

GENERAL POLICIES

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Policies reviewed and approved 2010
Manual updated November 2017

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

The Green Hills Public Library District subscribes to and observes the provisions of the Illinois Freedom of Information Act (“Act”). These rules and regulations are established to implement the provisions of the Freedom of Information Act. The purpose of these rules is to support the policy of providing public access to the public records in the possession of the Green Hills Public Library District while, at the same time, protecting the legitimate privacy interest of residents and maintaining administrative efficiency.

These rules and regulations are filed in accordance with the Freedom of Information Act. A copy of the Freedom of Information Act is on file for inspection at the District offices.

Procedure

Making a Request

Any person may request records of the Green Hills Public Library District by submitting a written request, delivered by mail, fax, email or in person. Requesters may use the Library District’s FOIA Request Form, which is available on the Library District’s website. The requestor shall provide the following information in a request for public records:

The requestor’s full name, date, and contact information (phone number or email address).

A brief description of the public record sought, being as specific as possible.

Whether the request is for inspection of public records, copies of public records, or both.

Whether the request is for a commercial purpose.

Mailed requests should be sent to:

Library Director/Freedom of Information Officer
Green Hills Public Library District
8611 W. 103rd Street
Palos Hills, Illinois 60465

Requests may be faxed to: (708) 598-0856 and emailed to: ghplfoia@greenhillslibrary.org. Any oral requests for records will not be processed. The person orally requesting records will be instructed to put the request in writing to the attention of the Freedom of Information Act Officer. Routine oral requests will be handled at the discretion of the Freedom of Information Officer. Examples of the routine oral requests that will be handled at the discretion of the Freedom of Information officer include requests for: minutes of public meetings and copies of District ordinances.

FOIA requests after 5:00 p.m., Monday through Thursday, will be dated as received the next business day. FOIA requests received after 5:00 p.m. on Friday will be dated as received the following Monday as the next business day.

Response to Requests

The District shall respond to a request for public records in one of three ways: approve the request; approve in part and deny in part or deny the request. The District shall respond to a written request for public records within five (5) working days after the receipt of the written request, except for commercial requests, recurrent requestors or voluminous requests. Upon receipt of a FOIA request, the Freedom of Information Officer will note the date of receipt of the request, compute the deadline to respond to the request and write it on the request, maintain an electronic or paper copy of the written request and all documents submitted with the request until it is complied with or denied, and create a file for the retention of the original request, a copy of the response and a copy of any communications regarding the request.

The District may give notice of an extension of time to respond which does not exceed an additional five (5) working days, unless the requester and the Freedom of Information Officer agree to extend the time to respond to a different date and put such agreement in writing. Such an extension is allowable only if written notice is provided within the original five (5) working days' time limits and only for the reasons provided in Section 3(e) of the FOIA. Such notice of extension shall state the reasons why the extension is necessary and the date by which the records will be made available or denial will be made. Such an extension may be for any one or more of the reasons set forth in the Act, as follows:

1. The requested records are stored in whole or in part at locations other than the office having charge of the requested records;
2. The request requires the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the Act or should be revealed only with appropriate deletions;
6. The request for records cannot be complied with by the District within the time limits prescribed above without unduly burdening or interfering with the operations of the District; or
7. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

Exemptions

The Act creates a presumption that all records in the custody or possession of the Library District are open to inspection or copying. Records are exempt only, as provided in Section 7 and 7.5 of the Act.

Exemptions shall be considered as follows:

1. The Library District is not required to provide copies of or allow access to any public records, which are exempt from disclosure under the Act, as amended from time to time.
2. If any public record that is exempt from disclosure under the Act contains any material, which is not exempt, the Library District shall redact the exempt information and make the remaining information available for inspection and copying.

Approval of a Request

Unless otherwise arranged, public records will be made available for inspection during normal working hours of the District at the office of the Freedom of Information Officer, Monday – Friday from 9:00 a.m. to 5:00 p.m. Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. All copying shall be done by District employees. Original documents may only be examined under close supervision of Library staff.

