

General Rules and Regulations  
For Use Nancy L. McConathy Public Library

**Adopted October 2018**

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The Nancy L. McConathy Public Library District Board of Trustees feels that rules and regulations should be held to a minimum. The following are believed necessary to preserve the library's facilities and to make them available to as many people as possible under pleasant conditions and at a cost that is equitable to all.

## **I. Library Hours:**

Hours of operation are determined by the Board of Trustees and are posted at the library.

Current library hours are:

Monday-Thursday 9:30 to 6:50 (7:00)

Friday and Saturday 9:30 to 3:50 (4:00)

Note: To aid in closing procedures and for security reasons, the Library door is locked ten minutes prior to the posted closing times.

## **II. Emergency Library Closings**

The Nancy L. McConathy Public Library maintains a regular schedule of hours open to the public.

It may become necessary to close the Library, shorten hours or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions. The decision to close the Library or cancel scheduled programs is based upon one or more of the following:

- Severe weather and/or road conditions that cause hazardous traveling, such as significant snow, ice accumulations or flooding; extreme temperatures; or blizzard conditions.
- Availability of sufficient staff to operate the Library. Minimal staffing is defined as one Department Head or Administrative staff member and two (2) additional staff members.
- Condition of the Library's parking lot and walkways.
- Failure of vital building services, extended power failure, condition of the building or its equipment.
- General health, safety, and emergency in the community or area surrounding the Library.

When it is determined by the Library Director with the Board President or the next available Board Officer in order of succession that a general emergency situation exists or is impending, the emergency closing of the Library may be authorized. Every effort will be made to notify all Board members of such an emergency closing.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include postings on the Library website, phone system, signs on doors and announcements on social media.

### Closing for Other Reasons

The Library may close if the Library Board deems it necessary for repairs, maintenance, a large project, and/or staff training. These closings will be pre-planned and approved by the Board. Closing for reasons other than emergencies will be announced in advance and may include postings on the Library website, signs on the doors and in the Library, notice in the Library newsletter, emails and on social media.

### III. Availability of Materials

All Nancy L. McConathy Public Library print materials are available equally to all McConathy Public Library District members as well as patrons with valid Reaching Across Illinois Library System (RAILS) under the general rules, regulations and lending procedures.

Patrons with a Chicago Public Library card will have access to all materials pending verification of patron status with their home library. Holds for items from other libraries cannot be placed with a Chicago Public Library card.

### IV. Registration

Eligible borrowers without fee:

Residents of the Nancy L. McConathy Public Library District who have no fines and no restrictions with any Library in our RAILS system. Should a resident have fines from any library in the RAILS system, all fines must be paid prior to registering for a new library card.

Eligible borrowers with fee:

Non-Resident Family—Payment of an annual fee of \$85.00 by a non-resident entitles one library card for the household to use for library. This fee helps to equalize the cost of tax-supported library services.

Residents of the Nancy L. McConathy Public Library District who reside on a tax exempt property will be required to pay the \$85.00 fee to equalize cost of the tax-supported services.

Any patron that has been banned from the library due to board action will have the opportunity to readdress the Library Board after six (6) months to regain access to the use of the library.

### V. LIBRARY CARDS

Application cards are available at the circulation desk. Proof of eligibility for a non-fee card must be presented.

**PROOF OF ELIGIBILITY INCLUDES: A CURRENT DRIVER'S LICENSE SHOWING THE CORRECT ADDRESS, IF YOU DO NOT DRIVE, A STATE ID IS ACCEPTED\*\*\*\* (This is required) \*\*\*\***

One other form identification that includes the correct current address must be shown--- This may include: Water bill, gas bill, light bill, rent receipt, check book, voter's registration or a piece of mail. All mail provided must have a postmark from within the last thirty (30) days.

People residing on tax exempt property within the McConathy Public Library District are required to pay a \$85.00 fee for library services. This fee represents the average tax paid by property owners within the District.

