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of our compliance are sent to the Secretary of State and Illinois Department of Labor. Newspaper publication notifying area residents is also made.



## **Public Access to Electronic Information Networks**

### **Electronic Networks and the Library's Mission**

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Pinckneyville Public Library is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Pinckneyville Public Library and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

1. access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state
2. access to the wealth of information resources available via the Internet

Internet electronic mail service is available to patrons in libraries that elect to offer this service. In many areas of Illinois, regional community information networks are operational and offer library patrons access to Internet electronic mail and related services.

### **Relationship to Other Library Policies**

The Pinckneyville Public Library's Policy for Access to Electronic Information Networks is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

### **"Global" versus "Local Resources**

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be

aware that this library does not 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 accurate.
3. Information obtained via the Internet may or may not be current and up to date.
4. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
5. Certain information obtained via the Internet may be considered controversial by some library patrons.

The Pinckneyville Public Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

The library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

#### Library Patron's Rights

Library patrons have certain right with respect to use of electronic information networks such as the Internet. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.

Library patrons have the right to equitable access to electronic information networks.

Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

#### Patron Assistance and Instruction

The Pinckneyville Public Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal information in particular aspects of electronic information network use may be available at the Libraries discretion.

#### Use of Equipment and Networks

The Pinckneyville Public Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. use of electronic information networks for any purpose which results in the harassment of other users,
2. destruction of, damage to or unauthorized alteration of the library's computer equipment software, or network security procedures,
3. use of electronic information networks in a way which violates a Federal or State law,
4. use of electronic information networks in any way which violates licensing and payment agreements between [this library] and network/database providers,
5. unauthorized duplication of copy protected software or violation of software license agreements,
6. violation of system security,
7. behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

## **Children's Access to Electronic Information Networks**

The Pinckneyville Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

The library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

### **Library Procedures Relating to Electronic Networks**

This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following

1. time limits for access to allow use of resources by the maximum number of library patrons,
2. cost recovery for printouts using the library's computer equipment,
3. priority usage for accessing the library's online catalog,
4. specific instructions for downloading including compliance with virus protection measures,
5. restrictions on the use of personal software on library computer equipment,
6. a registration and use agreement form which must be completed prior to usage.

### **Breach of Policy**

Violation of any aspect of this policy may result in the loss of library privileges.

**COMPUTER USER AGREEMENT AND PERMISSION SLIP FOR CHILDREN UNDER THE AGE OF 18**

Students Name:

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Students date of birth: \_\_\_\_\_ Library card or visitors pass \_\_\_\_\_

**Registration and User Agreement**

1. I have read the policies concerning the use of the Pinckneyville Public Library's Internet computer and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Pinckneyville Public Library's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that Pinckneyville Public Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency or appropriateness of any Internet resources.

**For Patrons under the Age of 18:**

As the parent or guardian of

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give permission for my child to use the Internet computer(s) at the Pinckneyville Public Library, with the understanding that I am responsible for monitoring my child's appropriate use of this service and that I am responsible for any damage that may occur and that I have read, understand and agree to the above statements.

**Parent of Guardian**

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

\_\_\_\_\_

Library Card ID or Drivers Lic. # w/DOB and  
State: \_\_\_\_\_

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

## Reference Service

The Pinckneyville Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries* provides the model for this reference policy.

The board of trustees and library director Pinckneyville Public Library encourages staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference service and materials 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 fax. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

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.

Reference materials regardless of format may not be removed from the library.

### **Routine Banking Procedures**

The library director of the Pinckneyville Public Library is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The library director of the Pinckneyville Public Library is not authorized to sign checks, or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.

### **Service to Patrons with Disabilities**

The Pinckneyville Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Pinckneyville Public Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.



## Sexual Harassment

The Pinckneyville Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

### A. Work Environment

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of 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 the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

### B. Library Employee/Patron Relationship

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and therefore such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

1. any sexual advance by an employee toward a patron,
2. any request by an employee to a patron for sexual favors,
3. any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or

4. any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose, or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the head librarian or, if not immediately available, to her as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the head librarian, or to their immediate supervisor.