When a person requests a copy of a record maintained in an electronic format, the FOIA Officer shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the FOIA Officer shall furnish it in the format in which it is maintained by the Library or in paper format at the option of the requester. The Library may charge the requester for the actual cost of purchasing the recording medium, whether disc, USB flash drive, or other medium. The Library may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

Denial of Request

When a request for public records is denied on the grounds that the records are exempt under the Act, the notice of denial shall specify the exemption claimed to authorize the denial. When the Library denies a request for public records, it shall notify the Requestor in writing of that decision, the reasons for the denial, including a detailed factual basis for the application of any claimed exception in accordance with either Section 3(g) and/or Section 7 or 7.5 of the FOIA, and the names and titles or positions of each person responsible for the denial. A notice of denial shall also inform the Requestor of his/her right to review by the Public Access Counselor, including the Counselor's address and phone number. The Requestor shall also be notified of the right to seek judicial review pursuant to the Act. The Public Access Counselor can be reached at: 1-877-299-3642; Illinois Attorney General's Office, 500 South Second Street, Springfield, Illinois 62706.

Failure to respond to a written request within five (5) working days, or up to an additional five (5) working days as determined by the Freedom of Information Officer, or an additional extended date agreed to in writing between the parties, if any, may be considered by the requestor as a denial of a request. Categorical requests creating an undue burden upon the Library District shall be denied only after extending to the Requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(g) of the Act.

Copies of all notices of denial shall be retained by the Library District in a single central office file open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested.

Commercial Requests

For commercial requests, the procedure shall be as follows:

(A) The Freedom of Information Officer shall respond within twenty-one (21) working days.

(B) The response shall: (i) provide the requester an estimate of the amount of time required to provide the requested records and an estimate of the fees to be charged, which must be prepaid; (ii) deny the request pursuant to any of the applicable exemptions in the Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or (iv) provide the requested records.

Recurrent Requests

A recurrent requester is a person, who, in the twelve (12) months immediately preceding the request, submitted to the District (i) a minimum of fifty (50) requests for records, (ii) a minimum of fifteen (15) requests for records within a thirty (30)-day period, or (iii) a minimum of seven (7) requests for records within a seven (7)-day period. Recurrent requesters does not apply to requests by news media and non-profit, scientific or academic organizations, when the principal purpose of the requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interests to the public, or (iii) for the purpose of academic, scientific, or public research or education. A request may identify multiple records for inspection or copying.

For recurrent requests, the procedure shall be as follows:

(A) Within five (5) business days after receiving a request from a recurrent requester, the District shall (i) notify the requester that the Library District is treating the request as a recurrent request under Section 2(g); (ii) state the reason for treating the request as a recurrent request; (iii) and (iii) notify the requester that the Library District will send an initial response within twenty-one (21) business days after receipt.

(B) Within twenty-one (21) business days after receiving a request from a recurrent requester, the Library District shall (i) provide the requester an estimate of the amount of time required to provide the requested records and an estimate of the fees to be charged, which must be prepaid; (ii) deny the request pursuant to any of the applicable exemptions in the Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or (iv) provide the requested records.

Voluminous Request

A voluminous request is a request that:

(A) includes more than five (5) individual requests for more than five (5) different categories of records or a combination of individual requests that total requests for more than five (5) different categories of records in a period of twenty (20) business days; or

(B) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. "Single requested record" may include, but is not limited to, one report, form, e-mail, letter, memorandum, book, map, microfilm, tape or recording.

As with commercial requests and recurrent requesters, the definition of voluminous requests does not include requests made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to the public; or (3) for the purpose of academic, scientific or public research or education.

For voluminous requests, the procedure shall be as follows:

(A) The Freedom of Information Officer shall respond within five (5) working days. The response shall: (i) inform the requester that the Library District is treating the request as a voluminous request; (ii) state the reasons why the Library District is treating the request as a voluminous request; (iii) inform the requester that he or she has ten (10) business days to amend the request in such a way that the Library District will no longer treat the request as a voluminous request; (iv) inform the requester that if he or she fails to respond within the ten (10) business days or if the request continues to be voluminous, the Library District will charge the requester with any fees incurred in its response, as applicable under FOIA; (v) inform the requester that the Library District has five (5) business days after the receipt of the requester's response or after the last day for the requester to amend his or her request, whichever is earlier, to respond to the request; (vi) inform the requester that the Library may extend its time to respond up to an additional ten (10) business days; (vii) inform the requester that he or she has a right to a review of the Library District's determination via the PAC and provide the contact information of the PAC; and (viii) inform the requester that if he or she fails to accept or collect the responsive records, the Library District may still charge the requester applicable fees and the requester's failure to pay the fees will be considered a debt due and owing to the Library District.

