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## MISSISSIPPI VALLEY LIBRARY DISTRICT POLICY MANUAL

**The Policy Manual is currently under review by the Board of Trustees. A new Table of Contents will be created once all revisions/edits/corrections are complete.**

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[Section 1 reserved]

### 2. Collection Development

#### 2.1 Materials Selection Policy

The selection of any material or electronic resource for the collection of the Mississippi Valley Library District (hereafter "Library") does not constitute an endorsement of its contents. The Library recognizes that many materials and electronic resources are controversial and that any given item may offend some patrons. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of patrons. The Mississippi Valley Library District Board of Trustees endorses the American Library Association's [Library Bill of Rights, with interpretations](#), and incorporates it as part of this policy.

Reviewed and Approved, 9/18/2017

#### 2.2 Gifts and Memorials

The Library will encourage and accept gifts with the understanding that gift materials will be added to the collection only if they meet the same standard required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use may be given to other organizations, sold, exchanged, or recycled.

Funds for the purchase of memorials are accepted. The responsibility for selection of memorials rests with staff following consultation with the donor on appropriate subjects. A memorial bookplate is placed in each item. Acknowledgment is made to the donor; immediate family will be notified of the gift at the donor's request only.

Reviewed and Approved, 9/18/2017

### **2.3 Materials Withdrawal Policy**

Book withdrawal is an important aspect for collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

- To remove physically worn out or damaged volumes.
- To eliminate books containing obsolete information.
- To remove duplicate copies of titles which have waned in popularity.
- To remove materials which have not been checked out for several years.

The Executive Director will make the final decision regarding the disposition of books withdrawn from the collection. Whenever gift or memorial materials are no longer needed, they will be disposed of in the same manner as materials purchased.

Reviewed and Approved, 9/18/2017

### **2.4 Challenged Materials**

Challenged materials which meet the materials selection policy of the Library should not be removed under any legal or extra-legal pressure. Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any attempt, be it legal or extra-legal to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Materials will not be withdrawn from the collection because of pressure, verbal, written or otherwise, without the approval of the Board of Trustees. The party making the complaint must be a resident of the Mississippi Valley Library District. Under no circumstances will material be removed from the shelves until the Board so directs.

When any patron objects to the presence or absence of any Library material, the complaint will be reviewed by the Executive Director and the Board of Trustees. All complaints to staff members will be referred to the Executive Director who will discuss the matter with the complainant. If a patron objects to materials in our collection:

- Staff members should not engage in discussion about the appropriateness of any materials. Refer them to the Executive Director or Center Manager.
- Determine if the person is a resident within the Library District.
- Offer the form: "Request For Reconsideration Of Library Materials" (appended hereto).
- No form will be processed without it being filled out completely and signed by the complainant.
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If there is a request for withdrawal of materials, it will be reviewed by the Executive Director and the Board of Trustees at their next regularly scheduled monthly meeting. A response in writing will be sent to the complainant within five (5) days after the board meeting stating the Board's decision on the "Request for Reconsideration of Library Materials."

Reviewed and Approved, 9/18/2017

**Mississippi Valley Library District**

**REQUEST FOR RECONSIDERATION OF MATERIAL**

Name of person filling out form: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Complainant represents:

- yourself
- an organization? (name) \_\_\_\_\_
- your child? (age of child) \_\_\_\_\_

Title of material: \_\_\_\_\_

Author: \_\_\_\_\_

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

Type of material (book, dvd, magazine, etc.): \_\_\_\_\_

1. What do you object to in the material? (Please be specific, citing pages or location.):
  
2. What do you feel might be the result of exposing people to this material?
  
3. For what age group (if any) would you recommend this material:
  
4. Did you read/hear/view the entire material? Yes      No  
If no, which parts did you read/hear/view?

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

### **3. General Operation**

#### **3.1 Freedom of Information Act**

Records relating to the conduct of the business of the Mississippi Valley Library District are subject to inspection under the Freedom of Information Act [5 ILCS 140/1 et seq.] However, “library circulation and other records identifying library users with specific material” are specifically excepted [5 ILCS 140/7]. This exception is consistent with the Library Records Confidentiality Act [75 ILCS 70/1].

Reviewed and Approved, 9/18/2017

##### **3.1.1 A brief description of our public body is as follows:**

The purpose of the Mississippi Valley Library District (hereafter “Library”) is to provide materials and services to meet the personal, intellectual, educational and recreational needs and interests of the members of the community. In order to fulfill this purpose, the Library will assemble, organize, preserve, and make easily and readily accessible to all people a variety of materials. The Library functions as a center for community activities, meetings, and programs which provides the opportunity for members of the community to experience personal enrichment and furtherance of knowledge.

The total amount of our operating budget for FY2018 is: \$1,144,140.00. Funding sources are property and personal property replacement taxes, grants, fines, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee’s retirement and related expenses)
- Social Security (employer’s FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Maintenance (for maintaining the building)
- Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment, and worker’s compensation insurance)

The administrative office is located at 408 West Main Street, Collinsville, IL 62234. We have approximately the following number of persons employed: 13 full-time and 9 part-time.

The following organization exercises control over our policies and procedures: The Mississippi Valley Library District Board of Trustees, which meets monthly on the third Monday of each month, excluding December, 7:00 p.m., at the Blum House, 414 W. Main, Collinsville, IL.

Members are:

- Mark Schusky, President
- Lisa Costello, Vice-President
- Marie Barron Johnson, Secretary
- Nancy Gerstenecker, Treasurer
- Scott Penny, Jr., Trustee
- Amanda Hausman, Trustee
- Killian Weir, Trustee.

We are required to report and be answerable for our operations to: The Illinois State Library, Springfield, Illinois.

Reviewed and Approved, 9/18/2017

**3.1.2 You may request the information and the records available to the public in writing in the following manner:**

1. Use request form (appended hereto).
2. Your request should be directed to the following individual: Victoria Hart, FOIA Officer, Mississippi Valley Library District, 408 West Main St., Collinsville, IL 62234 or email at [vickyh@mvlibdist.org](mailto:vickyh@mvlibdist.org)
3. You must indicate whether you have a “commercial purpose” in your request.
4. 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.
5. To reimburse us our actual costs for reproducing and certifying the records (if requested), you will be charged the following fees:
  - a) There is no charge for the first fifty (50) pages of black and white text either letter or legal size. The actual copying cost of color copies and other sized copies will be charged.
  - b) \$.10 per page after the initial 50 pages
  - c) \$1.00 for certification of records by a Notary.
6. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, disk, tape, etc.) or in paper as you select.
7. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
8. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
9. You may appeal the decision of the FOIA officer directly to the Public Access Counselor (of the Attorney General’s Office).
10. The place and times where the records will be available are as follows: Mississippi Valley Library District, 408 West Main Street, Collinsville, IL 62234; Monday-Friday, 9:00 a.m. to 5:00 p.m.

Reviewed and Approved, 9/18/2017

## **Freedom of Information Request: Mississippi Valley Library District**

Requester's Name (or Business Name)

Date of Request

Street Address

City

State

Zipcode

Phone Number

Certification requested: Yes  No

Description of records requested:

Is the reason for this request a "commercial purpose" as defined in the Act? Yes  No

Library Response (Requestor does not fill in below this line).

A	( <input type="checkbox"/> ) The documents request are enclosed
P	( <input type="checkbox"/> ) You may inspect the records at _____
P	On the date _____.
R	( <input type="checkbox"/> ) The documents will be made available upon payment of copying costs of \$_____
O	( <input type="checkbox"/> ) For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
V	
E	
D	
D	( <input type="checkbox"/> ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
E	
N	( <input type="checkbox"/> ) The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:
I	_____
E	
D	( <input type="checkbox"/> ) 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.

This form cannot be MANDATORY under FOIA, but it is preferred.

Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer: \_\_\_\_\_ Date of Reply: \_\_\_\_\_

## [Section 4 reserved]

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# 5. SERVICES

## 5.1 Borrowing

### 5.1.1 General

The primary purpose of the Mississippi Valley Library District (hereafter “Library”) is to provide borrowing services to the residents within the Library District. In addition, these services are available, with special provisions, to nonresidents wishing to use them.

Account holders may check out as many books and magazines as desired. The checkout of other materials may be restricted based on overall collection size and demand for the materials.

Library accounts are nontransferable. Account holders are responsible for notifying the Library of lost/stolen cards and of changes to name, address, or contact information. Changes to name or address must be verified with current documentation.

Accounts for account holders living in the same household will be linked. If an account holder falls into delinquency as defined below, the account holder will have their access to Library services suspended pending the resolution of the delinquency. Accounts that are linked to the delinquent account may have their access to Library services suspended on a case-by-case basis.

All accounts and their corresponding cards issued by the Library remain the property of the Library and may be repossessed by the Library for violation of Library policies or in other instances as determined by the Library’s administration.

Reviewed and Approved, 11/20/2017

### 5.1.2 Application Requirements

All applicants must provide their name, address, telephone number, a secondary phone number and/or email address, date of birth, and any additional information as required by the SHARE library automation consortium. Proof of residency will be verified by the applicant providing a photo ID and documentation stating the applicant’s name and address. At least two documents verifying name and address must be presented; a photo ID with current name and address may be counted as one of the items.

**Residents Age 18 or Over:** Upon proper application, any resident age 18 or over shall be granted a Library account which entitles them to full use of Library services. Library accounts shall be valid for three years from the date of issuance, or until termination of residence in the district, whichever period is shorter.

**Residents Under 18 Years of Age:** Upon proper application, any resident under age 18 shall be granted a Library account which entitles them to full use of Library services. The signature of one parent or guardian is required on youth applications. Additionally, a parent or guardian must have a Library account in order for the Library to issue a youth account. The parent(s) or guardian(s) will be held accountable for the items checked out on the youth's account. Library accounts shall be valid for three years from the date of issuance, or until termination of residence in the district, whichever period is shorter.

**Internet Only Accounts:** Library District residents may receive an Internet Only account upon presentation of a current, valid photo ID. This account does not have an associated card and is valid for three years. The account allows the account holder to log on to and use the Library's public use computers, but offers no additional services.

**Nonresident Borrowers:** The Library offers services to nonresidents in compliance with 75 ILCS 16/30-55.60. "Nonresidents" are defined as individuals living in an area unserved by any public library. Upon proper application and payment of the nonresident fee, an individual may be issued a Library account which entitles the account holder use of Library facilities and services. Such accounts shall be valid for one year. Only one member of a household needs to pay the annual nonresident fee in order for other household members to receive Library accounts. The nonresident fee is determined annually by the Board of Trustees as outlined by state law and administrative rules. Nonresident fees are not refundable. Any Library policies pertaining to residents shall likewise apply to nonresidents.

**Reciprocal Borrowers:** "Reciprocal borrowing" means the privilege of a person holding a valid library registration card from a local library to borrow library materials from other libraries (75 ILCS 16/1-5). Libraries that participate in the SHARE library automation consortium have made their borrower records available to all SHARE members so that account holders may use their library cards anywhere in the consortium without additional registration needed. Mississippi Valley Library District account holders may request reciprocal borrowing privileges at non-SHARE Illinois libraries according to the libraries' local registration policies. Non-SHARE Illinois library account holders may also receive reciprocal borrowing privileges from the Library upon verification that their library account is in good standing and upon providing application information as outlined above for residents. Reciprocal borrowers may have limited access to certain services as determined by third-party service agreements.

**Property and Business/Organization Owners:** Property owner and business accounts shall be valid for one year. Property owners who present a current real estate tax bill or receipt for property owned within the Library District may receive a property owner account. Business/organization owners may receive a business account upon providing a current photo ID and two documents verifying the business/organization's residency. Only one card will be issued per business/organization.

**Eligibility for Multiple Accounts:** Although an individual may qualify for multiple public library accounts (example - lives in Maryville [resident account] and owns property in Collinsville [property owner account]), only one public library account in the SHARE library automation consortium will be granted.

Reviewed and Approved, 11/20/2017

### **5.1.3 Account Renewal**

An expired account may be renewed at any time. The account holder must be present at the Library with a current photo ID to complete a renewal. If an account is no longer in the Library's database, or if the account holder has a change of name or address, the renewal will be treated as a new registration as outlined above.

Reviewed and Approved, 11/20/2017

### **5.1.4 Fines, Fees, Charges**

Patrons with overdue items shall be charged an overdue fine at a rate determined by the Library Board of Trustees. The Library observes a two-day grace period before fines are charged.

The charge for lost or damaged items is the list price of the item, plus billing fee if applicable. Refunds for lost items only may be requested within 30 days and upon presentation of the payment receipt and the item in question, which must be in good condition and able to be added back into circulation. A billing fee is added to an account at the time that the account holder's unreturned items have progressed to the billing stage. Billing fees are nonrefundable.

Lost cards will be replaced upon request for a fee.

Staff members receive the employment benefit of being exempt from all overdue fees. This privilege does not extend to members of their families or households. Trustees are not eligible to be exempt from overdue fees as this is considered compensation and is not permitted under 75 ILCS 16/30-30.

Reviewed and Approved, 11/20/2017

### **5.1.5 Delinquency and Inactivity/Record Purging**

A Library account becomes delinquent when outstanding charges total \$5.00 or more. Delinquent accounts will be suspended from Library privileges until the outstanding issues are resolved; accounts linked to delinquent accounts may be suspended on a case-by-case basis.

The Library issues a series of notices to patrons with overdue items in an attempt to have the items returned to the Library. If an item remains overdue three weeks past the due date, it will be billed to the borrower's account along with a billing fee.

The Library utilizes a collection agency for severely delinquent accounts. Accounts sent to collections have a minimum of \$75.00 in accumulated charges.

An inactive account is one that has expired and has had no activity on it after the expiration date. Accounts without any outstanding issues will be purged from the Library's database after two years of inactivity. Under special circumstances, an account may be deemed inactive and/or purged prior to the two-year timeline.

Reviewed and Approved, 11/20/2017

### **5.1.6 Confidentiality of Records**

The Library abides by the Library Records Confidentiality Act, 75 ILCS 70/1, which provides that registration and circulation records are confidential. Registration records include any information a patron provides in order for that patron to become eligible to borrow Library materials. Circulation records include all information identifying the patron borrowing particular

materials. The Library does not make available registration or circulation records to any party except in compliance with the law. The Library does not make available lists of registered library patrons except in compliance with the law. The Library will, however, identify for a parent or guardian materials checked out by a child for whom the parent or guardian is responsible.

Reviewed and Approved, 11/20/2017

## **5.2 HOURS OF OPERATION, LOAN PERIODS, FINES, FEES**

The Mississippi Valley Library District Board of Trustees will establish hours of operation, loan periods, and overdue fines. These will be reviewed by the Board of Trustees as needed.

All other fees are determined by the Executive Director.

Reviewed and Approved, 9/18/2017

### **5.2.1 Amnesty Program**

The Library may offer amnesty on overdue fines. The dates and nature of the program are determined by the Executive Director.

Reviewed and Approved, 9/18/2017

[Section 5.3 is blank]

## **5.4 COMPUTER AND INTERNET ACCESS**

### **5.4.1 General**

Patrons using the Library's internet and computers are subject to all policies and procedures of the Library. The use of the Library's internet and computers is a privilege, not a right, and the Library reserves the right to limit, refuse, and/or ban individuals from using Library equipment and services. Patrons are not permitted to load personal software on Library equipment.

