

# GENERAL POLICIES

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Policies reviewed and approved 2010  
Manual updated May 2018

## **Library Cardholders & Regulations**

### **District Residents**

A Green Hills Public Library District Library card shall be issued without charge to an individual who (1) provides proof of his or her current residency within the District boundaries and (2) agrees to abide by all District policies and procedures, as amended from time to time. Two forms of identification are necessary including one photo ID. Cards will not be issued and materials will not be loaned to patrons who are known to have unresolved financial obligations at any library in Illinois. Cards entitle borrowers to full borrowing privileges, including Reaching Across Illinois Library System reciprocal borrowing.

Library cards are available to individuals of all ages. Youth access to specific Library services, as well as the right to privacy, is limited by Board policy and any applicable laws. A child under the age of eighteen may become a cardholder only with the cooperation and consent of the applicant's custodial parent or legal guardian. Custodial parent or legal guardian must be present at the time of Library card application and should be prepared to show proper identification as outlined above. The parent or guardian shall be fully responsible for the actions of the cardholder under eighteen years of age, until the cardholder reaches eighteen years of age. Cardholders under the age of eighteen shall be entitled to all rights and privileges accorded District cardholders without discrimination based upon age. Such cardholders and their parents or guardians shall be responsible for all fines, fees and other obligations relating to their Library card usage. The parent or guardian of a cardholder under the age of eighteen may ultimately be held liable for loss of or damage to Library property, or fines and fees incurred by such cardholder, to the extent allowable under applicable laws.

A schedule of fines and fees is located in the Appendix to this document.

Because the District is primarily financed by District taxpayers, the staff shall make all reasonable efforts to extend District resident status only to current District residents. To this end, all resident cardholders are required to renew their borrowing privileges once every three years.

### **Non-Residents**

An individual residing outside of the District may purchase a Library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a non-resident Library card must (1) provide proof of his or her current residency in an eligible area, (2) pay the required annual fee, and (3) agree to abide by all District policies and procedures, as amended from time to time.

#### **The annual fee for a non-resident library card shall be calculated as follows:**

1. General mathematical formula (23 Ill. Admin. Code 3050.60(a).
2. For a family member of the non-resident Library cardholder, a Library card shall be available at no additional charge upon proof of current payment of the annual fee described above and proof of residency at the non-resident address at issue.

Upon completion of registration, the individual shall be a non-resident cardholder entitled to all rights and privileges accorded District resident cardholders. A non-resident Library card shall be valid only for the twelve months following payment of the annual fee. To continue receiving cardholder services, the non-resident homeowner or tenant and his or her family members must renew library card registration by presenting their Library card, reestablishing eligibility and paying the applicable annual fee. No refunds for partial years shall be issued.

### **District Property Owners who are Non-Residents**

In accordance with 75 ILCS 16/30-55.60, a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property within the District or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, may obtain one Library card for that parcel of property at no charge.

An application for a non-resident property owner Library card must:

1. Present the most recent tax bill upon taxable property and
2. Agree to abide by all District policies and procedures, as amended from time to time.

The Library card shall be issued in the name of one qualifying natural person, and not a corporation or other entity. No additional owner, employee or family member cards shall be issued.

Upon completion of registration, the individual shall be a non-resident cardholder entitled to all rights and privileges accorded District resident cardholders. A non-resident Library card shall be valid only for the twelve months following registration. To continue receiving cardholder services, the non-resident property owner must renew Library card registration annually by presenting his or her library card and reestablishing eligibility.

### **Digital Access Library Card**

Youth ages 10–17 are eligible for a Digital Access Library Card, which entitles users to access all online services and excludes checkout of any physical materials. Application for a Digital Access Library Card does not require a custodial parent or legal guardian to be present. Applicants are required to provide two proofs of current residency within the District boundaries, including one photo ID. If proof of residency cannot be verified, the Library card shall be mailed to the address provided by the applicant. This Library card may be upgraded to allow full borrowing privileges if custodial parent or legal guardian is present with required identification. The parent or guardian shall be fully responsible for the actions of the Digital Access Library Cardholder under eighteen years of age, until the Digital Access Library Cardholder reaches eighteen years of age.

### **Courtesy Student Cards**

A temporary Library card offering full privileges may be issued to a foreign exchange student residing in the District for a specified length of time. The student should make available all documentation regarding the program that they are involved in and the length of time they will be residing in the District. A photo ID and mail that confirms their

temporary address must be submitted. A foreign exchange student must agree to abide by all District policies and procedures, as amended from time to time.

### **Reciprocal Borrowers**

Borrowing privileges are extended to individuals who are valid cardholders of other Illinois libraries in conjunction with the statewide reciprocal borrowing agreement, upon completion of registration with the District.

Borrowing of District materials shall be permitted when an individual:

1. Provides proof of identity as the cardholder listed on the library card,
2. Establishes good standing as a library cardholder at his or her home library, and
3. Agrees to abide by all District policies and procedures, as amended from time to time.

Reciprocal borrowers shall be limited in their access to certain services and materials, as indicated throughout this Policy Manual.

### **Patron Identification**

In its continuing obligation to safeguard District property and services, District staff shall require picture identification in conjunction with Library card issuance and all borrowing of materials. To facilitate patron identification, the District shall take and maintain a photograph of the cardholder in Library records, to be updated once every three years or upon request.

Any cardholder who declines to have his or her picture taken by the District must present his or her Library card and a valid photo ID upon checkout of Library materials. In such case, the only acceptable forms of identification shall be a valid Illinois driver's license, State identification card, or local elementary or high school photo ID. Mere presentation of a Library card, without such additional identification, shall be insufficient to borrow materials. Any cardholder who refuses to provide adequate picture identification shall not be permitted to borrow District materials. The Library reserves the right to request additional identification of cardholders before checking out materials.

### **Library Card Abuse and Fraud**

Library cards issued by the District are to be used by the person issued the Library card. Sharing of Library cards among family members or others is not permitted.

Presenting the Library card of another to borrow materials or use other Library services shall result in the seizure of the Library card by Library staff and in no lending of materials or use of Library services by the non-cardholder. A cardholder who lends their card to a non-District resident to borrow materials or receive services they are not entitled to may have all Library privileges suspended for a period of up to three years by the Library Director, Deputy Director, or Head of Circulation Services. A hearing to appeal such suspension may be requested.

Any person who attempts to obtain or has obtained a Library card by the misrepresentation of their identity, address, or other relevant information will forfeit their eligibility for

Library District privileges for up to three years. Authorization for such forfeiture must come from the Library Director, Deputy Director, or Head of Circulation Services. A hearing to appeal said suspension may be requested.

**Hold Pickup Authorization**

Residents, non-residents, and reciprocal borrowers have the option to grant permission to any named individual to pick-up materials placed on hold. The named authorized user is required to present a valid photo ID at the time of checkout. Any changes to authorized users must be submitted, in writing, at the Circulation Desk. The District shall be held harmless for any liability that may be incurred due to a failure to inform the Library of any change in circumstances.

**Change in Patron Registration Information**

Cardholders must notify the District of any change in a patron's contact information. Use of a resident library card after moving outside of the District boundaries is neither lawful nor permitted. Such unauthorized use may be considered theft of Library services, and further action may be taken by the District, as circumstances warrant.

Continued access to the Green Hills Public Library District materials and services may be re-established through non-resident card purchase or registration as a reciprocal borrower, where applicable.

## **Telephone Use**

The Library telephone system is for use in conducting Library business only.

In the event of a patron needing to use the telephone, staff may make a telephone call on the patron's behalf, in the Library staff's discretion at a time which is convenient for the staff member.

In the case of an emergency, Library staff will call the police, paramedics, or the fire department for a patron.

Patrons are permitted to use cell phones in the Library, but patrons' cell phones must be set to silent.

Amended August 2017

## **Unattended Children**

Children under ten (10) years of age must be accompanied and attended to at all times by a parent, guardian or other responsible person eighteen (18) years of age or older who is taking an active role in attending to the child.

Green Hills Public Library District considers children who are left at the Library at closing time to be abandoned. Library staff is forbidden to take Library patrons, children or adults into their own vehicles. Library staff will call the police after waiting no more than 10 minutes and ask them to pick up any child left at the Library.

Library funding does not allow the Library to provide child-care services.

No person is allowed to wait inside the Library after closing time.

## **Income Tax Forms**

Green Hills Public Library District makes reproducible tax forms available to its patrons. The Library has no control over which forms, the quantity of forms, or when the Internal Revenue Service sends them.

Library staff is forbidden by law to answer any questions about taxes or tax forms, including which forms a person needs to file.

Reviewed April 2016

## **OPAC and Reference Database Terminals**

The Library provides Online Public Access Catalog terminals and online databases for public use.

Reviewed February 2016



## **Interlibrary Loans (ILL) and Photocopy Service**

### **Interlibrary Loan of Materials**

The Green Hills Public Library District subscribes to the prevailing Reaching Across Illinois Library System Interlibrary Loan Policy Statement, the Interlibrary Loan Code for Illinois, and the National Interlibrary Loan Code.

Green Hills Public Library District does not loan periodicals through Interlibrary Loan. A total of five (5) photocopied articles per month will be supplied. Requests must be in compliance with the provisions of copyright law. Materials will be delivered to the requesting library.

Green Hills Public Library District does not borrow any materials through Interlibrary loan which it will not, in turn, send out through Interlibrary loan.

See Appendix for Fines and Fees.

### **Interlibrary Borrowing**

Interlibrary loans are materials borrowed from another Library through the Green Hills Public Library District. Interlibrary loans may be arranged through the staff.

ILL is available to all Green Hills Public Library District cardholders in good standing.

The Green Hills Public Library District reserves the right to limit the number of active interlibrary loan requests per patron.

Any charges assessed by the loaning Library will be passed on to the patron.

Revised April 2016

## **Reciprocal Borrowing**

As a full member of the Reaching Across Illinois Library System, the District supports the Reciprocal Borrowing Principles of the Reaching Across Illinois Library System and the Illinois State Library.

Green Hills Public Library District cardholders may visit other participating libraries and check out their materials, under that library's circulation rules.

Patrons from other participating libraries (reciprocal borrowers) may use the collections of the Green Hills Public Library District in accordance with the rules of the Library.

Patrons from the Chicago Public Library System will be allowed to use the District's resources under the rules and guidelines currently in effect between Reaching Across Illinois Library System and the Chicago Public Library System.

District cardholders who incur fines from other libraries will be held responsible for those fines. In the event that the District is billed by the lending library, or through Reaching Across Illinois Library System, and the transaction is more than one year old upon receipt, we reserve the right to deny payment.