(B) The response shall: (i) provide the requester an estimate of the amount of time required to provide the requested records and an estimate of the fees to be charged, which must be prepaid; (ii) deny the request pursuant to any of the applicable exemptions in the Act; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or (iv) provide the requested records.

Freedom of Information Officer

The Library Director shall be the Freedom of Information Officer. In the absence of the Library Director, the Assistant Director of Administrative Services, the Assistant Director of Public Services, or the Administrative Assistant shall be the Freedom of Information Officer. Officers initially designated as Freedom of Information Officers, and their designates, shall complete the training mandated by the Act within six (6) months of January 1, 2010 and annually thereafter. Persons assuming those positions thereafter shall complete the training within thirty (30) days of appointment. A list naming the Freedom of Information Officers shall be submitted annually to the Public Access Counselor.

The Freedom of Information Officer shall make available to the public at no charge the following materials:

A brief description of the Library District, including a short summary of its purposes, operating budget, location, approximate number of full and part-time employees and identification of and membership of the Library Board and its committees.

1. A brief description of the methods for requesting information and public records, the address where requests for public records should be sent and any fees to be charged as allowed by the Act, a brief summary of the organization structure and a directory of the Freedom of Information Officers; and
2. A list of types and categories of public records maintained by the Green Hills Public Library District.

Fees and Costs

Copies of public records shall be provided to the requestor only upon payment of any copy charges which are due. In the event that the charges for copies of public records are more than \$0.50, the Freedom of Information Officer shall require that advance payment be made in full. Written confirmation from the requestor will be required for charges over \$25.00. The copying charges may be waived, pursuant to the Act and at the discretion of the Freedom of Information Officer. The copying charges are as follows:

<u>Type of Duplication</u>	<u>Per Copy Charge</u>
Paper copy from paper original – black and white	
Charge is only for pages in excess of 50 pages	\$.15
Paper copy – color copy or larger than letter or legal paper	\$ actual cost
Additional pages:	\$ actual cost
Computer printout - film	\$ actual cost
Black and white film and prints	\$ actual cost
(Different charges for Different sizes)	
Electronic format (USB flash drive, disk, diskette, etc.)	actual cost of medium
Certification of Public Records	\$ 1.00
Copy from a third party when unable to copy records in-house	\$ actual cost

For commercial requests, the District will charge \$10.00 per hour for each hour in excess of 8 hours spent searching for or retrieving records and will charge the actual costs of retrieving records stored off-site by a third party storage company, if any.

For voluminous requests for electronic records, if the records are not in a portable document format (pdf), the District will impose the following charges:

<u>Amount of data</u>	Fee
For up to 2 megabytes of data	\$20
For more than 2 and less than 4 megabytes of data	\$40
For more than 4 megabytes of data	\$100

For voluminous requests for electronic records, if the records are in a portable document format (pdf), the District will impose the following charges:

<u>Amount of data</u>	Fee
For up to 80 megabytes of data	\$20
For more than 80 and less than 160 megabytes of data	\$40
For more than 160 megabytes of data	\$100

For fees imposed pursuant to this section regarding voluminous requests, the Library District will provide the requester with an accounting of all fees, costs and personnel hours in connection with the request. The fees the Library District may charge for voluminous requests can still be charged even if the requester fails to accept or collect the records. If a requester does not pay a fee charged pursuant to Section 6 of FOIA, the debt shall be considered a debt due and owing to the Library District and may be collected in accordance with applicable law.

Public Access Counselor

Review by Public Access Counselor

Any person whose request to inspect or copy a public record is denied may file a request for review with the Public Access Counselor established in the Office of the Attorney General within sixty (60) calendar days after the date of final denial (or the date upon which the response was due).