The Library provides printing services for a per-page fee. Patrons are responsible for previewing printed items and paying for all printouts. Earphones or earbuds are required for listening to audio on the computers; patrons may use their personal equipment for this purpose or purchase earbuds at a service desk. When a computer session ends, each computer restarts and wipes clean any files saved to the computer by its previous user. Flash drives are available for purchase at the service desks to save files before a session closes.

Library staff may provide assistance to patrons using Library computers and/or internet access as time and staff knowledge permit.

Reviewed and Approved, 9/18/2017

### **5.4.2 Eligibility**

Computer and internet access are available for public use on a first-come, first serve basis. The service is available for all ages. Patrons must have a valid Library card or a card from another SHARE library in good standing to utilize this service. Anyone with a Library or SHARE account not in good standing will not be given computer or internet access until the account is in good standing. Anyone requesting use of a Library computer who does not have a Library or SHARE account and is not eligible to register at the Library may receive one guest pass per day for a fee. On a case-by-case basis free guest passes may be granted by a Center Manager or the Executive Director.

Reviewed and Approved, 9/18/2017

### **5.4.3 Acceptable Use**

The Library requires that patrons using Library computers and/or electronic information networks such as the internet do so within the guidelines of acceptable use. The following activities are unacceptable:

- Destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures
- Use of electronic information networks in any way which violates a federal or state law, including unauthorized copying or distribution of copyrighted materials
- Use of electronic information networks in any way that violates licensing and payment agreements between the Library and network/database providers
- Unauthorized duplication of copy-protected software or violation of software license agreements
- Violation of system security or other means of gaining unauthorized access to other computers or systems
- Behaving in a manner that is disruptive to others

Reviewed and Approved, 9/18/2017

#### **5.4.4 Library Patrons' Rights**

Library patrons have certain rights with respect to use of electronic information networks such as the internet. The Library will work to preserve and protect those rights, subject to limitations imposed by licensing and payment agreements with database providers.

- The Library respects the confidentiality of records, electronic or otherwise, that identify individual users and link them to search strategies, sites accessed, or other specific data about the information they retrieved or sought to retrieve. The Library respects its patrons' privacy; however, it is unable to guarantee privacy in a public forum.
- 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.

Reviewed and Approved, 9/18/2017

#### **5.4.5 Time Limits**

Patrons using Library computers are permitted a minimum session of 60 minutes per person per day. Sessions may be shortened if a patron is not in compliance with Library policies or if the session conflicts with the Library's hours of operation. If there are no waiting reservations, additional time may be granted in increments for a total use time of 240 minutes per person per day.

Reviewed and Approved, 9/18/2017

#### **5.4.6 Internet Use**

The internet is an unregulated medium connecting people and information sources from around the world. 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 the Library. Library patrons 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:

- Information may or may not be reliable or from a reliable source.
- Information may or may not be accurate.
- Information may or may not be current and up to date.
- The Library is a family-friendly establishment. Patrons are to reflect and respect this role of the Library in the content viewed through the Library's internet connection and/or on Library computers. Certain information may be considered controversial/objectionable by some Library patrons. Some materials on the internet are considered obscene and/or harmful to minors.
- 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.
- The availability of information on the internet does not constitute endorsement of the content by the Library.

In compliance with the federal Children's Internet Protection Act (CIPA), the Library has installed internet filters on children's public use computers. Individuals over the age of 18 may ask staff to remove the filters on their computer. Library staff cannot remove filters for persons under 18 not under constant adult supervision and/or without written consent from the person's parent or guardian. While filters attempt to block objectionable sites, no filtering system is completely effective or efficient. The Library affirms and acknowledges the rights and responsibilities of

parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the internet. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety. If a site appears to be inaccurately blocked, please inform staff at the desk. The Library reserves the right to ask for proof of age from any persons requesting that a filter be turned off.

The Library offers wireless internet access for public use. The Library's wireless access points are not filtered. There may be times when patrons may not be able to access a given site on the internet due to circumstances beyond the control of the Library.

The Library urges 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 or losses, indirect or direct, arising from a patron's use of internet information resources.

Reviewed and Approved, 9/18/2017

## **5.5 SERVICES TO PATRONS WITH DISABILITIES**

The Mississippi Valley Library District (hereafter "Library") offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Library acts as a facilitator between the patron and the National Library Service for the Blind and Physically Handicapped, offers homebound delivery service, and welcomes service animals.

Reviewed and Approved, 9/18/2017

### **5.5.1 Homebound Service**

#### **Purpose and Definition**

The Mississippi Valley Library District (hereafter "Library") provides free homebound service as a courtesy for eligible individuals. The service provides coordinated delivery and pick-up of Library materials at the patron's residence on a regular basis. "Homebound" is defined as being confined to one's residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. The service is open to all ages.

#### **Eligibility**

Eligible individuals:

- Reside in the Library's service area
- Have a Library card in good standing
- Meet the definition of "Homebound" as described above
- Do not have anyone else in the household who is capable of retrieving and/or returning Library materials at Library facilities on the individual's behalf

#### **Enrollment, Participation, and Suspension/Discontinuation**

Interested individuals must complete the Library's Homebound Application. Library staff will contact the individual to verify the application's information and determine if and/or when services will commence. Library staff will regularly contact homebound participants to assist with selecting new materials, extending loan periods if needed, and confirming availability for the next scheduled delivery/pick-up. It is the homebound participant's responsibility to notify the Library if their contact information or residence has changed either temporarily or permanently.

Individuals receiving homebound service must protect all Library items in their custody and must provide a safe and appropriate environment for Library staff who make deliveries. Library materials will only be delivered directly to the homebound individual or to a staff member of a care facility at which the homebound individual currently resides. Library staff will not leave materials unattended or unclaimed during delivery/pick-up. If no one is available to meet Library staff during delivery/pick-up, the individual's items will be returned to the Library.

Homebound service participants are subject to all Library policies, including those set forth for borrowing materials. The Library retains the right to suspend or discontinue participation in homebound service as determined by factors including but not limited to: poor condition of materials upon their return; inappropriate behavior; unsafe or unsanitary property conditions; changes in the individual's health or circumstances that impact their eligibility; and inability to contact the participant for an extended period.

Individuals whose homebound service has been suspended or discontinued will be notified in

writing by the Library. The reason for the suspension or discontinuation will be provided. Depending on the nature of the suspension or discontinuation, the individual will be provided a period of time during which to take corrective action. At the end of that period, Library staff will evaluate whether the individual is eligible to receive homebound service again.

Adopted: 07/17/2017

### **5.5.2 Service Animals**

Service animals are welcome in the Library in accordance with the Americans with Disabilities Act (ADA). Additionally, comfort animals are welcome. All service and comfort animals must comply with the following requirements:

- The animal must not be disruptive or cause damage to library property
- The animal must be housebroken
- The owner must be able to maintain control over the animal

Reviewed and Approved, 9/18/2017

## **5.6 ADDITIONAL SERVICES**

The Mississippi Valley Library District (hereafter “Library”) offers a variety of services in addition to those outlined above. Some services may require a fee; others are provided free of charge. These services include, but may not be limited to:

- Faxing
- Laminating
- Notary Service (see below)
- Photocopying
- Proctoring (see below)
- Programs and Events

Adopted 9/18/2017

### **5.6.1 Notary Service**

The Library offers notary service for a fee. Patrons requesting service must provide current, valid photo identification. Notary service will not be provided if, in the sole discretion of the Library, there are issues of identification or authenticity of documents.

Adopted 9/18/2017

### **5.6.2 Proctoring**

The Library will proctor online and written exams for individuals providing a current, valid form of identification. Proctoring service will not be provided if, in the sole discretion of the Library, there are issues of identification or authenticity of documents. Online exams will be taken using Library computers. The Library cannot guarantee that technical problems will not occur while using the Library’s internet and/or computers. The Library Center Managers will oversee the scheduling of exams and proctors. Any full-time Library staff may act as a proctor. Both the Library and the patron have the right to cancel an exam or to reschedule for a mutually agreed-upon time. The Library has the right to deny service to individuals based on factors including, but not limited to, failure to appear for previously scheduled exams, failure to pay for prior exams’ postage, and patron Library accounts that are in collections.