**\*\*\*\*A PARENT OR GUARDIAN MUST SIGN THE REGISTRATION CARD FOR ALL PATRONS UNDER 18 YEARS OF AGE. THEIR SIGNATURE HOLDS THEM RESPONSIBLE FOR ALL MATERIALS CHECKED OUT, LOST, OR DAMAGED AS WELL AS ANY FINES. ALL CENSORSHIP RIGHTS ARE HELD BY PARENTS ONLY. THE LIBRARY DOES NOT RESTRICT PRINT MATERIALS TO ANY PATRON. LEGAL GUARDIANS MUST PRESENT COURT DOCUMENTS PROVING GUARDIANSHIP. \*\*\*\***

Any parent who wishes to obtain a card for their child must also get a library card. Juvenile cards must always be linked with an adult card.

Adults to whom a card is issued are responsible for all materials borrowed on their cards. The library must be notified immediately if a card is lost, misplaced, or stolen. This is to protect the patron from unauthorized use of their card. The library is also to be notified of any change of address or telephone number.

The cost of replacing a lost, misplaced, or destroyed library card is \$2.00.

Library cards are issued for one year, at which time renewal will be required. Proof of identification is required at time of renewal with the library card. A parent or guardian must renew a card for anyone under 18 years of age by appearing **IN PERSON** at the library. **NO RENEWALS** will be taken over the telephone.

**NO CARDS WILL BE ISSUED TO FAMILIES WITH EXISTING FINES.** This includes money owed to other libraries within the Reaching Across Illinois Library System (RAILS). **NO LIBRARY CARD RENEWALS WILL BE GIVEN TO FAMILIES WITH EXISTING FINES.** This includes persons residing at the same address with varying surnames.

## **VI. LENDING REGULATIONS AND PROCEDURES—CIRCULATION OF MATERIALS**

### **A. Books**

1. A maximum of ten items may be checked out at one time. In the case of new books only five new books may be checked out at any one time.
2. The normal loan period is two weeks. Per system rules, most older books will automatically be renewed for a single renewal of two weeks unless there are holds on the item requested for renewal. While this process is automatic, not all items are subject to this. It is the responsibility of the patron to return items in a timely matter and to check with library staff to see if a book has automatically renewed in the system.
3. Any patron desiring an item which is already out on loan may place a “hold” on this item. When the item is returned, it will be held for that patron for seven (7) library work days before being loaned to someone else.
4. Encyclopedias: The Library has a collection of circulation encyclopedias. Encyclopedias circulate for a period of one week. Patrons may not check out more than two encyclopedias of any specific letter and set. Patrons may only check out four encyclopedias at any one time.
5. During certain times of the year, students have assignments dealing with a specific area (science projects, poetry, Civil War, etc.) During these periods, the Librarian has the right to set the following check out rules:
  - Limit the number of books to circulate
  - Change the number of days that materials can circulate, and/or
  - Not permit the materials to circulate.

6. Reference materials are for in-library use only. No Reference materials are available for circulation.

7. The overdue fine for new items and all encyclopedias is \$.25 per day. The overdue fine for all other adult books is \$.10 per day. The overdue fine for all children's books is \$.05 per day.

## **B. PERIODICALS**

1. In order to provide reasonable access to periodical literature within the context of limited hours of operation and limited space, back issues of magazines may circulate. Back issues may be borrowed for a period of one week.

2. The overdue fine for periodicals is \$.25 per day.

## **IV. LENDING REGULATIONS AND PROCEDURES-- CIRCULATION OF MATERIALS-- AUDIO-VISUAL**

### **A. COMPACT DISCS**

1. A maximum of five compact discs may be checked out at one time. The normal loan period is one week.

2. Compact discs may not be returned in the book drop.

3. The fine for overdue compact discs is \$.25 per day.

### **B. VIDEO TAPES AND DVD'S**

1. Video tapes and DVD's are available to patrons who are 18 years of age and older with a valid library card within the Reaching Across Illinois Library system. New Video Tapes and DVD's are restricted to McConathy Public Library District residents **ONLY**. Up to three videos may be borrowed at one time.

2. All single titles circulate for seven days at no charge. Series titles go out for two (2) weeks. A \$2.00 fine per day per video is charged for overdue video tapes and DVD's. Videos will be considered late if they are not returned to staff inside the library by the closing time (Monday-Thursday 6:50 p.m. and Friday-Saturday 3:50) on the date due. There are **NO EXCEPTIONS** to the rules.