Amended November 2017

## **Lost or Damaged Materials**

To make the best use of its materials budget and in fairness to all its taxpayers, the District will charge the replacement cost for materials lost or badly damaged by a patron. This may result in the responsible patron's borrowing privileges being suspended.

If an item has not been returned in 45 days, the automated system automatically sets the item status to "Lost." At that point, the selectors will decide to replace (if possible) the exact title or another title in the genre or subject area. A return of the items cannot be accepted after 45 days because money will have been spent or committed by the District to make suitable replacement at that point.

Replacement cost for lost magazines is \$5.00 each, regardless of title.

The Library is unable to accept items as a replacement in any kind.

Amended November 2017

## **Overdue Materials**

It is the responsibility of each patron to verify, at the time of checkout, that the correct due date is assigned to each item and that this agrees with the computer due date. Unless a discrepancy is called to the attention of the staff at the time of checkout, it is assumed that the date in the computer is the correct due date.

It is the responsibility of each patron to return all materials prior to or on the date indicated. Materials turned in after the due date will be assessed a fine according to the Schedule of Fines and Fees. See Appendix for Fines and Fees.

Patrons can return materials inside the Library, at the outside material drop, and at another library that will send the materials back to District.

If a patron has overdue fines/fees in excess of \$4.99, that patron's borrowing and computer privileges are suspended until the materials are returned and the patron's balance is below \$5.00.

Overdue accounts in excess of \$24.99 shall be referred to a library collection agency.

Amended November 2017

## **Patron Conduct**

The Library Board has the authority to determine the rules and regulations for the governance of the Green Hills Public Library District necessary to protect the rights of Library patrons to use Library materials and services, to protect the rights of Library employees to conduct Library business without interference, and to preserve Library materials and facilities. Illinois law authorizes the Library to "exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Library Board." 75 ILCS 16/30-55.60

The Library Board believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition. Any conduct that disturbs Library patrons or employees or that hinders others from using the Library or Library materials is prohibited.

Alcoholic beverages are not allowed anywhere on the Library premises.

Library staff have the right to impose time limits on the continuous use of Library resources, including newspapers, magazines, or computers when others are waiting to use these resources.

When a Library patron engages in any prohibited activity, Library staff will inform the patron that the behavior is not allowed in the Library and that it must cease immediately. If a Library patron does not comply and does not cease behavior, staff will inform the Library patron he/she will have to leave the premises. If the person does not leave the premises, staff will inform the Library patron that police will be notified.

When a patron is excluded for misconduct, he or she shall be given an opportunity to discuss the basis for exclusion with the Library Director or the Director's designee. A patron who is excluded for a period of more than one day may request in writing that the Library Board of Trustees review the decision at the next regularly scheduled monthly Board meeting.

Amended August 2017

## **Patron Confidentiality**

Under Illinois Statute 75 ILCS 70/1, the Library Records Confidentiality Act, registration records and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public with the one exception of records of minor patrons which will be made available to the parent, guardian, or custodian of the minor patron upon request.

Library records will not be made available to any local, state, or federal agency or any other person unless one or more of the following conditions exist:

- Library records have been subjected to a search warrant or court order requiring disclosure.
- Library records have been requested by a law officer in the scope of his/her duties on a matter involving public safety in urgent circumstances.
- The person who is subject of the records has requested the release of Library records.
- For Library administrative purposes only.

All requests for patron information, except in the case of a parent, guardian, or custodian of a minor patron, must be referred to the Library Director for authorization.

Amended August 2017

## **Photo Policy**

The Green Hills Public Library District may photograph Library visitors. Such photos are for Library use and may be published in Library publicity materials.

Reviewed September 2017

## **Animal Policy**

Animals are not permitted in the Library building, with the exception of service animals, service animal trainees, and animals featured in programs sponsored by the Library.

The Library reserves the right to question if a service animal is required because of a disability and what tasks the service animal has been trained to perform.

Adopted August 2017

**No Smoking Policy**

The Green Hills Public Library District is a smoke-free building. Smoking is prohibited within the building and within 15 feet from any entrance. This policy applies to the use of tobacco products, smokeless tobacco, and e-cigarettes.

Adopted August 2017

## **Library Holidays and Closings**

The Library is closed on the following days:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Easter Sunday
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Day (December 25)

The Library will be closed 1–2 full days each year for staff development. In addition, we will close at 5pm on four Fridays throughout the year for department meetings. These days will be announced in advance.

The Library is open special hours on the following holidays:

- Christmas Eve (December 24): Open 9am–3pm. If the holiday falls on a Saturday, the Library will be open 10am–3pm. If the holiday falls on a Sunday, the Library will be open 12–4pm.
- New Year's Eve (December 31): Open 9am–3pm. If the holiday falls on a Saturday, the Library will be open 10am–3pm. If the holiday falls on a Sunday, the Library will be open 12–4pm.

Amended October 2017

# Reference Service Policy

## I. INTRODUCTION TO THE REFERENCE SERVICE POLICY

### A. Purpose of the Reference Service Policy

This document presents guidelines for Reference Services provided by the Green Hills Public Library District. The Policy is intended to define Reference Services provided for Library patrons, promote consistency in provision of services and serve as a public statement regarding reference philosophy at the Library.

### B. Goals of Reference Service

1. To acquire or subscribe to materials and network products that meet the informational needs and interests of the community.
2. To provide accurate information and facilitate access to the Library's collection.

## II. REFERENCE SERVICE GUIDELINES

### A. Scope of Service

1. The Green Hills Public Library District provides reference assistance to any patron.
2. Reference Service is provided by qualified staff members during all hours that the Library is open.

### B. General Reference Policies

1. The first priority of Reference Service is assistance to the public. All other work assignments are secondary.
2. When responding to information requests, staff members will provide the patron with the title or site of the source quoted.
3. Effort is made to answer all types of questions with no distinction made about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality.

The Green Hills Public Library District adheres to the American Library Association's Code of Ethics [See Appendix]. The Library meets the reference standards established by the Reaching Across Illinois Library System. A copy of this Reference Service Policy is available for patrons.



### C. Types of Reference Service

1. Inquiries are accepted in person, by phone, by fax, by US mail, and e-mail.
2. Telephone Requests

Patrons will be treated equally and their requests handled in the order in which they are received.

In the event of heavy demand the patron is encouraged to leave their telephone number, leave voice mail, or if that is not satisfactory, the patron may call back. The patron will not be put on hold for extended periods as this prevents other patrons from reaching staff.

Even though a staff member may be on duty, that person may not be available to take telephone calls. In this case, the patron may leave a voice mail request. Staff will respond as soon as possible.

Photocopy machines are available for the convenience of our patrons. Copies of Non-circulating Reference Materials may be made at a nominal cost. Reference Materials may be checked out of the Library for a limited period only with permission from staff. No volumes in sets will be checked out.

3. When patrons cannot come to the Library due to disabilities or unusual circumstances, the staff member may copy and mail up to ten (10) pages of information. Tax forms will not be mailed.

### D. Referrals

If information appropriate to the patron's need is not available at the Green Hills Public Library District, referral will be made to outside services or agencies.

1. Interlibrary Loan

When requested materials are not available in the Green Hills collection, the staff member will initiate an Interlibrary Loan request.

2. When appropriate to the request, referrals may be made to outside agencies, organizations, or libraries. The staff member may wish to phone the outside source to verify the usefulness of the referral before referring the patron to that source.
3. Long-distance phone calls to obtain an answer to a reference question are the responsibility of the patron.

4. The Library reserves the right to refer patrons with some projects beyond our scope to other libraries or commercial research service, as the Library determines is necessary.

E. Special Cases

1. Genealogy

The Library has materials relating to genealogical research. Patrons are provided with a general introduction to the resources and are instructed in use of the items. Additional materials may be acquired through Interlibrary Loan. Referrals to other organizations and agencies may be made. The Library Staff will not perform genealogical searches.

2. Legal, Medical, and Investment Information

Assistance in the use of these materials will be provided to patrons who visit the Library. Brief answers may be quoted from published sources by telephone. The Green Hills Public Library District is not responsible for providing opinions or interpretations of legal, medical, or investment information, nor is the Library responsible for the accuracy of the published sources.

3. School Assignments

Student assignments are meant to be part of an educational process. Library Staff members will instruct patrons in the use of the Library resources and introduce appropriate materials.

## FEES

Patrons will be charged service fees assessed by the Library, or other providers, when the materials are not available at the Green Hills Public Library District. These fees may include photocopying service, and delivery fees etc. See Appendix for Fines and Fees.

## EVALUATION OF REFERENCE SERVICES AND REFERENCE SERVICE POLICY

Reference Services at the Green Hills Public Library District are continually evaluated. The Reference Service Policy will be reviewed by the Library Director and Library managers as needed, at least once every two years. Final approval of any revisions in the policy rests with the Green Hills Public Library District Board of Trustees.

Revised April 2016

## **Program Policy**

The Library may provide programming to support the mission of the Library. Library staff are responsible for the design, implementation and evaluation of programs.

The Library may engage the services of a presenter or performer. The purpose of Library programming is not to promote the presenter or his/her organization or product. The booking of a presenter or performer does not imply Library endorsement of the content of the program. The Library will require a certificate of insurance in an amount determined by the Library for any program including live animals, food preparation, or any other program for which proof of insurance coverage is deemed necessary by the Library.

Programming will be selected based on the following criteria:

- a. Community needs and interests;
- b. Availability of program space;
- c. Budget;
- d. Presenter background/qualifications in content area;
- e. Historical or educational significance;
- f. Connection to other community programs or events; and/or
- g. Relation to Library collections, resources, and programs.

The Library strives to open programs to everyone, but residents may be given preference for high-demand programs. In consideration of the Library's budget, space and other factors, space in programs may be limited. Patrons who are registered for an event they cannot attend are expected to cancel their registration at least 24 hours in advance. Patrons may be unable to register for future events, and will instead be placed on a waitlist, if they do not cancel their registration.

Amended September 2017

## **FREEDOM OF INFORMATION ACT POLICY**

It is the policy of the Green Hills Public Library District to comply with requests for public records submitted to the District in accordance with the terms of the Illinois Freedom of Information Act (“Act”), as amended from time to time. A copy of the Act is on file for inspection at the District offices.