Patrons are responsible for monitoring deadlines set by their institution and scheduling exams. Exams must be scheduled at least 48 hours in advance. Patrons must provide proper photo identification upon arrival at the Library. If the Library incurs fees in order to return the exam, the patron is responsible for reimbursing the Library.

Adopted 9/18/2017

**[Section 5.7 is blank]**

## **5.8 INTERLIBRARY LOAN**

The Mississippi Valley Library District (hereafter “Library”) is an active member of the SHARE library automation consortium. The Library draws upon the collections and resources of other SHARE members as the primary way of supplementing the Library’s own collection. The Library complies with the borrowing and lending policies set by SHARE as required by the membership contract. Items requested through SHARE are provided to patrons free of charge.

The Library follows the American Library Association’s *Interlibrary Loan Code for the United States*. If SHARE is unable to provide access to a requested item, patrons may request that the Library pursue interlibrary loan through Worldcat, an international library lending network. Patrons requesting materials through Worldcat will be required to pay a postage fee for out-of-state materials.

Reviewed and Approved, 9/18/2017

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### **6.3 DRUG AND ALCOHOL POLICY**

The Mississippi Valley Public Library District 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 (5) 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.

## **6.4 BLOODBORNE PATHOGEN POLICY**

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Mississippi Valley Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

### **6.4.1 Exposure Determination**

No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated..... contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

### **6.4.2 Universal Precautions**

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

### **6.4.3 Exposure Control Plan**

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

## **6.5 POLICY PROHIBITING SEXUAL HARASSMENT**

### **6.5.1 PROHIBITION ON SEXUAL HARASSMENT**

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Mississippi Valley Library District (hereafter "Library") to prohibit harassment of any person by any administrator or employee of the Library on the basis of sex or gender. All administrators and employees of the Library are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

### **6.5.2 DEFINITION OF SEXUAL HARASSMENT**

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception

and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### **6.5.3 PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT**

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note, a memo, or an email.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to a Center Manager, or the Executive Director.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible administrator, the Library will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Library. However, all Library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos, emails and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Library. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### **6.5.4 PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS**

No administrator or employee of the Library shall take any retaliatory action against any Library employee due to a Library employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any Library employee that is taken in retaliation for a Library employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### **6.5.5 CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT**

In addition to any and all other discipline that may be applicable pursuant to Library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Library and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Library shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

#### **6.5.6 CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT**

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable Library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

**Adopted by Ordinance 18-04: 01/08/2018**

## **6.6 PREVAILING WAGE ACT**

In accordance with the State Statute and the Illinois Department of Labor Regulations, Mississippi Valley Public Library District 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. A newspaper publication notifying area residents is also made.

## **6.7 INVESTMENT OF PUBLIC FUNDS**

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Mississippi Valley Public Library District. Its scope is all public funds of the Library.

### **6.7.1. Responsibilities**

All investment policies and procedures of the Mississippi Valley Public Library District will be in accordance with Illinois Law. The authority of the Library Board of library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein.

Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Library Board of Library Trustees.

### **6.7.2 Delegation of Authority**

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer; and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment program.

### **6.7.3 "Prudent Person" Standard**

An Library investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **6.7.4 Objectives**

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

Legality (conforming with all legal requirements) Safety (preserving capital and including diversification appropriate to the nature and amount of the funds) Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated) Yield (attaining a market rate of return on investments) Simplicity of management

#### **6.7.5 Guidelines**

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

A) Legality and Safety:

I . Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage [unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral].

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.

B) Liquidity:

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

C) Yield - Return on investment:

Within the constraints on Illinois law, considerations of safety, 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.

D) Simplicity of management:

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

#### **6.7.6 Reporting.**

Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance.

#### **6.7.7 Internal Controls**

In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.

#### **6.7.8 Authorized Financial Dealers and Institutions**

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

#### **6.7.9 Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

#### **6.8 UNATTENDED CHILDREN**

Parents are responsible for the behavior of their children while they are in the Library. The Mississippi Valley Public Library District staff is committed to help children with activities related to the Library. However, It is not the library staff's responsibility to serve as baby-sitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child.

When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

Children over the age of ten (10) may use the Library unattended by an adult or caregiver and will be subject to all Library rules and policies concerning behavior, conduct, and demeanor.

From time to time, the Mississippi Valley Public Library District schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then supervision is required. When no supervision is indicated and if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

#### **6.9 CELL PHONE, PERSONAL COMPUTER OR OTHER PERSONAL ELECTRONIC AUDIO USE IN THE LIBRARY**

- Patrons will be asked to use an etiquette with cell phones, computers and other personal electronic audio equipment that shows that they understand the rights of other individuals including the staff that are sharing the space. Some of the requests of the Library are but will not be limited to:Place your cell phone on vibrate
- Find a secluded place away from other people to talk on your phone
- Speak softly Make your conversations short
- Keep the volume on equipment at a minimum and use earphones for public silence
- Each patron will be asked to monitor their own behavior on these types of equipment.
- If their activity becomes intrusive, they may be approached by the staff for a correction of the activity.
- If the patron who is disturbing the environment through the use of the equipment refuses to correct the problem, they can be asked to leave the Library.

### **7. PERSONNEL**

The Mississippi Valley Public Library District will promote the welfare of the individual staff members while meeting the staffing needs of the Mississippi Valley Public Library District. These policies serve as a guideline for personnel matters but cannot cover every matter or problem concerning employment by the

library. Issues that are not covered by this manual will be determined by the Library Director and/or the Board of Trustees.

This personnel policy will be applied consistently without bias. This policy is not to be considered as a contract of employment. All employees serve at the will of the Board of Trustees. The content of this policy is subject to change by the Board of Trustees.

## **7.1 ORGANIZATIONAL STRUCTURE**

The organizational structure of the library staff is diagramed in Appendix B. All positions in the library are detailed in the job descriptions in Appendix C and are classified in the following manner:

- A. Type and difficulty of duties
- B. Responsibilities of the position
- C. Qualifications required including education, experience and abilities.

## **7.2 APPLICATION, SELECTION AND EMPLOYMENT**

### **7.2.1 APPLICATION AND INTERVIEW**

The Mississippi Valley Public Library District provides equal employment and advancement opportunities for all employees and applicants for employment. All personnel actions and employee programs are administered on a nondiscriminatory basis.

The library recruits both internally and externally for vacant positions. Professional journals, local newspapers, library system newsletters and other appropriate media are used to advertise for available positions.

Application may be made by application form or by resume. Applicants may be asked to supply additional support documentation based on the requirements of the position.

Applicants for the position of Library Director will be interviewed by the personnel committee.

### **7.2.2 SELECTION AND APPOINTMENT**

Applicants for employment, other than the Library Director, will be interviewed and selected by the Director of the Library District. An entry interview will be held with the Library Director and an introductory trial period will be maintained.

An employee who was previously employed at the Mississippi Valley Library District may be considered for rehire if they followed proper procedure according to the Library Policy 7.6.1 RESIGNATION at the time that they left the Library's employment and if they were not terminated or dismissed from their prior position. Appointment to the Library Director's position will be made by the Board of Trustees.

Anyone accepting a position with the library will receive a copy of this manual and will be responsible for following the policies in it.

### **7.2.3 PROBATIONARY PERIOD**

The first three months of employment will be considered a probationary period during which time the individual is trained and evaluated for effective job performance. This period allows the library to determine the employee's suitability for the position and for continued employment by the library. It also allows employees an opportunity to decide if they are satisfied with the position and the library as an employer. A written evaluation will be done after three months and at the end of the six-month period. More frequent evaluations will be done when deemed necessary. Employment may be terminated at any time during this period if the employee is unable to perform the duties required by the position. This procedure covers both full-time and part-time employees.