3. Video Tapes and DVD's may not be placed in the book drop.

### **C. COMPUTER USE POLICY**

To use the computers patrons must present a valid Public Library Card or a valid Driver's License or State ID. Different fees will be charged based on the type of identification presented. The library card will be held at the front desk until the patron is finished using the computer.

The library will provide Microsoft Office Professional. The library does not provide instruction in the use of the computer or the windows programs. The patron using the computer is to have knowledge of its use.

The fee for computer use is \$1.00 per hour or any portion of an hour with a valid Library card. Use of the computer with a Driver's License or State ID is \$2.00 per hour or any portion of the hour. If a patron should go over the hour, whether with an ID or library card the patron will be charged a dollar

per hour they go over. This is a minimum fee and **THERE ARE NO EXCEPTIONS TO THE RULE.** Nancy L. McConathy Public Library does not offer guest passes for computer usage.

Printouts are \$.10 per page. All items printed must be paid for, regardless if the patron has decided they don't need them anymore or not. Patrons may bring their own paper to use with the library printer or copier however the same fee of \$.10 a page is still applied.

The patron must provide his/her own flash drives for saving materials. We do not provide them.

If there are any problems with the computers or software, it must be reported immediately

The copyright law forbids duplication of copyrighted software.

Only library owned software may be used on the computers.

Use of computers will be limited to one person at a time, except in the case of parent and child. Loud talking, eating, drinking, and other inappropriate behavior will result in computer room privileges being canceled.

**NO REFUNDS WILL BE GIVEN.**

The computers get shut down Monday-Thursday 6:30pm and Friday-Saturday 3:30pm.

**1. Computer Policy for Children**

Any child 14-17 has the right to use in-house computers, with consent from their parent/legal guardian in the form of a signed consent form provided by the library. A mandatory consent form must be read and filled out by the minor's parent/legal guardian prior to the computer being used. Consent forms will be kept on file at the library attached to the user's registration card. All persons using in-house computers are subject to all computer usage rules.

Child's Name: _____
Parent's Name: _____
I authorize my child to use the computers at McConathy Public Library for educational or recreational use. I acknowledge that my child will follow all rules related to the use of computer including appropriate content, payment for use of the computer and any other policies.
Parent Signature: _____
Date: _____ Employee Initials: _____

## 2. Inappropriate Computer usage

The library does not allow the use of in-house computers for pornographic or sexual conduct. Any patron or individual that is found to be viewing content deemed inappropriate by a staff member or by another individual that has informed a staff member, will be given a verbal warning and asked to stop computer activity. If the offender has a library card a note will be attached to their record with the incident details and initialed by the staff member. If the offender has been previously warned and offends again the next action will be a ban from using computers, length varying by the severity of the situation. Lewd or inappropriate content/actions are described as; nudity of any kind in the form of pictures/videos, sexually explicit or vulgar music, inappropriate touching of oneself or another. These rules apply to visitors, patrons, residents, board members and the library staff.

## VII. LOST OR DAMAGED MATERIALS

If an item is reported lost, the patron will be charged the current retail price of the item, plus current processing cost, plus the overdue fine which incurred between the time the item was due and the time it was reported lost.

If an item is damaged, the patron will be charged an amount to be determined by the Librarian, up to the current replacement cost of the item.

A patron will be charged a minimum of \$5.00 plus the overdue fine for each lost periodical. If the replacement cost of the items exceed \$5.00 this amount plus the fine will be charged.

Patrons who have paid for a lost item have 30 days to return the item to receive a refund of the cost of the item **ONLY**. To receive the refund, the patron must return the lost item and their copy of the receipt showing payment for the item.

Cost to replace a damaged zebra label is \$2.00.

Cost to replace date due cards is \$.10.

Cost to replace pockets is \$1.00.

## VIII. OVERDUE MATERIAL POLICY

A fine of \$.05 per day, including Sunday, will be charged for each overdue piece of children's library material regularly circulated. Overdue fines accumulate at the rate of \$.10 per day for older adult books. Overdue fines accumulate at the rate of \$.25 per day for periodicals, 7-day books, recordings, and **NEW BOOKS**.