Written Request for Review

Requests for review must be written, signed by the requestor and include both a copy of the request for access to records and any response from the Library District. Upon receipt, the Public Access Counselor shall determine whether further inquiry is warranted.

Further Inquiry Warranted

Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines the alleged violation is unfounded, he or she shall so advise the requester and the Library District, and no further action shall be undertaken. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Library District within seven (7) business days after receipt and shall

specify the records or other documents the Library District shall furnish to facilitate the review. Within seven (7) business days after receipt of the request for review, the Library District shall provide copies of records requested and shall otherwise fully cooperate with the Public Access Counselor. To the extent records or documents produced by the Library District contain information claimed to be exempt from disclosure under the Act, the Public Access Counselor shall not further disclose that information.

Within seven (7) business days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the Library District may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of the answer to the person submitting the request for review, with any alleged confidential information to which the request pertains redacted from the copy. The requester may, but is not required to, respond in writing to the answer within seven (7) business days. The Public Access Counselor shall provide a copy of the response to the Library District. In addition to the request for review, and the answer and the response thereto, if any, a requester or the Library District may furnish affidavits or records concerning any matter germane to the review.

Unless the Public Access Counselor extends the time by no more than twenty-one (21) business days by sending written notice to the requester and the Library District that includes a statement of the reasons for the extension in the notice, or decides to address the matter without the issuance of a binding opinion, the Attorney General shall examine the issues and the records, shall make findings of fact and conclusions of law, and shall issue to the requester and the Library District an opinion in response to the request for review within sixty (60) days after its receipt. The opinion shall be binding upon both the requester and the public body, subject to administrative review under Section 11.5 of the Act. In responding to any request under Section 9.5 of the Act, the Attorney General may exercise his or her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. The decision not to issue a binding opinion shall not be reviewable. If the requester files suit under Section 11 with respect to the same denial that is the subject of a pending request for review, the requester shall notify the Public Access Counselor, and the Public Access Counselor shall take no further action with respect to the request for review and shall so notify the Library District.

Violation Notice

Upon receipt of a binding opinion concluding a violation of this Act has occurred, the Library District shall either take necessary action immediately to comply with the directive of the opinion or shall initiate administrative review under Section 11.5 of the Act.

Administrative Review

A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law. (735 ILCS 5/Art. III) An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook County. An advisory opinion issued to a Library District shall not be considered a final decision of the Attorney General for purposes of this Section.

Revised August 2016

Computer and Internet Use Policy

1. Computers are available on a first come, first served basis.
2. GHPLD cardholders are restricted to three hours of computer use per day. The user may only use their personal library card to access the computer. No sharing of cards or library card numbers is permitted as per Library Board Policy.
3. Users without a GHPLD card can obtain a visitor pass with presentation of a photo ID.
4. A user's Library account must have a balance below \$5.00 in order to use a computer.
5. Computers in the Digital Lounge on the ground floor are available to users of high school age and older. Computers on the second floor of the Library are available to users of all ages.
6. Basic assistance in signing up to use computers and getting started with programs and applications is available. Staff must be available to assist other patrons and cannot provide in-depth or lengthy discussion.
7. Users are responsible for providing their own storage devices.
8. Users may not alter or add to the contents of the Library's hard drives, nor may they alter the configuration or other files.
9. Users must vacate the computer immediately when instructed by a staff member.
10. No more than two people at a time may be at or around one computer.
11. 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.
12. Users may not use computers for any illegal activity.
13. GHPLD 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.

14. 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.
15. 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.
16. The Library makes no warranties of any kind in connection with its provision of access to and use of its networks and Internet. IT 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.

Revised July 2016

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. (Sample Attached)

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 (5) 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

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

Use of Facilities

Displays and Exhibits

1. Parameters for Displays

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. Indemnification

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 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.

Display of Informational Materials—Posters, Flyers, Leaflets

1. Parameters for Display

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. Materials must pertain to an event or occasion occurring within Library District boundaries. 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.

2. Areas for Display

Informational materials may be displayed in appropriate areas of the Library—bulletin boards, literature racks, or shelves available for that purpose. Information of interest to children may be displayed in the Youth Services Department.