Amended March 2018

## Computer and Internet Use Policy

1. Computers are available on a first come, first served basis to Green Hills Public Library District cardholders and registered reciprocal borrowers.
2. Users may only use their personal library card to access a computer. Sharing of cards or library card numbers is not permitted.
3. Users without a GHPLD card or registered reciprocal borrowing card can obtain a guest pass with presentation of a photo ID.
4. Users are allowed 60-minute sessions with the ability to extend their session in 30-minute increments if there is no pending reservation on the workstation.
5. A user's Library account must have a balance below \$5.00 in order to use a computer.
6. Computers in the Adult Services Department are available to users of high school age and older. Computers in the Youth Services Department are available to children under the age of 18 and caregivers who are supervising children.
7. Library staff will provide basic instruction to patrons in the use of computers and the Internet as time and staff knowledge permits.
8. Users are responsible for providing their own storage devices.
9. Users may not damage or alter the Library's equipment, software, or network.
10. Users must vacate the computer immediately when instructed by a staff member.
11. No more than two people at a time may be at or around one computer.
12. Malicious use of the network or computers to harass others or to deliberately propagate any virus, worm, Trojan horse, or trapdoor program code is prohibited.
13. Users may not use computers for any illegal activity.
14. The Library has no control over the content of the Internet. Some patrons may find information on the Internet that is offensive, erroneous, or misleading. The Library has installed filtering software on all Internet workstations to help filter out those sites that may be obscene, illegal, and/or contain child pornography. No filter is 100% effective and the Library assumes no liability. If an adult patron believes that a website has been improperly blocked, the patron can notify the Library Director or designee, of the filtered site. If notified, the Library Director can then determine if the filtering software can be changed to allow access to the site, if it was inappropriately blocked.
15. Parents are responsible for monitoring their own children's use of the Internet. Parents are advised to have a discussion about safe and appropriate Internet use with their children, which should include guidance about use of email, social media, and other forms of direct electronic communication. Parents should stress that no child should share personal identifying information over the Internet.
16. The Library Director or designee may suspend or terminate Internet privileges if the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future Internet use privileges and/or other library privileges may be modified and/or suspended in their entirety.

at the discretion of the Library. The Library Director will review these matters on a case-by-case basis and will take into consideration all applicable policies.

17. The Library makes no warranties of any kind in connection with its provision of access to and use of its networks and Internet. The Library shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user and/or his or her parents or guardians arising out of the user's use of its computer network or Internet.

The Library subscribes to the principles set forth in "Access to Electronic Information Services, and Networks: an interpretation of the Library Bill of Rights," adopted by the ALA Council, January 24, 1996; amended January 19, 2005.

Amended May 2018

## **Wireless Internet Access Policy**

The Green Hills Public Library District provides free, unfiltered wireless access. This service is a free service (“Service”) provided for the convenience of patrons, and patrons use it at their own risk. It is available to the general public, and is NOT INHERENTLY SECURE. The providers cannot and do not guarantee the privacy of user’s data and communication while using the Service.

There are potentially serious security issues with any computer connected to the Internet without the appropriate protection, ranging from viruses, worms and other programs that can damage the user’s computer, to attacks on the computer by unauthorized or unwanted third parties. By using the Service, a user acknowledges and knowingly accepts the potentially serious risks of accessing the Internet over an unsecured network. There is no guarantee of privacy. Users connecting to the Internet or transmitting sensitive personal, financial or legal data with personal devices do so at their own risk. It is recommended that users take steps to protect their own computer system, such as installing current anti-virus software and maintaining appropriate firewall protection. For further information on how to protect yourself while using this Service, consult a security professional.

The Library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network. Restricting or monitoring the access of minors on the Library’s wireless network is the sole responsibility of the parent or guardian. Individuals accessing the Internet using their own equipment via the Library’s wireless connection must comply with this Policy. Users shall use network resources for lawful purposes and respect copyright regulations.

Destruction of, damage to, or alteration of the Library’s equipment, software, or network security is prohibited. Users may not extend or modify the network in any way. Any unauthorized access points will be removed or disabled. The Library will take necessary action against anyone violating this policy, including, but not limited to:

1. Asking individuals to discontinue their display of information and images that may cause a disruption;
2. Terminating an Internet session; and
3. Revoking a patron’s Library privileges.

By using this Service, users acknowledge and agree that **USE OF THIS SERVICE IS SOLELY AT THEIR OWN RISK**. By using this Service, users also agree to all terms set forth in the following Disclaimer.

### **Disclaimer**

I. Service provided “AS IS”. The Service provides access to the Internet on an “as is” basis with all risks inherent in such access. The providers of the Service make no warranty that the Service or that any information, software, or other material accessible on the Service is free of viruses, worms, Trojan horses, or other harmful components. By connecting, the user acknowledges and accepts the risks associated with public access to the Internet and public use of an unsecured wireless network.

II. Service provided “AS AVAILABLE”. The Service is provided on an “as available” basis without warranties of any kind, either express or implied, that the Service will be uninterrupted or error-free, including, but not limited to, vagaries of weather, disruption of service, acts of God, warranties of title, non-infringement, **NOR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE**. No advice or information given by the providers, affiliates, or contractors of the service or their respective employees shall create such a warranty.

III. Disclaimer Regarding Third Party Content. The Service offers access to numerous third party web pages, services and content available over the Internet. The Library does not exercise control over sites that users visit or services that users use. Users should read the privacy policies of all sites visited and services used to learn how personal information is handled. The Library does not control and is not responsible for data, content, services or products that users access or download through the Service.

IV. Liability and Indemnity. The Library District expressly disclaims any liability or responsibility arising from access to its network or use of information obtained through its electronic information systems, or any consequences thereof and shall not be responsible for damages, indirect or direct, arising from a library patron’s use of Internet, online information resources, or the transmission or receipt of information on the Library network. Users agree to hold harmless and indemnify the Library, and its suppliers, licensors officers, directors, employees, agents and affiliates from and against any claim arising from or in any way related to the use of this Service.



## **Wi-Fi Hotspot Lending Policy**

1. Users must be 18 years of age or older and must have a valid Library card to receive a Wi-Fi Hotspot.
2. A Wi-Fi Hotspot comes equipped with a power cord, instruction manual, and carrying case for which the user is responsible.
3. The user assumes responsibility for the cost of repair or replacement in the event that the Wi-Fi Hotspot or its accessories are lost, stolen, or damaged.
4. A Wi-Fi Hotspot must be returned in person at the Circulation Desk.
5. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
6. Users are prohibited from using Wi-Fi Hotspots in any way that violates Federal, State, and municipal laws.
7. Users are encouraged to follow safe Internet practices. The Library is not responsible for personal information that is shared over the Internet.
8. Refer to the Appendix for Library Fees and Circulation Policies.
9. The user agrees to defend, indemnify and hold harmless the Library, its representatives, elected officials, officers, agents, attorneys, volunteers, and employees from and against any and all claims, actions, suits, damages, costs, expenses and liabilities, including the reasonable fees and expenses of their attorneys, expert witnesses and consultants, court costs and fines, asserted against them or sought to be imposed upon them, individually, jointly or severally, and which arise directly or indirectly out of or in connection in any way with the use of the Wi-Fi Hotspot.

Adopted August 2016  
Amended October 2017

## **AMERICANS WITH DISABILITIES ACT**

Green Hills Public Library District complies with the Americans with Disabilities Act or offers alternative reasonable compliance to meet its requirements.

The Library Director is the ADA Compliance Officer.

Complaint forms are available at all public service desks, and in the Business Office. Staff will be happy to assist a patron in filling out the forms, if needed.

Complaints will be brought before the Library Board at their next regular meeting following receipt of a completed form.

### Programming

All notices and advertising for Library sponsored programming should contain the following notice:

*Any person needing an accommodation for a disability at this meeting should contact the Library Director, Green Hills Public Library District, by telephone at (708) 598-8446 or in writing five working days prior to the meeting.*

### Accommodations to patrons with a disability

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

### Meeting room users

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

### Independent contractors

All independent contractors working for the Library must submit a letter stating their compliance with the Americans with Disabilities Act. See sample below.

Sample: Independent contractors notice of EEOC and ADA Compliance

To whom it may concern:

The Green Hills Public Library District complies with the Americans with Disabilities Act (ADA). As a part of our compliance we must insure that all independent contractors with whom we do business comply with Title I (Employment Practices) of this Act.

Please have the appropriate corporate authority sign and return this letter for our records.

Sincerely,

Jane Jenkins  
Library Director

I, \_\_\_\_\_, of \_\_\_\_\_ attest  
(Name of person completing this form) (Company name)  
that we are an Equal Opportunity Employer and do not discriminate on the basis of race, religion  
color, sex, age, national origin, disability or any other protected classification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Typed or printed name)

\_\_\_\_\_  
Date

Amended March 2018

## **Solicitation Policy**

The Green Hills Public Library District has an obligation to both protect the safety of Library users and to ensure that users can freely access and quietly enjoy Library services. Free and unimpeded access to the Library is a necessary precondition for meeting this obligation.

Active solicitation within the Library building and the Library parking lot is not permitted unless it is a Library function or an activity related to fundraising for the Library and under the general supervision of Library staff. Active solicitation refers to any person-to-person communication for the purposes of (1) obtaining contributions or donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing educational or promotional materials, (5) recruiting members or clients, and (6) financial solicitations/transactions.

The passive solicitation and collection of donations by community-based, nonprofit organizations is permitted. Notices may be posted to a public bulletin board and bins placed in approved areas to collect items for this purpose. Use of these resources is subject to the approval of the Library Director or designee. The Library assumes no responsibility for contents collected or donated. The Library does not permit any exchange of monies or funds for this purpose.

Candidates with nomination papers may solicit signatures on Library property outside of the Library building as long as it is done in a reasonable and unobtrusive manner.

Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by writers, artists, or performers who have been engaged by the Library for a presentation or performance.

The Library Director shall make the final determination as to whether a solicitation is active or passive, and if the activity is permitted under this policy.

Adopted August 2017

## **Exhibits and Community Information**

### **Exhibits**

1. Displays are for the use of the Library or as a cooperative venture. The Library will determine content and length of display with another organization.
2. All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Library Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage. A statement releasing the Library from responsibility must be filed with the Library Director.
3. As the purpose of the exhibits is to enhance the culture and education of the general public, no prices may be displayed on any materials. An exhibitor's name and telephone number may be made available to an interested party.

### **Community Information**

1. The Library welcomes noncommercial displays, and other materials of general interest to the community. Local non-profit or service organizations may display posters, flyers, or leaflets about their events or activities with prior permission of the Library Director or designee. Materials must pertain to an event or occasion occurring within Library District boundaries.
2. The policy of the Library is not to accept materials related to the election of specific candidates, or to seek to influence the votes of a legislative body or the policy decisions of a legislative body. All decisions to display appropriate materials will comply with applicable statutory and/or constitutional provisions.
3. Informational materials may be displayed in appropriate areas of the Library including bulletin boards, literature racks, or shelves available for that purpose.
4. Items announcing events will be removed after the date of the event.
5. Display of material will be subject to available space.