### EXCEPTIONS:

1. Video tapes and DVD's—Videos are fined at the rate of \$2.00 per day, including Sunday. RAILS Interlibrary Loan Material is fined at the rate of \$.25 per item per day.
2. Materials checked out of other libraries and returned to the McConathy Public Library are fined at the rate at the owning library's fine schedule.

Fines may mount up to, but not exceed, current replacement costs to the library for the item.



Parents and/or guardians are responsible for the fines accumulated by their children/wards while they are under 18 years of age. After 18, those fines incurred prior to their 18<sup>th</sup> birthday are **STILL** and **WILL REMAIN** the parent/guardian's responsibility.

**LATE FINES FOR ITEMS ARE:**

7 DAY BOOKS	\$0.25 PER DAY
MAGAZINES	\$0.25 PER DAY
NEW BOOKS	\$0.25 PER DAY
CD'S	\$0.25 PER DAY
AUDIO BOOKS	\$0.25 PER DAY
OLD BOOKS	\$0.10 PER DAY
CHILDREN'S BOOKS	\$0.05 PER DAY
VIDEOS	\$2.00 PER DAY
DVDS	\$2.00 PER DAY
ITEMS MISSING BARCODE	\$0.25 PER DAY

\$2.00

**THE ACTUAL FEES TO BE CHARGED ARE AS FOLLOWED:**

COLLECTION NOTICE	\$10.00
PROCESSING FEE	\$ OF BOOK
	\$10.00 PER CD
	\$10.00 PER DVD
	\$10.00 PER VHS
	\$10.00 PER DVD
	\$10.00 PER VHS
	\$10.00 PER VHS

Besides the overdue fine, patrons will be held responsible for all postage and fine processing fees, including but not limited to credit bureau fee, and the cost of the collection notice.

MISSING DVD/CD CASE \$15.00

Use of the Library card will be suspended after fines reach a total of \$2.00 for an individual and \$5.00 in combined family fines. All fines must be paid before privilege will be reinstated or to renew/replace a library card.

**IX. CONDUCT**

Any behavior by a patron, which in the opinion of the Librarian or the Librarian in Charge, endangers the library's facilities or infringes upon the rights of other patrons in the use of the library's facilities, is cause for immediate dismissal from the library and/or suspension of all library privileges for a period of time designated by the Head Librarian.

Smoking, eating or drinking by patrons is not permitted in the library. Exemptions to this are only in the meeting room for previously scheduled activities.

Shoes and shirts must be worn in the library.

Theft, abuse, or destruction of library property is prohibited and is subject to legal action in accordance with Ordinance No. 74-2.

Behavior that is dangerous to the safety of others, such as fighting, will be reported to the police and charges will be filed.

Continual rule violations will be reported to the Library Board for permanent action in accordance with Illinois Library Law. The Board of Trustees may vote to exclude any library district patron who endangers others through their actions.

Nancy L. McConathy Library staff reserves the right to ask any patron to leave who exhibits the following behaviors; engaging in activities not library related while inside the library, being disruptive or disturbing other patrons, unreasonably interfering with other patron's use of the library by exhibiting offensive bodily hygiene or attire.

A library card and the use of the library is a privilege not a right.

#### **A. CHILDREN**

All children must be picked up by closing time.

The library is not a child care center and cannot be used for that purpose.

Children age 14 and under must be accompanied at all times in the library by someone who is 16 or older. If it is determined that a child had been left unattended, and a responsible party cannot be reached, the police will be called. Expectations will be made for library sanctioned after school or seasonal programs as well as holiday events. If children are not picked up within fifteen (15) minutes after the end of such programming the parent will be contacted. Should a parent not be able to be contacted and or the child remains in the library after forty (40) minutes since the program end time, the Sauk Village Police Department will be notified and the child will be the responsibility and in the custody of the SVPD.

It is not the library's policy to decide what ideas your child should be exposed to; therefore, we hope you will continue to participate in the learning process by helping your child select materials and by sharing them at home.

We provide alternatives in material selections; however, you as parent or guardian make the choices.