### **7.2.4 AT WILL EMPLOYMENT**

It is the policy of the Mississippi Valley Public Library District 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 Board of Library Trustees.

## **7.3 CONDITIONS OF EMPLOYMENT**

### **7.3.1 HOURS OF WORK**

A normal week will consist of 40 hours for full-time employees. Anything less will be considered part-time.

Employees must report to work promptly as scheduled. Staff members unable to report to work because of illness or emergency should notify the library within one hour of scheduled work time to the scheduled supervisor. Repeated violations of a work schedule will subject an employee to disciplinary action.

### **7.3.2 SALARIES**

Salaries will be reviewed annually before the beginning of the fiscal year. In the case of new personnel, review may be made more often.

Paychecks are distributed biweekly on Friday and reflect the prior two full weeks ending on the prior Saturday to that Friday.

### **7.3.3 PERSONAL APPEARANCE**

The appearance of an employee reflects directly on the library and its services. All employees are expected to be clean and well groomed. Dress should be appropriate for the type of work performed and at the discretion of the Director.

## **7.4 EVALUATIONS AND PROMOTIONS**

### **7.4.1 EVALUATIONS**

Evaluations will be performed by the Library Director annually prior to the approval of the budget.

## **7.5 DISCIPLINARY ACTIONS**

### **7.5.1 DISCIPLINARY PROBATION**

An employee who receives a poor performance evaluation at any time after the initial probationary period, may be placed on disciplinary probation. This probationary period will last for a minimum of three months and will not exceed six months. At the end of the probationary period, a decision will be made to take the employee off probation or to dismiss the employee.

### **7.5.2 SUSPENSION**

An employee charged with an offense that might require dismissal for cause may be suspended without pay pending the outcome. If the employee is cleared by investigation, restitution of unpaid salary will be made.

## **7.6 SEPARATIONS**

Upon separation from employment, all employees are required to return library keys and any library property that might be in their possession.

### **7.6.1 RESIGNATION**

Employees resigning their position should notify the Library Director. Written notification including the last day of employment is required. A minimum of two-weeks written notice is customary for support staff, and four-weeks written notice is asked for professional staff. Failure to give proper notice will be recorded in the employee's personnel file.

### **7.6.2 DISMISSAL**

The employment relationship may be terminated at any time by the Library Director and can be subject to the approval of the Board.

When desirable, the administration and the employee may mutually agree on separation of employment.

If a staff member fails to perform adequately or does not respond to corrective job instructions or disciplinary measures the employee may be dismissed.

Instances of serious misconduct will result in immediate dismissal.

### **7.6.3 RETIREMENT**

Retirement from the Mississippi Valley Public Library District is governed by the retirement rules of the Illinois Municipal Retirement Fund and the Social Security Administration.

Unused vacation and sick leave will be paid to the employee at the time of retirement

## **7.7 GRIEVANCE POLICY AND PROCEDURE**

The Board of Trustees realizes that employee problems and concerns arise from time to time. Usually, these concerns can be resolved through informal and open discussion on a day-to-day basis. Employees are encouraged to reach satisfactory solutions to these concerns by regular and open communication.

### **7.7.1 DEFINITION**

A grievance is any difference arising between the employer and an employee in interpretation or application of library policy or condition of employment which directly affects the employee in the performance of his or her duties.

### **7.7.2 PURPOSE AND SCOPE**

The purpose of the Mississippi Valley Library District's Open Door Policy is to implement the Library's philosophy that all employees should have free and immediate access to management to raise any type of work-related concerns.

Employees are encouraged to raise work-related concerns with their immediate supervisor as soon as possible after an event that may cause an employee to be concerned. Alternatively, if an employee believes that their immediate supervisor is not the appropriate person with whom to raise such matters, the employee is encouraged to bring their concerns to the attention of any other supervisor or any member of management. Employees are further encouraged to pursue discussion of their work-related concerns with the management official under the Grievance/Complaint Procedure until their concerns are fully resolved. The Library cannot guarantee that in each instance the employee will be satisfied with the result, but in each case an attempt will be made to explain the resolution of the matter to the employee, even when it is not the result that the employee sought. The Mississippi Valley Library District believes that such concerns are best addressed through informal and open communication. No employee will be disciplined or otherwise

penalized for raising a good-faith concern. The Library will attempt to keep confidential all such expressions of concern, their investigation, and the terms of their resolution. At the same time, however, some dissemination of information to others may be appropriate and necessary during the process of investigating and resolving the employee's concerns.

## **7.8 BENEFITS AND LEAVES**

### **7.8.1 VACATION**

#### **Full Time Employees:**

The Director will be granted three weeks paid vacation after completion of one year of employment, and four weeks paid vacation at the end of five years and five weeks at the end of 10 years

Paid vacations for full-time employees, excluding the Director, will be based on the following schedule:

<u>Length of Service</u>	<u>Vacation</u>
At 7 months	1 week
At 1 year	1 week
From 2 years to 4 years	2 weeks per year
From 5 years to 9 years	3 weeks per year
From 10 years and over	4 weeks per year

Vacation periods will be determined on the basis of length of service at the anniversary of the hiring date of each employee. All vacations earned during the given anniversary year must be used before January 1<sup>st</sup> of each year or forfeited.

#### **Part Time Employees:**

Part-time employees will receive 40 hours of paid vacation after one year of their employment. This vacation may not be scheduled the day before or the day after a holiday. All vacation time must be approved in advance of the monthly work schedule. No vacation time can be used for the inability to cover their assigned shift. Requests for vacation leave

will be submitted to the Library Director on the Personnel Request Form provided to each library staff member. The Director will have final approval of all vacation scheduling. Any hours not used by January 1<sup>st</sup> of each year will be forfeited.

## **7.8.2 SICK LEAVE**

### **Full Time Employees:**

Each full-time employee will be granted one day of paid sick leave per calendar month of employment after 30 days of employment. Unused sick leave can be accumulated to a maximum of 240 working hours.

Annually employees are paid for one half of accumulated sick leave hours more than 240 working hours.

Sick leave may be used in the event of the illness of the staff member or for doctors' appointments for the staff member.

Suspected abuse of sick leave may result in the requirement of a doctor's certification. Abuse of sick leave will result in disciplinary action. After two consecutive days of sick leave, a doctor's statement will be required to return to work.

A sick day cannot be used at the beginning or at the end of a scheduled vacation nor the day before or after a holiday. A doctor's statement will be required to return to work on these occasions.

An unused portion of sick leave will be paid to the employee upon retirement or to a beneficiary upon the death of the employee.

### **Part Time Employees:**

Each part time employee is allowed one unpaid sick day per year without calling or providing a substitute for his/her assigned shift. The second day (or time) within the year, whether contiguous or not, the employee must provide a substitute for their assigned shift or a doctor's statement of inability to come to work. If these conditions are not met, the employee will be given one week off without pay. The third day (or time) within the year, whether contiguous or not, the employee must provide a substitute for their assigned shift or a doctor's statement of

inability to come to work. If these conditions are not met, the employee will be given two weeks off without pay. The fourth day (or time) within the year, whether contiguous or not, the employee must provide a substitute for their assigned shift or a doctor's statement of inability to come to work. If these conditions are not met, the employee will be terminated from their position at the Library.

### **7.8.3 PERSONAL LEAVE**

Each full-time employee will be granted one personal leave day annually.

This leave may not be scheduled the day before or the day after a holiday.

Personal leave must be used within the year it is granted.

### **7.8.4 FAMILY AND MEDICAL LEAVE**

Family and medical leave will be granted when an employee or immediate family member becomes seriously ill or disabled or when a new child is in the home. To be eligible for family and medical leave, an employee must have 12 months of continuous service with the library during which 1250 or more hours were worked.