Amended February 2018

## **Meeting Room Policy**

The Green Hills Public Library District Meeting Rooms are available to organizations for public meetings. Library activities and Library functions shall have priority over non-Library activities and non-Library functions.

### **Available Rooms:**

Ground Floor Meeting Room: 40 person capacity

First Floor Meeting Room: 100 person capacity

### **Conditions of Use:**

1. The booking party must be a current and valid Green Hills Public Library District cardholder. Applicants must be 18 years of age or older. Applicants will be notified within seven days of the Library's acceptance or rejection of their applications, and if rejected, the reasons therefore. The applicant must be a member, agent, or officer of the sponsoring organization, if any. The applicant will act as a liaison between the organization and the Library, and the applicant must be present for the entire meeting.
2. All organizations requesting to reserve a meeting room are required to present a Certificate of Liability Insurance with the Library listed as the Certificate Holder.
3. All reservations will be accepted up to three months in advance on a first-come, first-serve basis upon receipt of the completed application. The Library must be notified if a cancellation becomes necessary. Failure to cancel a scheduled meeting less than 48 hours in advance of the meeting may result in reservations being denied in the future.
4. Meeting rooms are available for use during the Library's normal business hours. All meetings must be adjourned and the meeting room vacated no less than 30 minutes before the Library closes.
5. Meetings using Library facilities must be open to the public at large and not be restricted to the membership of the meeting sponsor. Users of meeting rooms may not charge admission, require fees, or request donations for attendance or participation. No products or services may be solicited or sold.
6. As required by the Americans with Disabilities Act, reasonable accommodations requested by participants will be provided by the sponsoring organization.
7. Organizations meeting in the Library may not use the Library's mailing address or telephone number. The Library's telephone system shall not be available to the participants meeting in the building.
8. Groups of children through grade 12 may use the meeting room with adult supervision. The adult supervisor must sign the meeting room application, take responsibility for the group and must be in attendance at all times. Children must remain in the meeting room during the entire meeting to avoid disruption to the normal functions of the Library.
9. The Library will not provide any supplies for meetings, including, but not limited to, coffee urns, platters, paper, goods, etc. Coffee and light refreshments are permitted,

- if provided by the applicant. The cleanup of such refreshments by the-meeting room user is mandatory.
10. Users of the meeting room shall be responsible for arranging the meeting room furniture to suit their activities, replacing furniture to its proper location, and returning the room to its original condition.
  11. The Library will be responsible for furnishing the necessary meeting space, tables, and seating. Meeting room users may use the projector upon request and training must be arranged with Library personnel in advance. The Library will not provide storage for the property of any meeting room user which meets in the building. The Library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting.
  12. The Library reserves the right to cancel any reservations due to unforeseen circumstances. The Library may also cancel a group's reservations if any Library policy is violated.
  13. Permission to use a meeting room does not constitute endorsement by the Library of the subject matter of the meeting or the group's beliefs and policies. Publicity for non-Library sponsored meetings shall in no way imply Library sponsorship.
  14. Any group or organization using the meeting room shall indemnify, defend and hold harmless the Green Hills Public Library District, its Board of Trustees, and staff, from any loss, cost, expense, or damage occasioned by the use of Library property.
  15. Failure to abide by the requirements and regulations set forth in this policy will result in a minimum charge of \$100.00.
  16. Any other activity which would materially and substantially interfere with the proper functions of the Library, such as excessive noise, a significant safety hazard or a significant security risk, is prohibited.
  17. The Library is a smoke-free building. Smoking and the use of tobacco products, smokeless tobacco, and e-cigarettes is prohibited. Alcoholic beverages are not allowed anywhere on the Library premises.

## **Study Room & Discussion Room Policy**

The Green Hills Public Library District provides study and discussion rooms to serve the needs of the Library and the Palos Hills/Hickory Hills communities to provide places for study and collaboration by small groups of people. Any activity which would materially and substantially interfere with the proper functions of the Library such as excessive noise, a significant safety hazard or security risk, is prohibited. The Board may modify, amend, or supplement this policy, as it deems necessary.

### **Study Rooms**

1. Study rooms are to be used by one person for quiet study. There is no guarantee of a silent atmosphere due to the proximity to public spaces and discussion rooms.
2. Users must be high school age or older.
3. A valid ID or valid GHPLD Library card will be retained by staff while the study room is in use.
4. Reservations may be made up to one week in advance by GHPLD cardholders only; otherwise use is on a first-come, first-served basis. Reservations will be held for 10 minutes after the reservation is scheduled to begin. Nonresidents may use the room on a walk-in basis.
5. Study rooms may be used for up to two hours. The length of times may be extended if no other patrons are waiting.
6. All individuals must leave the study room 15 minutes prior to the Library closing.
7. Study rooms may not be used to distribute or sell goods or services of any kind.
8. All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement.

### **Discussion Rooms**

1. Discussion rooms are for use by small groups (2 to 6 users) for quiet study and/or to work on team projects. Discussion room B can accommodate up to five users; four seated participants and one presenter. Discussion room C can accommodate up to six users; five seated participants and one presenter. Users of each room are asked to be respectful of other patrons in adjacent rooms.
2. All users must be high school age or older, unless accompanied by an adult.
3. A valid ID or valid GHPLD Library card will be retained by staff while the discussion room is in use.
4. Reservations may be made up to one week in advance by GHPLD cardholders only; otherwise use is on a first-come, first-served basis. Reservations will be held for 10 minutes after the reservation is scheduled to begin. Nonresidents may use the room on a walk-in basis.
5. Discussion rooms may be used for up to two hours. The length of time may be extended if no other patrons are waiting.
6. All individuals must leave the discussion room 15 minutes prior to the Library closing.
7. Discussion rooms may not be used to distribute or sell goods or services of any kind. However, discussion rooms may be used by paid tutors and their students.
8. All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement.

Adopted November 2013  
Amended October 2017



## **Ebook Reader Lending Policy**

1. eBook Readers may be borrowed by resident Library cardholders ages 10 and up. Library cardholders must be in good standing.
  - a. Photo identification in addition to a Library card will be required.
  - b. For borrowers ages 10 through 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. Each eBook Reader comes equipped with an electrical cord and carrying case for which the user is responsible.
3. eBook Readers must be returned in person at the Circulation Desk.
4. The user assumes full responsibility for the cost of repair or replacement in the event that the eBook Reader or its accessories are lost, stolen, or damaged. Users will be required to pay the actual replacement costs.
5. Refer to the Appendix for Library Fees and Circulation Policies.
6. Content purchased by the patron and added to the eBook Reader will be considered a donation.
7. Co-signers for users ages 10 through 17 accept the same level of responsibility as the user.

Amended May 2018

## **Laptop Loan Policy**

1. Laptops may be checked out to GHPLD cardholders and registered reciprocal borrowers who are 18 years of age or older.
2. All laptop users must abide by the Computer and Internet Use Policy and all other applicable policies.
3. A valid form of identification will be kept at the Circulation Desk while the laptop is in use.
4. Laptops can be used inside the Library only.
5. The user agrees to assume any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse. Users will be required to pay the actual replacement costs. Under no circumstances shall a laptop be left unattended in the Library. Equipment malfunctions must be reported to Library staff immediately.

Amended May 2018

## **Green Hills Public Library District Roku Lending Policy**

1. Users must be 18 years of age or older and must have a valid Library card to receive a Roku.
2. A Roku comes equipped with an HDMI cord and carrying case for which the user is responsible.
3. The user assumes responsibility for the cost of repair or replacement in the event that the Roku or its accessories are lost, stolen, or damaged.
4. A Roku must be returned in person at the Circulation Desk.
5. Content purchased by the patron and added to the Roku will be considered a donation to the Library.
6. Refer to the Appendix for Library Fees and Circulation Policies.
7. The user agrees to defend, indemnify and hold harmless the Library, its representatives, elected officials, officers, agents, attorneys, volunteers, and employees from and against any and all claims, actions, suits, damages, costs, expenses and liabilities, including the reasonable fees and expenses of their attorneys, expert witnesses and consultants, court costs and fines, asserted against them or sought to be imposed upon them, individually, jointly or severally, and which arise directly or indirectly out of or in connection in any way with the use of Roku.

Amended October 2017

## **Green Hills Public Library District 3D Printing Policy**

The Library offers 3D printing to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. All 3D printing will be performed by Library staff. Patrons may not operate the 3D printers.
2. Only Library cardholders may submit designs for 3D printing, for which the cardholder must have permission to use from all copyright, patent or trademark holders.
3. Printing charges are based on the time it takes for the item to be printed and will be rounded to the nearest half hour. See Appendix for fines and fees.
4. Any 3D drafting software may be used to create a design as long as the file can be saved in the .stl format.
5. Items printed from the Library's 3D printer that are not picked up within seven days of notification will become property of the Library.
6. The Library reserves the right to limit the number of printing requests per patron.
7. The Library will not print objects that require more than ten hours to complete.
8. The Library will not print items that are:
  - (a) Unsafe, harmful, dangerous or pose a threat to the well-being of others;
  - (b) Obscene or otherwise inappropriate for the Library environment;
  - (c) In violation of the terms of use of the manufacturer of the 3D printer;
  - (d) Prohibited by local, state, or federal law;
  - (e) Likely to fail or cause damage to the 3D printer;
  - (f) In violation of another's intellectual property rights; or
  - (g) Protected by a copyright, patent, or trademark for which the person requesting the print does not have valid and current permission to use.
9. The Library reserves the right to review and approve all materials before printing. The 3D design may be examined to ensure it is in compliance with this policy, and that it is capable of production. If there is a problem with the design/production, the patron will be informed to make changes so the design can be printed.
10. The Library cannot guarantee that a print job will be completed within a particular time frame.
11. The Library does not guaranty, warrant or promise the quality of any item printed under this program, and recipients of 3D printed items waive any and all claims against the Library for defects in printed items.

Amended September 2017

## **Book Box Lending Policy**

1. Box and book are not to be separated. They are checked out as one (1) unit. Any additional items (bookmarks, etc.) in the Book Boxes are for patrons to keep.
2. Book Boxes must be returned in person at the Circulation Desk.
3. Box and book must be returned at the same time. Regular overdue fines will be charged for the Book Box until both the Box and book are returned.
4. The cardholder is responsible for the replacement cost of the Box or book if either is lost or damaged.
5. Refer to the Appendix for Library Fees and Circulation Policies.