## **X. TUTORING POLICY**

Due to space restrictions and safety issues McConathy Library reserves the right to restrict tutoring within our facilities.

## **XI. DISPLAYS AND EXHIBITS**

The library welcomes temporary, non-commercial displays and exhibits of general interest to the community. However, the library will not advertise commercial endeavors for a charitable organization, or specifically related to the goals of the library.

Due to the limited space, no permanent or semi-permanent displays or exhibits will be considered.

Temporary displays or exhibits (up to one month) may be used at the discretion of the Head Librarian subject to the ultimate approval of the Board of Trustees.

All materials in the library will be given reasonable care and protection within the limits of the general operation of the library. Unless otherwise determined by the library board, the library and the Board of Trustees do not assume responsibility for damage or loss suffered on its premises, nor for the cost of insurance coverage. Such losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided if the display is insured. Unless otherwise determined by the Library Board, a statement releasing the library from responsibility must be completed on the Display and Exhibit form.

## **XII. Freedom of information requests**

The library has a Freedom of Information form available for all requests. The patron is required to fill out the form and turn it in to the Circulation Desk.  
(See appendix for a copy of the form).

## **XII. Patron Complaints**

Any situation not covered by the preceding paragraphs will be left to the discretion of the Head Librarian or his/her designates, but will be subject to appeal to the Library Board of Trustees.

## **XII. Active Shooter Policy**

Our number one goal is to provide the requested services to the community while maintaining a safe environment. In order to do this, the staff must be aware of the needed steps to follow to ensure the safety of all staff members and patrons.

Should an identified shooter enter the library, the staff shall do as follows:

Once they are able, one staff member must immediately lock the front and garden doors. Other staff members must usher all patrons to the kitchen or meeting room for safety. The Supervisor

in charge must call the Sauk Village Police Department to explain the situation. Once the police are called, the Library Director shall be next to be notified. All persons must remain in the locked area until the police have secured the library. Once it is safe to do so, all patrons shall be asked to leave the library and closing procedures shall begin, including placing a sign on the door stating we are closed for the rest of the day. Due to a pending fear of retaliation, it is the Board's determination that the Library shall be closed for the remainder of the day.

Should an identified shooting incident occur near the library all staff shall do as follows:

When notice has been received or when shots have been heard, one staff member must immediately lock the front and garden doors. Other staff members must usher all patrons to the kitchen or meeting room for safety. The Supervisor in charge must call Sauk Village Police Department to receive official word of the shooting event. Once the police are called, the Library Director shall be next to be notified. All persons must remain in the locked area until the police have left the area. Once it is safe to do so, all patrons shall be asked to leave the library and closing procedures shall begin, including placing a sign on the door stating we are closed for the rest of the day. Due to a pending fear of retaliation, it is the Board's determination that the Library shall be closed for the remainder of the day.

## **Appendix A**

### **Library Bill of Rights**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**Adopted June 19, 1939.**

**Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;  
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.**

**Appendix B**

**Material Complaint Form**

Author: \_\_\_\_\_ Hardcover, Paperback, Other  
Title: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Request Initiated by: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
City: \_\_\_\_\_

Complainant Represents:  
\_\_\_\_\_ Himself  
\_\_\_\_\_ Name of Organization \_\_\_\_\_  
\_\_\_\_\_ Identify Other Group \_\_\_\_\_

(If objection is to material other than a book, change wording if the following questions so they apply.)

1. To what in the book do you object? (Please be specific, cite pages.)
2. What do you feel might be the result of reading this book?
3. For what age group would you recommend this book?
4. Is there anything good about the book?
5. Did you read the entire book?
6. Are you aware of the judgment of this book by literary critics?
7. What do you believe is the theme of this book?
8. What would you like the library to do about this book?  
\_\_\_\_\_ Do not lend it to my child  
\_\_\_\_\_ Withdraw it from all readers as well as my child  
\_\_\_\_\_ Send it back for re-evaluation
9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject?