C. Examples

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile" or "offensive" as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

Examples of verbal sexual harassment includes: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentional brushing the body, coerced sexual intercourse, and sexual assault.

D. Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed first-hand or reported to them. Such incidents must be reported to the head librarian, or, to their immediate supervisor.

E. Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

F. Sexual Harassment Reporting Procedure

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

A. Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the head librarian as soon as possible.

B. Reporting by Employees

A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the head librarian or to the employee's immediate supervisor. If the head librarian or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

Step 2:

If the alleged perpetrator of the sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the head librarian shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the head librarian may also have a representative; such meeting, however, shall be informal. The head librarian shall issue a written decision within five (5) days of the meeting.

Step 3:

If the complainant is not satisfied with the head librarian's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the head librarian's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the head librarian to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4:

If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Library Board of Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Board or a committee hereof, shall meet with the complainant, the head librarian, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) day after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

G. Legal Recourse, Investigative and Complaint Process Available Through the Illinois Department of Human Rights and Human Rights Commission

Any Library Patron or employee may also use the legal recourse, investigative and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number is:

Illinois Department of Human Rights  
222 S. College, Rm. 101A  
Springfield, IL 62700

(217) 785-5100

## **Staff Development**

The Director may be granted time off with pay and approved expenses to attend library association conferences and other professional meetings. An employee may be granted time off with pay and expenses to attend state and national meetings at the recommendation of the Director to the Board. Requests should be submitted to the Board for consideration at least one month before a decision is to be made.

All staff members are encouraged to attend continuing education opportunities and workshops offered by the State Library or Library System. Mileage and time will be paid according to policy.

## **Travel and Conference Policy**

At the Director's discretion, attendance at workshops, library association conferences, and other professional meetings is allowed. Although the Board and Director encourage attendance at professional meeting and conferences, the needs of the Library shall have priority.

Within its budgeted ability, the library may provide assistance toward such expenses as dues, registration, travel and other expenses incurred through attendance. The Library will rotate attendance among the staff and Board as far as possible. Other factors which may be used in determining the extent or appropriateness of Library support are membership in the sponsoring professional organization, committee membership, leadership in the organization, and pertinence of the meeting to the employee's Library responsibilities.

### **Guidelines for Paying Professional Dues and Expenses**

For approved travel to ILA, System, and State Library meetings and conferences, by staff, Director, or Trustees, 100% of reasonable airline or train fares, mileage, shuttles, and parking will be reimbursed. Mileage will only be reimbursed at the rate of trips originating from the Library if it is less than mileage from home. Travel will only be paid when traveling further than a 10 mile radius of the library.

When overnight stay is required or advisable for staff, Director, or Trustees, 100% of reasonable rates will be reimbursed at the single rate. Accompanying spouses or non-staff must pay additional expense above the single rate.

For meals while in attendance out of the area, a per diem is allowed as follows: \$43 per diem. Partial day claims will be based upon the following approximate rates: \$6 for breakfast; \$12 for lunch; \$25 for dinner. Per Diem may be paid in advance. Please give the Library office ample time to issue the check. Receipts must be kept and presented to the Library within one week of the return home. Any unused money must be refunded to the Library. All receipts for travel, hotel, and meals must be turned into

the Library office for reimbursement. In-house conference calls or webinars are excluded.



## **Vacation Policy**

- A. Application- This policy applies only to the director.
- B. Vacation base year- Begins on May 1 and ends on April 30 (fiscal year).
- C. The Director is entitled to 2 weeks vacation days per year and may roll over to the next year for a maximum of twenty (20) days.
- D. Scheduling- Paid time off must be scheduled at a time that is mutually agreeable to both the employee and the Director.
- E. Time off without pay is permissible upon it being mutually agreeable to both the employee and the Director.

## **Volunteers**

The Pinckneyville Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Pinckneyville Public Library throughout the year. All work performed by volunteers is done without compensation, and at the risk of the volunteer. Pinckneyville High School students may volunteer to earn service hours during regular library hours or other times are pre-arrangement. Any adult associated with the library may supervise the student and sign the volunteer service log for the student. The library does not carry insurance which protects the volunteer in the case of accidental injury.