Reviewed October 2017

## **MATERIALS SELECTION AND COLLECTION DEVELOPMENT**

### Purpose

The purpose of materials selection and collection development at the Green Hills Public Library District is to provide a current and broad collection of print, non-print, and electronic resources to meet the diverse informational, educational, cultural and recreational needs of its residents.

### Intellectual Freedom

The Green Hills Public Library District subscribes to the statements of policy on Library philosophy as expressed in the American Library Association Library Bill of Rights, the Freedom to Read and Freedom to View statements, copies of which are appended to and made part of this policy.

The Library will ensure that the collection represents a wide range of viewpoints. Any person or group is free to read or reject materials of which it does not approve, but it should not expect the Library to restrict the freedom of others to read, view, or listen to what they choose.

The Library's selection of materials is not restricted by the possibility that children and adolescents may obtain items that parents consider inappropriate. The decision as to what a minor may read, view or listen to is the responsibility of that individual's parent or guardian.

### Selection Responsibility

Responsibility for selection of all materials rests with the Library Director who operates within the framework of policies and goals established by the Library Board. At the Library Director's discretion, the actual process of selection may be shared with or delegated to qualified Library staff.

### Criteria Influencing Selection

Selection is based primarily on pre-publication reviews in a wide variety of professional, specialized and general journals, popular magazines, standard bibliographies, vendor lists, databases and annual lists of recommended titles. Criteria influencing selection include but are not necessarily limited to those listed below.

1. Community demand, whether expressed or anticipated.
2. Intrinsic value of a work which encompasses accuracy, authority of content, comprehensiveness of treatment, style and clarity.
3. Significance of a work.
4. Scope, depth, or approach of a work. For example, highly technical materials and scholarly studies of extremely limited value to the community at large will not be added to the

collection. The staff will assist the patron in obtaining these materials through the process of ILL or by other means.

5. Authority, reputation, and standing of the author, editorial board or publisher.
6. Due to budgetary and space considerations, the requestor agrees to accept an electronic version of the title downloaded to a Library eReader, if the Library selector believes this is the most cost effective way to deliver the requested material.

### Parameters of the Collection

The Library will provide various types of materials. Such materials may include: books, periodicals, newspapers, audio-books, compact discs, electronic, and other appropriate media, as they become widely available.

### Areas of Limited Acquisition

1. Textbooks. As a rule, the Library will not purchase textbooks needed by students for course work. However, the Library collection will include materials to supplement local school district curricula.
2. Law and Medicine. Legal and medical works are acquired only if they are useful to the average layperson.
3. Genealogy. The Green Hills Public Library District purchases general guides and specialized electronic databases to help the people of the District trace their ancestry.
4. Foreign Languages. Dictionaries, instruction materials, media, fiction, and electronic resources will be acquired.

### Maintenance of the Collection

To ensure a vital collection of continued value to the community, materials which have deteriorated, become dated, or otherwise outlived their usefulness are withdrawn.

Replacement of withdrawn materials will be based on community interest and availability of newer items.

Duplicate copies of titles will be purchased only when there is sufficient public demand.

## RECONSIDERATION OF LIBRARY MATERIALS

The responsibility of the Library is to serve the entire community and the variety of people who comprise it, not to promote – and above all not to censor – any particular political, moral, philosophical, or religious conviction or opinion.

Anyone who wishes to question why materials were selected or were not selected will be referred to the Library Director and designated selectors. The complainant will be provided with a copy of the Library's Materials Selection Policy and will have an opportunity to discuss any concerns regarding the material. If the matter is not resolved after discussion with the patron, he or she will be asked to complete a **"Request for Reconsideration of a Title"** form. The form will be submitted to the Library Director for further consideration, and may be referred to a staff committee for an in depth review, if necessary. The Library Director will notify the patron of the outcome.

In the event that the patron wants to further pursue the complaint, the Library Director will bring the matter to the attention of the Library Board of Trustees for its consideration. The patron will be advised of the Board's decision in writing.

Adopted: March 9, 1999  
AMERICAN FILM AND  
VIDEO ASSOCIATION



## **LIBRARY BILL OF RIGHTS**

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

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

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

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

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

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

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

Amended March 2018

## THE FREEDOM TO READ

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them

learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

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

that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society.  
Freedom itself is a dangerous way of life, but it is ours.

Amended March 2018

## **FREEDOM TO VIEW**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials,
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Amended March 2018

## **Donation Policy**

The Green Hills Public Library District gratefully accepts unrestricted donations of money, personal property, or real estate for the benefit of the Library as outlined by Illinois Statutes, including Section 30-75 of the Illinois Public Library District Act, 75 ILCS 16/30-75. Restricted cash donations will be considered by the Library Board.

The Library also accepts donations of books and other materials, with the explicit understanding that such materials will be added to the collection only if they are needed and meet the same standards of selection that apply to regular Library purchases. The Library reserves the right to decline, utilize and/or dispose of gifts as it sees fit if they are not suitable for, or needed, in the Library's collection.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for another purpose, the general nature or subject area will be based on the wishes of the donor. Selection of specific titles will be made by Library staff in accordance with the policies and guidelines of the Library. Monetary donations may be earmarked by the donor for special projects or acquisitions.

Receipts will be issued to donors of books upon request, with no monetary value given for the donation.

Gifts and memorials donated to the Library will be identified as such.

Amended August 2017

## **Gift Ban Policy**

The following words shall have the following meanings in this Gift Ban Policy:

“Contribution” has the same meaning as that term is defined in Section 9-1.4 of the Illinois Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the Green Hills Public Library District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

“Employer” means the Green Hills Public Library District.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

“Prohibited source” means any person or entity who:

(1) is seeking official action (i) by an officer (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Except as permitted by this Gift Ban Policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (together the “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

The Gift Ban Policy is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.



- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Illinois Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse or civil partner and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe, that under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether the actual knowledge of the recipient of the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employee, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or

employee, and “inter-governmental gift” means any gift given to an officer or employee by and officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of these exceptions listed in this Section is mutually exclusive and independent of every other.

An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Gift Ban Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Adopted August 2017

## **Identity Protection Act Policy**

This Policy with Regard to the Collection, Use, Disclosure and Protection of Individuals' Social Security Numbers is intended to comply with the Identity Protection Act ("Act"), 5 ILCS 179/1 *et seq.*

1. Prohibited Activities:

A. No officer or employee of the Library shall do any of the following:

- (1) Intentionally communicate or otherwise intentionally make available to the general public, in any manner, an individual's social security number.
- (2) Print an individual's social security number on any card required for the individual to access products or services provided by the Library.
- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this subsection to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this subsection may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

B. Except as otherwise provided in this Policy, no officer or employee of the Library shall do any of the following:

- (1) Collect, use or disclose a social security number from an individual, unless:
  - (i) required to do so under State or federal law, rules or regulations, or the collection, use or disclosure of the social security number is otherwise necessary for the performance of that officer's or employee's duties and responsibilities;
  - (ii) the need and purpose for the social security number is documented before collection of the social security number; and
  - (iii) the social security number collected is relevant to the documented need and purpose.
- (2) Require an individual to use his or her social security number to access an Internet website.

- (3) Use the social security number of an individual for any purpose other than the purpose for which it was collected.

C. The prohibitions in subsection B. above do not apply in the following circumstances:

- (1) The disclosure of social security numbers to agents, employees, contractors or subcontractors of the Library, or disclosure to another governmental entity or its agents, employees, contractors or subcontractors, if disclosure is necessary in order for the Library to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the officer or employee of the Library must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy on the Library, to protect an individual's social security number, will be achieved.
- (2) The disclosure of social security numbers pursuant to a court order, warrant or subpoena.
- (3) The collection, use or disclosure of social security numbers in order to ensure the safety of:
  - (i) Library employees;
  - (ii) persons committed to correctional facilities, local jails and other law-enforcement facilities or retention centers;
  - (iii) wards of the State; and
  - (iv) all persons working in or visiting a Library facility.
- (4) The collection, use or disclosure of social security numbers for internal verification or administrative purposes.
- (5) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

D. Any previously adopted standards of the Library, for the collection, use or disclosure of social security numbers, that are stricter than the standards under this Policy with respect to the protection of those social security numbers, shall, in the event of any conflict with the provisions of this Policy, control.

2. Public Inspection and Copying of Documents:

Notwithstanding any other provision of this Policy to the contrary, all officers and employees of the Library must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All officers and employees of the Library must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents, as such information is exempt from disclosure under the Freedom of Information Act, pursuant to 5 ILCS 140/7(1)(b) as "private information," as defined by 5 ILCS 140/2(c-5).

3. Applicability:

- A. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule or regulation.
- B. This Policy does not apply to documents that are required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule or the Constitution of the State of Illinois.

4. Compliance with Federal Law:

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Library's compliance with said program shall not be deemed a violation of this Policy or the Act.

5. Embedded Social Security Numbers:

No officer or employee of the Library may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by this Policy.

6. Identity-Protection Requirements:

- A. All officers and employees of the Library, identified as having access to social security numbers in the course of performing their duties, shall receive training in regard to protecting the confidentiality of social security numbers. Said training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only officers and employees of the Library who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
- C. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

- D. When collecting a social security number, or upon request by the individual providing the social security number, a statement of the purpose or purposes for which the Library is collecting and using the social security number shall be provided.
- E. A written copy of this Policy, and any amendments thereto, shall be filed with the Library District Board within thirty (30) days after approval of this Policy or any amendments thereto.
- F. The Director of the Library shall make sure that all officers and employees of the Library are aware of the existence of this Policy, and shall make a copy of this Policy available to each officer and employee. If the Library amends this Policy, then the Director of the Library shall advise all officers and employees of the Library of the existence of the amended Policy, shall make a copy of the amended Policy available to each officer and employee of the Library, and shall file a copy of the amended Policy with the Library District Board.
- G. The Library shall make this Policy available to any member of the public, upon request.

- 7. Violation:  
Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in Sections 1.A. and 1.B. of this Policy) shall, pursuant to the Act, be guilty of a Class B misdemeanor.
- 8. This Policy does not supersede any more restrictive law, rule or regulation regarding the collection, use or disclosure of social security numbers.