Employees who do not meet these requirements are not entitled to leave under this policy. An eligible employee may request up to 12 work weeks of this category of leave during any 12 month period.

#### **Child/Family Care Leave**

This leave is granted to care for a child after birth, adoption or placement in the employee's home for foster care or to care for a covered family member with a serious health condition.

- If the leave is planned in advance, employees must provide the library with at least 30 days notice prior to the anticipated leave using the leave request form.
- If the leave is unexpected employees should notify the library director and file the leave form as soon as possible.

The employee will be required to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. All library benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during the leave period.

All group health benefits will continue during the leave provided employees continue any payments they regularly make to the plan. Other benefits such as pension and long-term disability will be governed by the terms of the plan.

Employees requesting leave to care for a family member may be required to provide medical certification from the family member's physician describing the nature of the illness and probable length of time treatment will be required.

### **Employee's Serious Health Condition**

If the leave is planned in advance, employees must provide the library with at least 30 days notice prior to the anticipated leave using the leave request form provided to each library staff member.

If the leave is unexpected, employees should notify the Library Director and file the leave form as soon as possible.

Employees will be required to use all accrued, unused sick, vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All library benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during the leave period.

All group health benefits will continue during the leave provided employees continue any payments they regularly make to the plan. Other benefits such as pension and long-term disability will be governed by the terms of the plan.

During this leave, employees may be required to provide the library with additional physician's statements on request from the library or the city's insurance carrier explaining their disability and inability to work.

Before employees can return from medical leave, they must present a note from their physician indicating that they are able to return to work and perform the functions of their position or indicate any limitations that have been placed upon them.

### **Reinstatement Rights**

Eligible employees returning from leave are entitled to be reinstated to their former position or one equivalent in benefits, pay and other conditions of employment.

Exceptions to this provision may apply if financial circumstances have changed and caused the position to be eliminated. Exceptions may also apply for certain highly compensated employees under certain conditions.

### **Leave for Employees Who Do Not Meet the Minimum Service Requirements**

Employees who do not meet the employment requirements stated above may request leave with the same notification processes listed in parts two and three of the Family and Medical Leave section of this policy.

The certification requirements and conditions for required use of accrued time off, benefit's accrual, and continuation of group health insurance during the leave will be the same as those indicated in parts two and three.

Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting leave under part five of this policy. The library will attempt to place the employee returning from leave in their former position or a comparable one dependent upon the library's budget, the need to fill vacancies and the library's ability to find a qualified temporary replacement.

### **7.8.5 HOLIDAYS**

The library will be closed and all full-time employees will be paid for all holidays approved by the Board of Trustees. Those holidays are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Easter Day	Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Birthday of Employee (floating)	New Year's Eve

### **7.8.7 BEREAVEMENT**

Up to five days of bereavement leave with pay will be granted annually to full-time employees under the following circumstances:

- Death of an immediate family member (defined as parent, child, grandparent, grandchild, spouse, and parent of a spouse)
- Death of any bona fide household member

### **7.8.7 JURY DUTY**

Employees called for jury duty will receive his/her regular pay during the time they are serving. The jury stipend may be kept by the employee.

### **7.8.8 REQUESTS AND APPROVAL OF LEAVE**

All leave requests should be made on the form provided by the library. In emergency situations, leave may be granted verbally and the form completed when practical.

Requests for leave without pay may be granted, denied or modified by the Library Director. Requests for leave will be approved or denied timely. Every effort will be made to honor employees' requests, but first consideration goes to the proper staffing of the library.

Approval of leaves, other than sick or bereavement leaves, may be canceled by the Library Director prior to the beginning of the leave if an employee is needed at work.

### **7.8.9 BENEFITS**

## **Pensions**

- Social Security
- Illinois Municipal Retirement Fund (IMRF)

## **Health Insurance**

- Entire premium paid for the employee only
- Dental insurance and a life insurance benefit paid for the employee only

## **Workmen's Compensation Insurance**

## **Tuition Reimbursement**

- The Library will pay up to \$500 per term for a class or classes approved in advance by the Director as appropriate and necessary to our service.
- The Library will reimburse the actual amount of the class upon completion with proof of initial payment and a grade of B or better or its equivalent.
- The employee accepting tuition reimbursement is obligated to stay with the Library as an employee for 2 years after payment for the class by the library has been made or the employee will be expected to pay back the amount that was expended by the library on that class or classes.
- Classes are to be taken on the employee's own time.

## **Staff Development Day**

Staff development improves the quality of library service offered to the users of the library by encouraging and providing for the growth and the skills of staff members.

- The library will be closed until 1:00 P.M. on designated Fridays for staff development and training.

## **Professional Affiliations**

Staff members are encouraged to become members of professional organizations and to participate in the work of these organizations when library duties will permit it.

- Working within the library budget, time with pay and expenses may be allowed for the Library Director and/or Assistant Director to attend library conferences and other professional meetings.
- Budget permitting, the library will pay membership dues in the American Library Association for the Library Director and the Illinois Library Association for the Director and Assistant Director and interested Trustees.

## **7.9 MISCELLANEOUS POLICIES**

### **7.9.1 PERSONNEL FILES**

A personnel file will be maintained for each employee. The file will contain the following materials:

- Application for employment
- Letters of reference
- Letter of appointment to the employee's position
- Letters of recommendation and commendation
- Disposed disciplinary proceedings, if any
- Letter of resignation or termination, if any.

Each employee will have the right upon written request to the Library Director or Secretary of the Board of Trustees, to review the contents of the employee's own personnel file in the presence of the Director or Board Secretary, and place in the file written reactions to any of its contents.

Files on pending disciplinary actions will be separate and remain confidential until the conclusion of all the procedures.

### **7.9.2 DRUG FREE WORKPLACE**

The Board of Trustees of the Mississippi Valley Public Library District in compliance with the Drug Free Workplace Act of the Illinois Compiled Statutes hereby establishes this Drug Free Workplace Policy.

Employees are hereby notified

- that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Mississippi Valley Public Library District workplace. An employee is considered to be in the library's workplace when they are on any property owned by the library or when they are in the performance of their employment of the Mississippi Valley Public Library District wherever located, including personal vehicles when engaged in library business or activities.
- that as condition of employment they will abide by the terms of this policy and they will notify the Library Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- that disciplinary action, including possible dismissal and termination of employment, may be taken against employees for violations of this prohibition.

The Library Director is hereby directed

- to establish a drug free awareness program to inform the employees about the dangers of drug abuse in the workplace, this drug free workplace policy, available drug counseling, rehabilitation, and employee assistance programs and penalties may be imposed upon employees for drug violations.
- to impose a sanction on, or to require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted as required herein above.
- to assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required, and to indicate that a trained referral team is in place.
- to ensure that a good-faith effort to continue to maintain a drug free workplace is implemented.

### **7.9.3 ADVERSE WEATHER CONDITIONS**

In the event of extreme adverse weather, the Library Director will determine whether the library will be open and at what time. If the library is to be officially closed, employees will be notified by 7:00 a.m. If it is necessary to have a late opening, employees will be notified by 7:00 a.m. that there will be a late opening. By midmorning, the staff will be notified of the official opening time.

When the library has not been officially closed, and an employee arrives late or misses work due to weather conditions, the missed time should be charged to vacation or personal leave time. If an employee has scheduled time off or is sick on an adverse weather day his or her time will be credited for the amount of excused time allowed for the adverse weather.

## **8. FACILITIES**

### **8.1 RULES FOR USE OF LIBRARY**

The patrons of the Mississippi Valley Public Library District are expected to behave in a manner that does not disturb other Library patrons, disrupt the operation of the Library, or endanger library materials.

The Library's rules are designed to promote the safety and security of the Library's patrons and collections, and to insure that the Library remains conducive to the mission of the Mississippi Valley Library District.