\_\_\_\_\_  
Signature of Complainant

Date and time received: \_\_\_\_\_  
Initials of staff member who received complaint: \_\_\_\_\_  
Date complaint addressed and patron contacted: \_\_\_\_\_

**Appendix C**

**Request to House a Display or Exhibit in the Library**

Person \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Nature of Display or Exhibit:

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

Number of Items to be Displayed or Exhibited and their size:

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

Insured Valuation \_\_\_\_\_  
Insurer \_\_\_\_\_  
Date Preferred \_\_\_\_\_

The following paragraph must be read and agreed to be means of a signature (in ink). If the items to be displayed or exhibited are owned by an organization or jointly by two individuals, two signatures are required.

I have read the section of the McConathy Public Library District’s policy concerning “Displays and Exhibits” and agree to abide by the terms of that statement. It is understood that all displays and exhibits are temporary; that it is my or my organization’s responsibility to provide insurance coverage for the items displayed or exhibited, and not the responsibility of the McConathy Public Library District; and that the McConathy Public Library District is not to be held financially responsible for loss or damage to any portion of the display or exhibit while it is housed in the library.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## **APPENDIX D**

### **Reference Policy**

The Nancy L. McConathy Public Library District will provide reference service to anyone requesting information. This service includes locating factual information, finding books and other library materials, and assisting patrons in the use of the reference tools and other sources. Service is provided in the library, to both adults and children during all hours that the library is open.

#### **STAFF:**

As a member of the (RAILS) Reaching Across Illinois Library System, the library and its staff will meet the Minimum Reference Standards for Public Libraries.

#### **ELIGIBILITY OF REFERENCE SERVICE:**

Reference assistance will be given to McConathy Public Library district residents regardless of age. Service is provided in response to inquiries made in person, by phone, or by mail.

Reference service is also provided to non-residents, but individuals who do not live in the McConathy Public Library District will be referred to their local library when the information sought is not available at the McConathy Public Library, or, in the case of telephone inquiries, when the questions cannot be answered quickly.

#### **MATERIALS:**

All materials owned by the library are part of the library's resources for information; they are selected according to the Nancy L. McConathy Public Library's book selection policy.

#### **GOAL:**

The goal of reference service is to answer to the best of our available materials the questions submitted by library patrons.

To insure adequate service to all patrons, annual evaluations of reference service will be performed in accordance with Output Measures for Public Libraries.

The reference policy will be evaluated and updated by the McConathy Public Library Board of Trustees in accordance with the schedule set aside in their long-range goals.

### **Types of Reference Service**

#### **A. Reference Service at Desks**

The librarians will provide requested information. They will also instruct patrons in the use of the library and its collection, assist patrons in book selection and assist patrons in locating requested materials.

#### **B. Interlibrary Loan Services**

When requested materials are not available in the local collection, a staff member will initiate the request for materials through interlibrary loan. McConathy Public Library District patrons may also go online to request the materials that are not available at McConathy Public Library.



### C. Group Orientation and Instructional Services

Group tours may be pre-arranged through the appropriate library departments. A session may consist of a tour of any or all departments in the library. Programs may also be arranged explaining specific library skills.

### D. Services to Schools

Special services are provided to schools within the Nancy L. McConathy Public Library District. The services include school visitation, tours, assignment alerts, class size book collections and teacher notifications.

## LIBRARY USERS

The goal of the reference department is to answer to the best of our available resources questions submitted by patrons, regardless of age.

## PRIORITY

The first priority of Reference is to assist the public. **Any other work assignment is secondary.**

## DESK SERVICE GUIDELINES

In order to give the most accurate and authoritative answers, staff members should always quote from published sources.

If a question cannot be readily answered, other staff members should be consulted, or phone calls should be placed to obtain an answer.

**PRIORITY SERVICE IS GIVEN TO THE PATRON WHO COMES TO THE LIBRARY FOR SERVICE.**

## TELEPHONE INQUIRIES

Telephone inquiries are to be written down and every effort should be made to find the answer. Status of any phone inquiry will be telephoned to the patron within twenty-four hours of receipt of the question.

## SEARCHES

There is no specific time limitation placed on searches, however, the situation of multiple in-person requests and phone requests will impose limitations. The librarian will make every effort possible to guide users to likely sources of information and will check to see that the patron is satisfied with the materials available.