# **VOLUNTEER POLICY**

## **Green Hills Public Library District Policy Adopted May, 2015**

1. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits other than Workers' Compensation. Court-ordered community services workers will not be used as volunteers.
2. Volunteers must complete a volunteer information form and be age 11 or older. Volunteers under 18 years of age must have written permission from a parent or guardian to volunteer at the Library.
3. Volunteers will not be accepted if there is no suitable job match after considering skills, interests, schedule, and transportation. If no suitable job is available, the volunteer will be informed that his/her application will be kept on file for one year and he/she will be contacted if there is an opening.
4. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as Library employees.
5. Staff will work with volunteers to ensure that they understand their responsibilities.
6. Volunteers work under an at-will status and may be discharged with or without cause or notice.
7. All volunteers must sign in and out when volunteering in the building.
8. All volunteers must display proper identification when volunteering in the building.
9. Volunteers must maintain confidentiality of privileged information that they are exposed to while volunteering.
10. All attendance records will be retained for a period of five years.

Amended September 2017

# **ELECTRONIC COMMUNICATION POLICY FOR TRUSTEES**

## **Green Hills Public Library District Policy**

This policy has been created to avoid violations of the Open Meetings Act by our elected officials. Trustees shall not use electronic communications to discuss amongst themselves public business that is required to be discussed in an open meeting pursuant to the Open Meetings Act.

Trustees must “reply only” to electronic communications initiated by the Library Director or other administrative staff. If the Library Director or other administrative staff sends an email to all trustees, the email will contain notification that provides, “Trustees DO NOT REPLY TO ALL.” Trustees that initiate communications (about Library business) by electronic means should communicate with the Library Director (or other appropriate administrative staff) and avoid including other trustees. It is also permissible for a trustee to query the Board President and / or the Library Director but exclude all other trustees.

An appropriate record of these communications will be maintained in the District files to ensure compliance with state law.

Under the Freedom of Information Act, electronic messages that have been prepared, or have been or are being used, received, possessed, or under the control of any public body or that pertain to the transaction of public business are public records. As such, the messages will be subject to disclosure in response to a FOIA request, unless an exemption applies. Messages may also be subject to disclosure in the context of litigation or in response to a court order.

Adopted February 2012  
Reviewed April 2018



## BYLAWS

### ARTICLE I: NAME

This organization shall be called “The Board of Trustees of the Green Hills Public Library District” existing by virtue of, and in accordance with, the provisions of the Illinois Public Library District Act of 1991, as amended from time to time, and exercising the powers and authority and assuming the responsibilities delegated to it under said Act.

### ARTICLE II: OFFICERS

- Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, selected from among the elected trustees following the election of the Board.
- Section 2. Officers shall serve a term of two years.
- Section 3. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, co-sign checks, serve as an ex officio member of all committees, and generally perform all duties associated with that office. He/she shall be bonded in an amount as may be required.
- Section 4. The vice president, in the absence of the president, shall preside at Board Meetings, co-sign checks, and otherwise act in place of the president and perform the duties associated with that office. She/he shall be bonded in an amount as may be required.
- Section 5. The secretary shall keep a true and accurate record of all meetings of the Board, co-sign checks, issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. She/he shall be bonded in an amount as may be required. In the absence or inability of the secretary, his/her duties shall be performed by such other members of the Board as the Board may designate.
- Section 6. The treasurer shall be the disbursing officer of the Board, co-sign all checks and shall perform the duties of the office. She/he shall be bonded in the amount required by law. In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

### ARTICLE III: LIBRARY DIRECTOR

The Library Director is responsible for the administration of the Green Hills Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Trustees. The principal accountabilities are to staff the Library with competent personnel, operate the Library to attain the greatest value in user satisfaction from funds available, and to advise the Board on all matters within its area of responsibility.

## ARTICLE IV: COMMITTEES

The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board. Committees shall comply with provisions of the Open Meeting Act.

## ARTICLE V: MEETINGS

### Section 1. Open Meetings

All meetings of the Library Board of Trustees shall be public meetings held in accordance with the Open Meetings Act, 5 ILCS 120/1, *et seq.*, except for closed sessions which shall be held only as authorized by the Open Meetings Act.

### Section 2. Regular Meetings

Prior to the beginning of each fiscal year, the Board shall specify by ordinance the time, place, day and date of all meetings for the coming year, as provided by statute. The date, time or place may be temporarily changed by a roll call vote at the regular meeting prior to the meeting affected. Trustees should strive to attend a minimum of seven (7) of the regularly scheduled ten (10) meetings per year.

### Section 3. Special Meetings

Special Meetings of the Board may be called by the President, or Secretary, or by any four (4) Trustees. All meetings shall comply with the provisions of the Open Meeting Act.

### Section 4: Quorum

As provided by statute, a quorum shall consist of four (4) Trustees who are physically present at the meeting site and a majority of those present shall determine the outcome of any vote taken on a question, unless a greater than majority vote is required by law.

### Section 5. Voting

As provided by statute, all votes on any question shall be by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted.

Section 6. Order of Business

The Order of Business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit: (1) Call to Order; (2) Roll Call and Pledge of Allegiance; (3) Acknowledgement of Visitors; (4) Minutes of Previous Meetings; (5) Financial Report and Authorization of Expenditures; (6) President's Report; (7) Public Comment; (8) Director's Report; (9) Department Reports; (10) New Business; (11) Correspondence; (12) Unfinished Business; (13) Adjournment.

Section 7. Public Participation

All regular, annual and special meetings shall be open to members of the public. Citizens, individually or as organized groups, desiring to make a presentation to the Library Board may do so.

Because the Library Board recognizes its responsibilities to conduct the business of the Library in an orderly and efficient manner, it is requested to have such requests before the regular meeting begins so that the public may be heard at the meeting.

In addition, members of the public may comment on any item, whether on the agenda or not, during the time for public comment on the agenda. Any individual's comments shall not exceed 5 minutes.

The Library Board reserves the right to confine the discussion to a definite period of time, and to refer any matter discussed to a committee for further deliberation.

Section 8. Conduct of Meetings

Proceedings of all meetings shall be governed by the most recent edition of Robert's Rules of Order and applicable laws of the State of Illinois.

Section 9. Committee Meetings

Committees shall report to the Library Board as necessary.

ARTICLE VI: GENERAL

Section 1. No trustee or employee of the Library shall engage in any business or transaction or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his/her official duties in the public interest, or that may tend to impair his/her independence of judgment or action in the performance of such official duties.

Section 2. Library Trustees do their work collectively on the Board, and are expected at all times to act in the best interests of the Library District.

- Section 3. A dispute regarding fines, fees, or policies may be addressed to the Board in the form of a detailed letter articulating the concerns and position of the patron. The whole Board and appropriate staff will discuss the issue and announce the disposition at a public meeting.
- Section 4. An affirmative vote of the majority of all members of the Board present shall be necessary to approve any action before the Board.
- Section 5. The bylaws may be amended by a majority of the Board provided the proposed amendment was considered at a meeting prior to its adoption.
- Section 6. Electronic/telephone Board meeting participation will be allowed by a trustee if the trustee cannot attend due to an emergency, employment conflict, Library business conflict, illness, or disability. A quorum of trustees must be physically present for the meeting. The trustee participating electronically cannot comprise the quorum.

#### ARTICLE VII: BOARD DEVELOPMENT

Trustees shall serve without compensation, but shall be reimbursed for actual and Necessary expenses incurred in the performance of their duties.

Necessary expenses include reimbursement for mileage, meals and the cost of Attending the conference (Illinois Public Library District Act 1991:75 ILCA 16/30-30)

Adopted December 18, 1991  
Revised September 16, 1992  
Revised November 17, 1993  
Revised July 16, 1997  
Revised July 10, 2001  
Revised May 17, 2010  
Revised August 16, 2010  
Revised June 20, 2016  
Revised October 17, 2016  
Amended April 16, 2018

**GREEN HILLS PUBLIC LIBRARY DISTRICT, ILLINOIS,  
COOK COUNTY, ILLINOIS  
FUND BALANCE POLICY IN ACCORDANCE WITH GASB #54**

**Background**

In February 2009, the Governmental Accounting Standards Board (GASB) issued GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions. The statement substantially changes how fund balances are categorized. It clarifies/modifies how some of the governmental funds are presented and classified.

**Purpose**

To provide a stable financial environment for the Green Hills Public Library District, Illinois (hereinafter referred to as “District”) operations that allows the District to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This Fund Balance Policy is meant to serve as the framework upon which consistent operations may be built and sustained.

**Definitions and Policies**

*Fund Balance.*

Fund balance is the difference between assets and liabilities in governmental funds (i.e. general fund, special revenue funds, capital project funds, debt service funds and permanent funds).

*Non-spendable Fund Balance.*

Describes the amount of a fund balance that cannot be spent because it is either not in spendable form or there is a legal or contractual requirement for the funds to remain intact.

**Policy**

At the end of each fiscal year, the District will report the portion of the fund balance that is not in spendable form as Non-spendable Fund Balance on the financial statements.

*Spendable Fund Balance (Overview).*

Describes the amount of fund balance that is available to appropriation based on the constraints that control how specific amounts can be spent. Typically, a significant portion of a government’s spendable resources can be spent only for specified purposes. The following categories define the revenue source and the level of force of the constraint on spending. Categories should be supported by actual plans approved by either the governing body, an appropriate officer, grant providers or enabling legislation.

*Restricted Fund Balance*

The restricted fund balance category includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties (e.g. encumbrances for goods or services with outside parties, creditors, grantors, outstanding at the end of the year), and any legal restrictions based on state statutes or grant requirements placed on the use for specific purposes.

## **Policy**

At the end of each fiscal year, the District will report “restricted” fund balance for amounts that have applicable legal restrictions per GASB #54. In addition, encumbrances or funds restricted by enabling legislation will be reported as “restricted”.

### *Committed Fund Balance*

The committed fund balance classification includes the portion of the spendable fund balance that reflects constraints that the District has imposed upon itself by a formal action of the Board of Trustees (for example, an ordinance or resolution passed by the Board of Trustees). This constraint must be imposed prior to year-end but the amount can be determined at a later date.

## **Policy**

Prior to the end of each fiscal year, the District will report “committed” fund balance for long-term loan receivables such as advances to other funds and similar accounts as well as including commitments of funds for future capital projects and other long term projects.

### *Assigned Fund Balance*

The assigned fund balance is the portion of the spendable fund balance that reflects funds intended to be used by the governmental for specific purposes assigned by more informal operational plans (e.g. capital goods replacement, the constraint on use is not imposed by external parties or by formal Board action). In governmental funds other than the General Fund (Special Revenue Funds, Capital Project Funds, Debt Service Funds and permanent funds), assigned fund balance represents the amount that is not restricted or limited. The authority to “assign” fund balance is delegated to the District Treasurer.