Library patrons are not permitted to:

1. Interfere with another person's use of the Library or with Library personnel's performance of their duties.
2. Lie or lounge on the floor, or sleep anywhere in the Library.

3. Lie down on furniture, put feet up on furniture, or move furniture other than chairs at tables.

4. Smoke anywhere in the Library.

5. Play audio equipment so that others can hear it. The use of head sets is permitted as long as such use does not disturb other Library patrons.

6. Talk loudly, make noise, use abusive or threatening language, or engage in other disruptive conduct.

7. Bring animals into the Library, except those needed to assist a patron with a disability.

8. Use the Library's restrooms as laundry facilities, bathing facilities, or gathering places.

9. Use Library facilities, other than public lockers, to store personal belongings.

10. Leave children who are in need of supervision unattended.

11. Solicit anywhere in the Library.

12. Bring a bicycle inside the building.

13. Use roller skates, roller blades, or skateboards on Library property.

14. Go without shoes inside the building.

16. Use electronic equipment to record members or staff without their prior permission.

Any person who deliberately mutilates or removes without authorization any part of the library collection, building, or furnishings;

Any person who presents a danger to the staff or to other library visitors whether real or proposed;

Any person or groups of individuals who cause a disturbance that becomes or could become boisterous;

Any person who willfully and persistently violate Library rules or engage in criminal acts;

Any of these occurrences can result in a person being expelled from the library by the Director or any of the direct supervisors on duty at the time of the offense. Any person expelled from the library can only return with permission from the Library Director.

The police will be called when Library patrons willfully and persistently violate Library rules or engage in criminal acts. After calling the police to the Library, staff members will cooperate with law enforcement officials. The Library's staff will file criminal charges and seek criminal prosecution if law enforcement officials believe that it is appropriate.

All Library staff members are responsible for maintaining order in the Library. When staff members observe a rule being violated, they are expected to enforce the rule or

to report the violation to their supervisor. When enforcing Library rules, staff members are expected to maintain a calm, nonjudgmental attitude, to avoid a loud tone of voice, and to avoid the use of phrases that might be considered to be condescending.

"Pursuant to ILCS 5/4-7, the Library Director or such authorized designee in his or her absence shall be and is hereby authorized to promptly remove any person or persons from the library premises who disrupts the peaceful use thereof, or the use and enjoyment thereof by its patrons or otherwise interferes with the operations of said Library, and is additionally authorized to request the assistance of the proper authorities when in his or her best judgement is required in keeping with the tenor of this Resolution."

Adopted by the Collinsville Memorial Board of Trustees on February 4, 1998

### **8.1.1 SUSPENSION OF LIBRARY PRIVILEGES**

The Illinois Revised Statutes permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for the following reasons:

- damaging Library property
- stealing Library materials
- physically harming or threatening staff or patrons
- persistent and willful violations as noted by the staff and addressed by the Director of the Library District.

Suspensions will be for a definite time period and will be reviewed semiannually upon request. The length of a suspension will be determined by the Library Director or other designated staff. Suspensions will apply to all Library facilities. Patrons who attempt to enter a Library facility while their Library privileges are suspended will be reported to the police for criminal trespass.

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

Library borrowing privileges can be suspended for:

- not returning Library materials.
- not discharging fines or other debts owed to the Library.

The suspension of borrowing privileges will not in any way limit a patron's use of other Library services.

Suspensions of Library borrowing privileges may also be appealed to the Library Board. Notice of an appeal of a suspension should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

## **8.2 EXHIBITS AND DISPLAYS**

The exhibit and display space of the Mississippi Valley Public Library District is a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). It is the intention of the Library Board that the Library's program of exhibits represent the intellectual, cultural and ethnic diversity of Collinsville. Uses of exhibit and display space that will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise , a significant safety hazard, or a significant security risk will not be permitted.

### **8.2.1 USE OF LIBRARY BULLETIN BOARDS**

A limited amount of bulletin board space is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Collinsville. Posters or announcements should be submitted to the Library's Administrative Office for posting. The following items will not be accepted for posting:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials.

Because space is limited, it may not always be possible to post all posters and announcements that are acceptable under the above guidelines. The following priorities will be used to determine which posters and announcements can be posted:

- Materials produced by the City of Collinsville and its agencies
- Announcements of events to be held in Collinsville
- Materials produced by organizations headquartered in Collinsville
- All other announcements

Posters will be displayed for no more than thirty days. The Library is not responsible for the care or return of posters.

## **8.3 DISTRIBUTION OF MATERIAL**

The Library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Collinsville. Announcements and literature for distribution should be submitted to the Library's Administrative Office. The following items will not be accepted for distribution:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

- Materials produced by the City of Collinsville and its agencies
- Announcements of events to be held in Collinsville
- Materials produced by organizations headquartered in Collinsville
- All other materials.

## **8.4 MEETING ROOM POLICY**

The meeting rooms of the Mississippi Valley Public Library District are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). Uses of meeting rooms which will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

### **8.4.1 BOARD ROOM**

The Library's Board Room is reserved for meetings of the Library Board and its committees, for meetings of the Library's staff, for meetings of committees and other bodies of professional organizations in which members of the Library's staff are involved, and for meetings of affiliated organizations that exist primarily to assist the Library in the fulfillment of its mission. In the event of scheduling conflicts, priority will be given to the meetings of the Library Board and its committees.

### **8.4.2 CARMA WILBERT READING ROOM**

The Wilbert Reading Room is intended for quiet individual reading or study.

#### **8.4.3 PROGRAMMING RESOURCE CENTER**

The Programming Resource Center is primarily intended for the use of adult programmers and tutors which are using the facility to develop a program for use by young people. Children are not allowed in the room unless they are accompanied by a librarian for the purposes of a story time. Programmers that wish to bring their group of children for an excursion to the room may do this on a one time only basis and the group cannot exceed 30 people in total (children and accompanying adults). This can only be accomplished by contacting the Library Director, Adult Services Librarian, or Youth Services Librarian.

#### **8.4.4 FLORENCE BURKHOLDER COMMUNITY ROOM**

The Mississippi Valley Public Library District provides the use of its meeting rooms under conditions established by the Board of Trustees. Library sponsored programs will have priority over all others. Use of the meeting rooms should not in any way interrupt normal library activity. To ensure that the meeting rooms are properly administered the following conditions have been established and will be closely followed.

1. A Meeting Room User Registration form will be made available to any qualified persons of a requesting group who is age 18 years or older. Groups not meeting these criteria must be approved by the Library Board of Trustees.
2. A Meeting Room User Registration form must be submitted prior to requesting a meeting date. This form must be submitted annually by each group using the room. Dates cannot be scheduled more than one year in advance and will not be scheduled over the telephone.
3. Each Meeting Room has a regular setup of tables and chairs. Rooms are rented with these setups only. The requesting group will be responsible for setup and tear down to leave the room in the pre-existing setup and condition before their arrival.
4. The Library has the following equipment available for use in the Meeting Rooms - TV, VCR/DVD player, Easel, Slide Projector, Overhead Projector, Projection Screen, Microphone and Podium, and Chalkboard. The request for use of any of these pieces of equipment should be included on the Meeting Room User Registration form.
5. There will a room charge for a five hour or less period of \$25.00 per meeting for Collinsville-based (defined as over 50% of membership are from Collinsville) nonprofit organizations  
\$75.00 per meeting of a nonCollinsville-based nonprofit organization

\$125.00 per meeting for a business or profit based organization  
\$50.00 per hour or any increment of an hour for use of the room outside of normal Library hours

6. The room will be given free of charge for use by the City of Collinsville, The Unit 10 School District administrative offices for public meetings, and any organization that is associated with the Mississippi Valley Public Library District such as the Friends of the Mississippi Valley Public Library District, et.al.
7. The Meeting Rooms should be paid in advance of the time that the group would like to use it.
8. When a group finds it necessary to cancel a meeting, it is the responsibility of the applicant to notify the library 48 hours prior to the meeting time or one-half of the charge will be accessed to the group.
9. The Meeting Rooms are not available holidays or any other day when the main library is closed to the public.
10. The Meeting Rooms cannot be used for religious or ethical society services or by partisan political groups.
11. Nothing may be attached to the walls or ceilings. Lighted candles may not be used in the Meeting Rooms.
12. No smoking or alcoholic beverages are allowed in the Meeting Rooms.
13. No group may store equipment or materials in the library without the Librarian's permission. The Library is not responsible for loss or damage to any equipment or materials owned or rented by a group in the Meeting Rooms whether with left with permission or without permission.
14. At the end of every meeting, the group is responsible for placing the room in the condition existing before the meeting began.
15. The Library Board of Trustees neither approves nor disapproves of the contents of programs or points of view of groups using the Meeting Rooms.
16. Any deviation from this policy, without Board approval, will result in the responsible group being denied further use of the room.
17. This policy may be modified by the Board of Trustees at any time.