3. Duration of Display

Items announcing events will be removed after date of event. Display of material will be subject to available space.

GREEN HILLS PUBLIC LIBRARY DISTRICT

MEETING ROOM POLICY

The Green Hills Public Library District meeting room is available to organizations for public meetings, which have Library District participants. The Green Hills Public Library District will make space available to our legislators and other units of government on an ongoing basis. Library activities and functions have priority. Permission to use the meeting room does not imply endorsement of any organization using the room. As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization. Organizations must present a certificate of insurance coverage at the time the application is submitted. Seating capacity for both meeting rooms is (100) one hundred people. The room can be divided, with the larger room holding (60) sixty people.

CONDITIONS OF USE

1. The booking party must be a Green Hills Public Library District cardholder. Applicants must be 18 or older. Applicants will be notified within seven (7) days of the Library's acceptance or rejection of their applications, and if rejected, the reasons therefore.
2. All reservations will be accepted on a first-come, first-serve basis upon receipt of the completed application. The Library District must be notified if a cancellation becomes necessary. Failure to cancel forty-eight (48) hours in advance of the meeting may result in reservations being denied in the future.
3. The meeting room is available for use during the Library's normal business hours. All meetings must be adjourned and the meeting room vacated 30 minutes before the Library closes.
4. The meeting room may be scheduled for no more than three (3) months in advance. The Library will not accept reservations for a series of meetings which would designate the Library as a regular meeting place for any organization.
5. Meetings using Library facilities must be open to the public at large and not be restricted to the membership of the sponsoring organization.
6. Organizations meeting in the Library may not use the Library as a mailing address or telephone number. The telephone facilities of the Library shall not be available to the persons meeting in the building.
7. Groups of children through grades 12 may use the meeting room with adult supervision. The adult supervisor must sign the meeting room application, taking 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.

8. A group or organization must designate one person to assume legal responsibility for its activities in the Library and act as the liaison between the group and the Library. This representative must sign the application form and be present for the entire meeting. The representative of the group or organization shall be held responsible for willful or accidental damage to the Library building, grounds or equipment caused by the group, its members or those attending its program.
9. The Library will not provide any supplies including coffee urns, platters, paper, goods, etc. Coffee and light refreshments are permitted, if provided by the sponsoring group. The cleanup of such refreshments by the group or organization is mandatory. Alcohol is not permitted.
10. Groups or organizations using the meeting rooms will be responsible for arranging the meeting room furniture to suit their activities, will be responsible for replacing furniture to its proper location, and returning the room to its original condition.
11. Library personnel are not available to assist any group to rearrange the seating, to carry supplies to and from the meeting room, etc. The Library will be responsible for furnishing the necessary meeting space and seating only. Training for requested equipment must be provided by Library personnel to the use of the room. The Library will not provide storage for the property of any organization 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. No equipment will be supplied.
12. The Library reserves the right to cancel any reservations due to unforeseen circumstances. The Library may also cancel a group's reservations if the policies described in this document are violated.
13. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting or the group's beliefs and policies. Publicity for non-Library sponsored meetings must in no way imply Library sponsorship.
14. Any group or organization using the meeting room will indemnify, protect, and hold harmless the Green Hills Public Library District, its Board of Trustees, and staff, for any and all accidents, including personal injury and property damage, which may be sustained on the premises.
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. Smoking and the use of E-Cigarettes are not permitted. Alcoholic beverages are not allowed anywhere on the Library premises.

APPLICATION FOR USE

1. Application for the use of the meeting room must be made on the application form. The form must be filled out for each meeting. Completed forms should be returned in person or by mail to the Library Director or designee for his/her approval.