## **Policy**

### *Capital Goods Replacement*

At the end of each fiscal year, the District will report “assigned” fund balance for equipment replacement according to the District’s Capital Improvement Plan.

### *Special Revenue Funds Cash Flow*

At the end of each fiscal year, the District will maintain spendable-assigned portion of the fund balance for cash flow in a range equal to 20% to 50% of the subsequent year’s budgeted revenues.

### *Unassigned*

This is the residual classification for the government’s General Fund and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no governmental self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain

funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as undesignated can be used to cover expenditures for revenues not yet received.

**Policy**

*Cash Flow*

At the end of each fiscal year, the District will maintain spendable-unassigned portions of the fund balance for cash flow in a range equal to 35% to 60% of the General Fund operating expenditures. In addition to the cash flow needs, this accommodates emergency contingency concerns. In the event that amounts designated for cash flow fall above or below the desired range, the District Treasurer shall report such amounts to the Board of Trustees as soon as practical after the end of the fiscal year. Should the actual amount designated for cash flow fall below the desired range, the District shall create a plan to restore the appropriate levels. Should the actual amount designated for cash flow rise above the desired range, any excess funds will remain undesignated pending the Board's final decision concerning transfer to the Special Reserve Fund. It is the policy of the District that such excess funds will be reported in the spendable limited category of this Policy.

Dated this 17 day of September, 2012.  
GREEN HILLS PUBLIC LIBRARY DISTRICT, ILLINOIS

By: Richard J. Kelleher  
PRESIDENT

ATTEST:  
Tara Wrobel  
DISTRICT SECRETARY PRO-TEM

**ORDINANCE ESTABLISHING A SPECIAL RESERVE  
FUND FOR THE GREEN HILLS PUBLIC LIBRARY DISTRICT**

WHEREAS, Section 40-50 of the Illinois Public Library District Act (75 ILCS 16/40-5) authorizes the Green Hills Public Library District to establish a special reserve fund for purposes such as to erect a building; to purchase a site for erecting a building; to repair, remodel or improve an existing library building or to acquire library materials (such as books, periodicals, films and recordings) and electronic data storage and retrieval facilities in connection with the purchase or construction of a new public library building or the expansion of an existing library building and for emergency expenditures for the repair of an existing library building or its equipment; and

WHEREAS, Section 40-50 of the Illinois Public Library District Act provides that the Board may transfer to the special reserve fund, each year, the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits if: (i) the Board has resolved to develop and adopt a plan or plans as authorized by the Act; and (ii) the Board provides in the annual appropriations ordinance for accumulation of the unexpected balances; and

WHEREAS, the plan required shall be developed in general form within two years of the adoption of the ordinance establishing a special reserve fund and may subsequently amended as circumstances may require; and

WHEREAS, no plan is needed for emergency expenditures from the special reserve fund for the repair of an existing library building or its equipment;

NOW, THEREFORE, Be It Ordained by the Board of Trustees of the Green Hills Public Library District, Cook County, Illinois, as follows:

1. That the Board hereby establishes a special reserve fund for the purposes identified in Section 40-5 and 40-50 of the Illinois Public Library District Act.

2. That the Board is resolved to develop and adopt a plan or plans as authorized in Section 40-50 of the Illinois Public Library District Act.

3. That the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory amounts be transferred to the special reserve fund each year and that the annual appropriation ordinance for accumulation of those unexpended balances be provided for in the annual appropriations ordinance.

4. That the plan required in Section 40-50 shall be developed in general form within two years of the adoption of this ordinance and that the plan subsequently be amended as circumstances may require.



5. That emergency expenditures from the special reserve fund be used for the repair of an existing library building or its equipment when emergencies arise.

6. This ordinance shall be in full force and effect from and after its passage, approval and publication in the manner prescribed by law.

7. All ordinances in conflict with this ordinance are hereby repealed.

ADOPTED this 17<sup>th</sup> day of March, 1998.

By: Stephen Culen  
Board President

ATTEST:  
William D. Babcock  
Board Secretary, Pro Tem

Reviewed April 2018

# **GREEN HILLS PUBLIC LIBRARY DISTRICT**

## **Investment Policy**

### **1.0 POLICY:**

Under this instrument, the Green Hills Public Library District's Investment Policy, it is the policy of the Library to invest all funds under the Library's control in a manner which will provide the highest investment return using authorized instruments, while meeting the Library's daily cash flow demands and in conformance with all State statutes governing the investment of public funds.

This Policy shall apply to all investments entered into on or after the effective date of this instrument. Until expiration of investments made prior to the effective date of this Policy, such investments shall continue to be governed by the policies in effect at the time such investments were made.

### **2.0 INVESTMENT GUIDELINES:**

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

#### **2.1 SAFETY:**

The safety of principal is the foremost objective of the investment program. Library investments shall be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 9.0 of this Policy, is required to ensure that the Library prudently manages market, interest rate and credit risk.

#### **2.2 LIQUIDITY:**

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

#### **2.3 RETURN OF INVESTMENT:**

The investment portfolio shall be designed to obtain the highest available return, taking into account the Library's investment risk constraints and cash flow needs and the Library's desire to promote fiscal responsibility. The portfolio shall seek to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 1.0 of this Policy.

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

## 2.4 PERIODIC REVIEW OF INVESTMENT PORTFOLIO:

The investment advisor or advisors appointed by the Library Board pursuant to Section 14.0 of this Policy shall make a periodic review, not less frequently than weekly, of the Library's investment portfolio, its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. Should a non-employee investment advisor or advisors be appointed, reports shall be made to the Library Director on an "as needed" basis, and shall report to the Library Board at least quarterly.

## 3.0 PRUDENCE:

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

## 4.0 ETHICS AND CONFLICTS OF INTEREST:

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

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

- 1) Have any interest, directly or indirectly, in any investments in which the Library is authorized to invest.
- 2) Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
- 3) Receive, in any manner, compensation of any kind from any investments in which the Library is authorized to invest.

## 5.0 AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:

Authorized investment officers shall utilize the Library's approved list of financial institutions when selecting institutions to provide investment services. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/0.01 et seq.)

In addition, a list shall be maintained of approved security broker/dealers selected according to their creditworthiness, and their financial efficiency in serving the Library, which shall be time employees, the size of its payroll, and the extent to which the broker/dealer has an economic value to the Library. The list may include “primary” dealers or regional dealers which qualify under Securities and Exchange Commission Rule 240.15c3-1 (Net Capital Requirements for Brokers Or Dealers).

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

- a) Audited financial statements;
- b) Proof of minority/female/disabled broker status;
- c) A trading resolution;
- d) Proof of State of Illinois registration;
- e) Completed Broker/Dealer Questionnaire;
- f) Certification of notice and knowledge of the Library’s Investment Policy;
- g) Published reports for brokers from rating agencies with investment grade ratings;
- h) Proof of emerging broker status; and
- i) Consolidated Reports of Condition and Income.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Library’s authorized investment officers. More frequent reviews may be conducted if warranted.

A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the Library establishes a depository, trading, or safekeeping relationship. Qualified bidders shall submit annual audited financial statements and shall submit financial statements when a material change occurs in the financial condition or registration of qualified bidders.

#### 6.0 AUTHORIZED AND SUITABLE INVESTMENTS:

As of the effective date of this Policy, the list of authorized investments shall include those authorized by Section 2 of the Public Funds Investment Act, 30 ILCS 235/2.

#### 7.0 INVESTMENT RESTRICTIONS:

- a) Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.
- b) Except for repurchase agreements of government securities which are subject to be Government Securities Act of 1986, the Library shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the Library unless the instruments

and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).

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

#### 8.0 COLLATERALIZATION:

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

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

#### 9.0 DIVERSIFICATION:

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

- a) The Library shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
- b) The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits;
- c) No investment category shall exceed 40% of the Library's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
- d) The Library shall invest the majority of Library funds in authorized investments of less than one (1) year maturity. No investment shall exceed two (2) years maturity.

#### 10.0 SAFEKEEPING AND CUSTODY:

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

## 11.0 INTERNAL CONTROLS:

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

### 11.1 ASSET ALLOCATION:

The allocation of assets within investment categories authorized under Section 5.0 of this Policy shall be approved by the Library Board.

### 11.2 COMPETITIVE BIDDING:

Authorized investment officers shall obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments. Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the Library set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

## 12.0 LIMITATION OF LIABILITY:

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard as stated in Section 3.0 above, and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

## 13.0 REPORTING:

Financial reports shall be presented quarterly to the Library Board by the Library Director. The quarterly report shall contain the following:

- a) Performance as compared to established benchmarks;
- b) Asset allocation;
- c) Any circumstances resulting in a deviation from the standards established in Section 10.0 of this Policy;
- d) Impact of any material change in investment policy adopted during the quarter;
- e) The average days to maturity; and
- f) A listing of all investments in the portfolio marked to market value, including but not limited to information regarding securities in the portfolio by class or type, by value, income earned and market value as of the report date.

The Library's investment advisor(s), should such advisor(s) be some person or some entity other than an employee of the Library, shall develop performance reports in compliance with established industry reporting standards within six months following the adoption of this Investment Policy. Such reporting standards may include those sanctioned by the Association of Investment Management Research ("AIMR") in accordance with Generally Accepted Accounting Principles ("GAAP").

#### 14.0 DELEGATION OF AUTHORITY:

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

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

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

Until the Library Board appoints one or more non-employee investment advisor(s), management responsibility for the investment program set forth in this Policy is delegated to the Library Director.

Amended April 2018

## **Social Media Policy**

The purpose of this policy is to address use of social media, such as Twitter, Facebook and LinkedIn, by the Green Hills Public Library District (“Library”) and its employees, volunteers, elected officials and patrons. The Library uses social media to increase awareness of and accessibility to its programs, resources and services in order to serve its mission.

### Article I Library – Sponsored Social Media

Only those employees responsible for the Library’s social media sites should be actively participating on those sites during work hours. Employees who contribute to the Library’s social media shall present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check grammar and spelling before posting.

Employees should not discuss confidential, work-related matters through social media.

Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

### Article II Employee Personal Use of Social Media

Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time.

1. If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library.
2. Respect the Library’s confidential and proprietary information. Do not post information that is still in draft form or is confidential.

No comments with any kind of negative, mocking, condescending, etc. slant should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library’s social media sites.

The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.

Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets. Moreover, while employees are working, they may not use any Library equipment for posting anything to their personal social media sites.



### Article III     Posting on Social Media Sites

The Library permits patrons to comment on Library posts. It does not endorse the opinions expressed in posts on its social media sites.