Five minutes is the recommended length of time that a telephone line should be held while searching for an answer. If the question still remains unanswered, the librarian should take the name and number of the caller. All calls should be returned as soon as possible and must be returned with a status of the request within 24 hours.

## **SPECIAL INQUIRIES**

Due to staff size, lengthy or complex questions must be researched by users. Restrictions are placed on the following types of questions:

**Contests and quizzes:** Patrons who come into the library will be assisted in finding probable sources for answers. In the case of contest or quiz questions received by the telephone, the user will be encouraged to come to the Library for the answer. **The library never assumes the responsibility for finding contest answers not or for guaranteeing their correctness.**

**Genealogy:** The library staff will not do genealogical searches.

**Appraisals:** The library staff will not do appraisals.

**Legal and Medical Information:** Assistance in the use of the collection will be provided to patrons in person. Staff will not offer opinions or interpretations, nor attempt to abstract or condense legal or medical information.

**School assignments:** Student assignments are meant to be a part of an educational process. When a patron telephones with an identifiable school assignment question, the student will be encouraged to come to the Library. To assist in the instructional process, staff will help begin the search and introduce pertinent sources.

**Referrals:** If a question cannot be answered through our collection, it will be referred to an alternate source.

**Special in-House Loan of Materials:** Everyone is welcome to use the materials of the McConathy Public Library District. Library patrons may sometimes be required to leave personal identification at the desk while using certain high demand materials. Appropriate identification includes but is not to include a driver's license, school ID or library card.

## APPENDIX E

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

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish

and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

**APPENDIX F**

**REQUEST TO INSPECT RECORDS**

ATTENTION: FOIA OFFICER  
Nancy L. McConathy Public Library  
21737 Jeffery Avenue  
Sauk Village, Illinois 60411

I,

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[Print or type the name and address of requester]

Hereby request the opportunity to [circle appropriate term(s)]:

- a) Inspect or
- b) Copy the following record(s):

---

[describe record(s) precisely]

---

---

I also request that a copy of the following record be certified:

---

[Described record]

---

---

I understand that I will be charged 10 cents per page for copying letter size documents; 10 cents for legal size documents; the actual cost of reproducing other records; and \$1.00 per notarized document for certification. I further understand that these records are not to be used to further a commercial enterprise.

---

[Signature]

---

[Date request submitted]

**DO NOT WRITE IN THIS SPACE**

---

[Date request received by public body  
to be filled in by Compliance Officer]

## **APPENDIX G**

### **Statement on Professional Ethics**

#### **INTRODUCTION**

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment.

Librarians significantly influence or control the selection, organization, preservation and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information.

Librarians are dependent upon one another for the bibliographical resources that enable up to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

#### **CODE OF ETHICS**

I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.

II. Librarians must resist all efforts by groups or individuals to censor library materials.

III. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.

V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.

VI. 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.



## APPENDIX H

### MATERIALS SELECTION POLICY

#### I. AUTHORITY AND RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The authority and responsibility for the selection of library materials is delegated to the Library Director and, under his/her direction, to the professional staff who are qualified for this activity by reason of education, training, and experience. The advice of specialists in the community is requested in fields in which staff members do not have sufficient expertise. Suggestions from readers are welcome and are given serious consideration within the general criteria. Final decision for purchase rests with the librarian.

#### II. CRITERIA FOR SELECTION

The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of the Nancy L. McConathy Public Library District. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because it presents an aspect of life honestly or because of frankness of expression.

The following general criteria are used:

1. Present and potential relevance to community needs.
2. Suitability of subject, style, and reading level for the intended audience.
3. Insight into human and social conditions.
4. Importance as a document of the times.
5. Appropriateness and effectiveness of medium to content.
6. Reputation and/ or significance of author.
7. Demand for the material.
8. Critics' and staff members' reviews.
9. Reputation of the publisher or producer.
10. Relationship to existing materials in the collection on the same subject.
11. Availability and accessibility of the same materials in the metropolitan area.