#### **8.4.5 RESERVATION OF PUBLIC MEETING ROOMS**

Meeting room space should be reserved in advance by completing the "Meeting Room Reservation Form" and submitting it and the necessary fees to the Library's Administrative Office. Reservations must be made at least forty-eight hours in advance of the program and will be accepted up to one year in advance. Space may be tentatively reserved without the payment of fees, but all such reservations will be

canceled if the fee is not paid thirty days in advance of the meeting. The person signing the "Meeting Room Reservation Form" will be held responsible for all fees and damages. Applicants must be age eighteen or older. Reservations for programs with a projected attendance of less than ten individuals will not be accepted for the Community Meeting Room. The meeting rooms may be reserved for up to five hours in a single day. The Library should be notified of any canceled meetings or programs. Failure to notify the Library of a cancellation at least forty-eight (48) hours in advance will result in a charge for meeting room fees.

#### **8.4.6 KITCHEN USE AND FOOD SERVICE**

Simple refreshments (coffee, doughnuts, punch, cookies, hors d'oeuvres, etc.) or box lunches may be served at meetings. The kitchen is intended for this kind of use only, and may not be used for cooking. It is not possible for the Library to grant a single group exclusive use of the kitchen during their meeting. Refreshment supplies such as cups, containers, paper goods, tea and coffee are not provided by the Library. Groups using the kitchen are expected to leave it in the condition they found it; failure to do so will result in a clean up charge.

#### **8.4.7 HOURS OF USE FOR THE PUBLIC MEETING ROOMS**

The meeting rooms are available during the Library's regular hours. (Monday through Thursday from 9:00 A.M. to 8:00 P.M.; Friday and Saturday from 9:00 A.M. to 5:00 P.M; and Sunday 1:00 P.M. to 5:00 P.M.) No meetings will be scheduled prior to the Library's regularly scheduled opening unless prior arrangement have been made and an extra \$50.00 fee per one hour increment is assessed. If arrangements are made at least two weeks in advance, a meeting room may be used after the library's regularly scheduled closing, but the building must be vacated within two hours of the regularly scheduled closing. After hours users will be charged by the hour or part thereof according to the Library's current schedule of fees. This fee is intended to cover the cost of the necessary additional staff. All regular rental fees will be charged as well.

#### **8.4.8 DAMAGES AND LIABILITY**

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms will be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group, or organization holding a meeting in the library must fully release and discharge the Mississippi Valley Public Library District Board, the City of Collinsville, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. They must further indemnify and hold harmless and defend the Mississippi Valley Public Library District Board, the City of Collinsville, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting

#### **8.4.9 DENIAL OF MEETING ROOM PRIVILEGES**

Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation of, or refusal of future reservations.

## **8.5 SECURITY CAMERAS**

### **8.5.1 Purpose of Security Cameras**

The Mississippi Valley Library District (hereafter "Library") has security cameras to enhance the safety and security of Library patrons, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of Library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance and recorded archival data. There is no audio recording associated with the cameras.

*Adopted: 07/17/2017*

### **8.5.2 Signage**

The Library posts signs at all public entrances alerting patrons to the use of security cameras for monitoring and recording on Library property, both inside and outside.

*Adopted: 07/17/2017*

### **8.5.3 Staff Access to Digital Images**

Live surveillance and recorded data are accessible in staff areas only. Only the following administrative staff members are permitted to release recorded archival data to law enforcement in compliance with this policy: Executive Director, Center Managers. Such authorized administrative staff may direct other staff to access and isolate live or recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Executive Director whenever archival video data is accessed.

*Adopted: 07/17/2017*

### **8.5.4 Acceptable Use and Patron Privacy**

#### **a. Activity on Library Property**

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to access the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff members are permitted to connect the recorded digital image with identification data available on the Library's patron databases.

*Adopted: 07/17/2017*

#### **b. Requests from Law Enforcement and Department of Children and Family Services (DCFS)**

Authorized staff may use live surveillance or recorded data to cooperate with DCFS or law enforcement investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement or DCFS will be with the knowledge and authorization of the Executive Director when possible. If the Executive Director cannot be reached in a timely manner, a Center Manager may provide authorization.

*Adopted: 07/17/2017*

#### **c. Privacy**

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to Library patrons by Illinois State law, the Library's policies, and the American Library Association's policies on confidentiality and privacy, with footage released only in accordance with and as required by law.

*Adopted: 07/17/2017*

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## **9. COLLINSVILLE HISTORICAL MUSEUM**

The Collingsville Historical Museum was founded in 1976, when the Collingsville Woman's

Club and the Daughters of the American Revolution were considering a project to commemorate the United States Bicentennial. The museum is housed on the lower level of the library.

All present artifacts and future donations of artifacts are held by the Mississippi Valley Public Library District Board of Trustees.

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## **10. THE IRVING DILLIARD OFFICE**

The Irving Dilliard Office is a room named in the memory of Mr. Irving Dilliard. Mr. Dilliard, an ex-officio member of the Board of Trustees through his death in 2002, served actively on the Mississippi Valley Public Library District Board for fifty-two years (1936-1988). Throughout his career and his life he was a defender of the Constitution and an advocate of education. He was immensely proud of his Collingsville, Illinois roots.

The staff office which carries his name on the lower level of the Collingsville Library will remain a lasting memory of his interest in the Library and his contribution to the original design of the 1935 section of our building.

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## **11. THE BLUM HOUSE**

This turn of the century home, which stands at 414 West Main Street, was donated to the Mississippi Valley Public Library District in 1997 by the Collingsville Building and Loan Association. It was given for uses only consistent with Library purposes. The home was once the residence of the J. Henry Blum family. This family operated the Blum Mfg. Co. which manufactured cowbells.

The Blum House, its' furnishings, and artifacts are under the jurisdiction of the Board of Trustees.

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## **12. FRIENDS OF THE COLLINSVILLE MEMORIAL PUBLIC LIBRARY CENTER**

The Library Board supports the Friends of the Mississippi Valley Public Library District, which is a self-sustaining organization with the main purpose of supporting the Mississippi Valley Public Library District through a wide variety of educational, cultural, social, civic, and fund-raising activities.

The Friends of the Collinsville Memorial Library Center is an independent organization acting in cooperation with the Library Board of Trustees.

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## **13. FRIENDS OF THE COLLINSVILLE HISTORICAL MUSEUM**

The Library Board supports the Friends of the Collinsville Historical Museum, which is a self-sustaining organization with the main purpose of supporting the Collinsville Historical Museum, acting as caretakers of the Collinsville Historical Museum and operating under the jurisdiction of the Library Board of Trustees.

The Collinsville Historical Museum Friends is an independent organization acting in cooperation with the Library Board of Trustees.