While the Library recognizes and respects differing opinions and the First Amendment rights of its employees and patrons, the Library reserves the right to delete posts that violate Library policy. Failure to comply with federal, state and local law as well as Library policies will be grounds for suspension of posting privileges.

Posts that contain any of the following are prohibited and will be removed:

- Obscene material
- Child pornography
- Libel, slander, or defamation
- Discriminatory or harassing language
- Copyrighted or trademarked material
- Spam
- Advertising or sale of merchandise or services

### Article IV

The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of this policy by employees may result in discipline, up to and including termination of employment.

Adopted May 2013  
Amended May 2018

## APPENDIX

### **LIBRARY FEES**

#### **OVERDUE AND OTHER FEES FOR MATERIALS**

	<b>FEE</b>
Books	\$1.00 per week
Book Box	\$1.00 per week
Hot Books	25 cents per day
Audio Books – Fiction / Non Fiction	25 cents per day
Interlibrary Loan Materials	25 cents per day
Kits (Easy Book/Audio Combo)	10 cents per day
Magazines	10 cents per day
Magazines (Quick Flips)	25 cents per day
Compact Discs (Music)	25 cents per day
CD-ROM (Computer Programs/Games)	\$2.00 per day
Interactive Multimedia (video games)	\$2.00 per day
eBook Reader	\$5.00 per day
DVDs/Blu-ray (Feature/Children's)	\$1.00 per day
DVDs/Blu-ray (Non-Fiction)	\$1.00 per day
Roku Players	\$2.00 per day
Referral Fee to Collection Agency	\$10.00

#### **SERVICE FEES**

Photocopies Black	10 cents per page
Photocopies Color	50 cents per page
Local Fax	\$1.00 per page
International Fax	\$2.00 per page
Computer Printout, black and white	10 cents per page
Computer Printout, color	50 cents per page
Poster Printing	18 x 24      \$20.00 24 x 36      \$40.00
3D Printing	25 cents per half hour
Non-Resident Card	\$220.00 as of 7/1/2017

(A \$3.00 charge will become effective for ILL loans when the State of Illinois withdraws funding for system delivery.)

ILL (searches outside of Illinois)	Postage fee varies
+ Additional fees assessed by lending library	Per ILL request

#### **LOST MATERIALS FEES**

Lost or Damaged Material:	Replacement cost of item
Replacement of Security Tag due to complete removal or damage	\$2.00
Book Box:	\$3.00 for Box plus replacement cost of item

**DAMAGE/REPAIR RECOVERY COSTS**

Mechanical Equipment  
Electronic Equipment  
Software

Replacement Cost  
Replacement Cost  
Replacement Cost

## CIRCULATION POLICIES

### Length of Loan

<u>Material</u>	<u>Loan Period</u>	<u>Limits</u>	<u>Renewals</u>	<u>May Holds Be Placed</u>
Print (Books, periodicals, pamphlets)	21 days	None	2	Yes
Audio Books (Tapes or CDs)	21 days	None	2	Yes
Kits (Children's multimedia)	21 days	None	2	Yes
Music CDs	14 days	None	2	Yes
New DVDs/Blu-Ray	7 days	None	None	Yes
DVDs/Blu-Ray (non-new)	14 days	None	2	Yes
Hot Books	7 days	None	1	No
eReaders	21 days	None	2	Yes
Digital Equipment	7 days	None	None	No
Interactive Multimedia (Video Games)	14 days	None	1	Yes
Roku Players	14 days	One (1)	1	Yes
Wi-Fi Hotspot	14 days	One (1)	1	Yes
Book Box	21 days	One (1)	None	No
Quick Flips	7 days	None	None	No

Fines and fees are payable with cash, check, or credit card. Credit card payment is handled either online or via self-checkout by the patron using the Illinois Funds E-Pay program. The E-Pay program does not charge.

### **Renewing Materials**

Renewable materials that do not have holds and/or have not exceeded the renewal limit will be automatically renewed. Patrons also have the option to renew materials at the Circulation Desk, over the phone, through our online catalog, or at any self-checkout station in the Library. Patrons must not have fines in excess of \$4.99 in order for any material renewal to take place.

Amended October 2017

### **Vacation Loans:**

Print materials, audio books, and kits may be checked out on a Vacation Loan (42 days, no renewals).

## CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Amended March 2018

**Green Hills Public Library District  
Exhibits Application**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Nature of display or exhibit \_\_\_\_\_

Description and value of each item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred dates for display: from \_\_\_\_\_ to \_\_\_\_\_

Indemnification – For and in consideration of the use of the Library facilities for display purposes, the person or group signing this application hereby agrees to indemnify, defend and hold the Green Hills Public Library District, its elected officials, staff and agents harmless from any and all claims, actions, suits, causes of or relating to its use of the Library District facilities.

I have read the Green Hills Public Library District’s policy concerning Exhibits and Community Information and agree to abide by the terms of the policy. The Green Hills Public Library District shall not be held responsible for loss of, or damage to, property while it is housed in the Library.

If the display is not removed on the date of termination of this contract, the display will be removed and disposed of by the Library Staff, and the Library will assume no further responsibility for it.

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

Amended February 2018

**Green Hills Public Library District  
eBook Reader Lending Agreement for Home Use**

I have read and understand the Green Hills Public Library eBook Reader Lending Policy and I agree to adhere to the terms and conditions contained therein.

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

**Library Card Number:** 21814000\_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

\_\_\_\_\_  
**User Signature**

**Staff Initials:** \_\_\_\_\_

\_\_\_\_\_  
**Co-signer Signature (for users under 18 years old)**

**Green Hills Public Library District  
Americans with Disabilities Act (ADA)  
Compliance Form**

Green Hills Public Library District seeks to comply with the provisions of the Americans with Disabilities Act. To meet those requirements we need to be made aware of accessibility problems experienced by our patrons and employees.

Problems may include service and/or facility access. We welcome suggestions to help us improve our services to persons with disabilities. Please list your concerns below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address:

\_\_\_\_\_

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

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

These suggestions will be reviewed by the Library Director and the Board of Trustees.



# Green Hills Public Library District Volunteer Application Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_ Birthdate (MM/DD/YYYY) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone #: \_\_\_\_\_

Parent/Guardian (under 18): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work #: \_\_\_\_\_

Please list any physical limitations you have that we should consider when matching you with volunteer jobs: \_\_\_\_\_  
\_\_\_\_\_

Days and times you are available: \_\_\_\_\_  
\_\_\_\_\_

**RELEASE:**

I hereby release the Green Hills Public Library District, its agents, and any employees, from any liability or obligation arising from or in conjunction with community services activities.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if volunteer is under 18)

Green Hills Public Library District  
10331 S. Interlochen Drive  
Palos Hills, IL 60465  
(708) 598-8446  
*greenhillslibrary.org*

10/2016

**Green Hills Public Library District  
Meeting Room Reservation Application**

Date Application Submitted: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Room requested (circle one): Ground Floor Meeting Room or First Floor Meeting Room

Applicant's Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ GHPLD Card #21814 \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address of office and/or regular meeting place of organization:

\_\_\_\_\_

General purpose of use (business meeting, panel discussion, lecture, etc.):

\_\_\_\_\_

Special requirements, comments: \_\_\_\_\_

I state the above information is true and correct. I further state that I have received a copy of the Meeting Room Policy adopted by the Board of Trustees of the Green Hills Public Library District, that I (and the above organization), shall abide by said Meeting Room Policy and shall indemnify, defend and hold harmless the Green Hills Public Library District, its Board of Trustees, and staff, from any loss, cost, expense, or damage occasioned by the use of Library property. Failure to abide by the requirements and regulations set forth in this policy will result in a minimum charge of \$100.00.

\_\_\_\_\_  
Applicant's Signature

Approved or Disapproved: \_\_\_\_\_

Modifications or restrictions, if any: \_\_\_\_\_

\_\_\_\_\_

Reason for disapproval, modifications, or restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Library Representative's Signature

# GREEN HILLS PUBLIC LIBRARY DISTRICT

## Request for Reconsideration of a Title

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

WHOM DO YOU REPRESENT \_\_\_\_\_ Myself

\_\_\_\_\_ Organization (Please specify) \_\_\_\_\_

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

TITLE IN QUESTION \_\_\_\_\_

AUTHOR \_\_\_\_\_

FORM OF MATERIAL (book, recording, etc.)? \_\_\_\_\_

Did you read, view, listen to or otherwise use the material in its entirety? \_\_\_\_\_

If not, then which parts? \_\_\_\_\_

What do you think the material is about? \_\_\_\_\_

Please state your comment, suggestion or criticism of the material as specifically as possible (use additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like your Library to do about this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

The Library appreciates your interest, and will consider your comments.

Revised: 2001

**GREEN HILLS PUBLIC LIBRARY DISTRICT  
FREEDOM OF INFORMATION REQUEST**

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

Telephone: home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

**DESCRIPTION OF REQUESTED RECORD(S):**

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

Please indicate that if you wish to inspect the above captioned records or wish a copy of them:

\_\_\_\_ Inspection                      \_\_\_\_ Copy                      \_\_\_\_ Both

Do you wish to have copies certified? \_\_\_\_\_

Is this information to be used for a commercial purpose: yes \_\_\_\_ no \_\_\_\_

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

This request is being made in accordance with the provisions of the Freedom of Information Act, and the undersigned agrees to abide by the Rules and Regulations, and to pay all charges involved with the copying of the documents including postage costs.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Response Due

Date and Type of Response: Approved on \_\_\_\_\_; partially approved on \_\_\_\_\_; denied on \_\_\_\_\_

**GREEN HILLS PUBLIC LIBRARY DISTRICT  
DENIAL OF REQUEST FOR PUBLIC RECORDS**

DESCRIPTION OF REQUESTED RECORDS: \_\_\_\_\_  
\_\_\_\_\_

Your request dated \_\_\_\_\_ for the above captioned records has been denied:

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

\_\_\_\_\_ The materials requested are exempt under Section 7 \_\_\_\_\_ of the Freedom of Information Act for the following reasons (include detailed factual basis for any claimed exemption): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The individuals who were responsible for the denial are:

\_\_\_\_\_

You have the right to appeal the denial of the records you have requested to the Public Access Counselor by submitting a written notice of appeal to:

Public Access Counselor  
Illinois Attorney General's Office  
500 South Second Street  
Springfield, Illinois 62701  
1-877-299-3642

You also have the right to judicial review pursuant to Section 11 of the Freedom of Information Act, 5 ILCS 140/11.

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date