#### III. RECONSIDERATION PROCEDURES

**The choice of library materials by users is an individual matter. Responsibility for the reading of children and adolescents rests with their parents and legal guardians. While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others.**

**The Nancy L. McConathy Public Library District supports intellectual freedom and endorses the following intellectual freedom statements: “Freedom to Read”, “Freedom to View”, and the “Library Bill of Rights”.**

**Citizens wishing reconsideration of library materials should complete the Materials Complaint Form that is available at the circulation desk. Completed forms are to be returned to the Library Director.**

**The director and two staff members will review the complaint and make a decision based on their re-evaluation of the material in question. The process will result in maintaining the current status, a change in location or reading level, or removal.**

**The Director will notify the patron originating the request of the decision. If the individual is not satisfied with the action taken, he/she may appeal to the Library Board.**

## APPENDIX I

### CONFIDENTIALITY OF LIBRARY RECORDS

**The Nancy L. McConathy Public Library District recognizes that its circulation records and other records identifying the names of library users in relation to specific book and material titles to be confidential in nature.**

**Circulation records shall not be made available 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, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigation power.**

## **APPENDIX J**

### **FREEDOM TO VIEW**

The Freedom to view, along with the Freedom to read, is protected by the first Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## APPENDIX K

### **Minors and Internet Interactivity: An Interpretation of the *Library Bill of Rights***

The digital environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, interact with, and create information posted on the Internet in schools and libraries are extensions of their First Amendment rights. (See also other interpretations of the *Library Bill of Rights*, including “Access to Digital Information, Services, and Networks,” “Free Access to Libraries for Minors,” and “Access for Children and Young Adults to Nonprint Materials.”)

Academic pursuits of minors can be strengthened with the use of interactive Web tools, allowing young people to create documents and share them online; upload pictures, videos, and graphic material; revise public documents; and add tags to online content to classify and organize information. Instances of inappropriate use of such academic tools should be addressed as individual behavior issues, not as justification for restricting or banning access to interactive technology. Schools and libraries should ensure that institutional environments offer opportunities for students to use interactive Web tools constructively in their academic pursuits, as the benefits of shared learning are well documented.

Personal interactions of minors can be enhanced by social tools available through the Internet. Social networking Web sites allow the creation of online communities that feature an open exchange of information in various forms, such as images, videos, blog posts, and discussions about common interests. Interactive Web tools help children and young adults learn about and organize social, civic, and extra-curricular activities. Many interactive sites invite users to establish online identities, share personal information, create Web content, and join social networks. Parents and guardians play a critical role in preparing their children for participation in online activity by communicating their personal family values and by monitoring their children’s use of the Internet. Parents and guardians are responsible for what their children—and only their children—access on the Internet in libraries.

The use of interactive Web tools poses two competing intellectual freedom issues—the protection of minors’ privacy and the right of free speech. Some have expressed concerns regarding what they perceive is an increased vulnerability of young people in the online environment when they use interactive sites to post personally identifiable information. In an effort to protect minors’ privacy, adults sometimes restrict access to interactive Web environments. Filters, for example, are sometimes used to restrict access by youth to interactive social networking tools, but at the same time deny minors’ rights to free expression on the Internet. Prohibiting children and young adults from using social networking sites does not teach safe behavior and leaves youth without the necessary knowledge and skills to protect their privacy or engage in responsible speech. Instead of restricting or denying access to the Internet, librarians and teachers should educate minors to participate responsibly, ethically, and safely.

The First Amendment applies to speech created by minors on interactive sites. Usage of these social networking sites in a school or library allows minors to access and create resources that fulfill their interests and needs for information, for social connection

with peers, and for participation in a community of learners. Restricting expression and access to interactive Web sites because the sites provide tools for sharing information with others violates the tenets of the *Library Bill of Rights*. It is the responsibility of librarians and educators to monitor threats to the intellectual freedom of minors and to advocate for extending access to interactive applications on the Internet.

As defenders of intellectual freedom and the First Amendment, libraries and librarians have a responsibility to offer unrestricted access to Internet interactivity in accordance with local, state, and federal laws and to advocate for greater access where it is abridged. School and library professionals should work closely with young people to help them learn skills and attitudes that will prepare them to be responsible, effective, and productive communicators in a free society.

Adopted July 2009, by the ALA Council.