Revised February 2016

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

Sound and Video Editing Room Policy

CONDITIONS OF USE

1. The Sound and Video Editing Room is open during normal Library hours, but closes 30 minutes prior to the Library closing.
2. The Sound and Video Editing Room is open to valid Green Hills Public Library District cardholders, businesses located within the District, a student(s) attending school within the District (under 18 years of age requires parental permission), a governmental agency (or unit of government) or a not for profit corporation (as defined by 805 ILCS 105/101.80) located within the District. Proof of location for businesses, not for profit corporations, and governmental agencies is required. All users must be of high school age and older.
3. Users must abide by the Green Hills Public Library District Computer and Internet Use Policy and all other applicable policies.
4. No food or drinks of any kind are permitted.
5. A maximum of 4 people are allowed at any given time.
6. Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to a staff member in the Digital Lounge in-person or by phone. Reservations will be held for 10 minutes after they are scheduled to begin.
7. A valid Green Hills Public Library card and a photo ID will be kept at the staff desk until the user returns.
8. The individual 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, even if a group is working on a project together. Under no circumstances should the Sound and Video Editing Room be left unattended. Any equipment malfunctions must be immediately reported to Library staff. The Library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions and 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 arising out of the user's use of its Sound and Video Editing Room.
9. If the computer is not working, users should ask for help at the staff desk.
10. It is assumed that the individual using the Sound and Video Editing Room has a working knowledge of the software and equipment. If more help is needed, please fill out a tutorial request form.
11. The door should be kept closed at all times.

12. Priority will be given to users who are working on digital media projects (videos, music, websites, photo editing, etc.). Users who are using the computers for web browsing will be asked to use the other Internet stations in the Library.
13. Users must save their work on an external memory source.
14. Loans of digital equipment will be allowed for users who have a valid Green Hills Public Library District card and others who meet criteria under “Conditions”. Users must complete a separate agreement form and these items must be returned directly to the Information Desk by the due date. All checkouts and check-ins for this equipment will be handled at the Information Desk.

Green Hills Public Library District eBook Reader Lending Policy

Effective Date: 4/15/2013

Purpose

The Green Hills Public Library District has, as one of its objectives, to “supply easy and convenient access to the latest technologies and to the Internet in an effort to meet the information needs of users”. By offering popular downloadable electronic content that can be read on portable devices, users will avail themselves of the eBook collections such as Media on Demand downloadable books. By offering these reading devices, we provide users with the opportunity to learn about and use this new media.

Home Use

The following rules and regulations apply:

1. eBook Readers may be borrowed by resident library cardholders age 10 and up. Library cardholders must be in good standing.
 - a. Photo identification in addition to a library card will be required.
 - b. For borrower’s 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. The loan period is 21 days.
3. eBook Readers may be reserved in advance and renewed twice if there are no “holds” pending.
4. Each eBook Reader comes equipped with an electrical cord and carrying case for which the user is responsible.
5. eBook Readers must be returned in person at the Circulation Desk. eBook Readers may be renewed online or by telephone.
6. An “on-time” return is defined as an eBook Reader that is returned prior to closing on the twenty-first day of checkout with all associated accessories. 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. (See Appendix for Fines and Fees).
7. Content purchased by the patron and added to the eBook Reader will be considered a donation.
8. Co-signers for users ages 10 through 17 accept the same level of responsibility as the user.

LAPTOP LOAN POLICY

All laptop users must abide by the Green Hills Public Library District Internet and Acceptable Use Policy and all other applicable policies.

Eligibility:

- Laptop users must be 18 years of age or older. Laptops can only be checked out to the user's library card, which must be in good standing.
- Each user must leave a valid form of identification (driver's license, state ID, military ID, or student ID with the Circulation staff. The ID will be returned when the laptop and components are returned in good condition.

Liability:

- 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. Under no circumstances should a laptop be left unattended in the Library. **REPORT ANY EQUIPMENT MALFUNCTIONS IMMEDIATELY TO LIBRARY STAFF.** The Library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions.

Availability:

- Laptops can be used inside the Library only: on a first come, first serve basis.

Loan Period:

- Three hours maximum; although a time limit of 1 hour will be enforced if others are waiting. Laptops are due 15 minutes before the Library closes for the day.

Printing and Saving Documents:

- Documents cannot be saved. Documents can be printed according to established policy.

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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 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 with 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 other 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 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.

Statement by the American Library Association

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 possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials,
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer of 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.

Endorsed by the ALA Council January 10, 1990

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

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 Adopted February 2012

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.

BYLAWS

ARTICLE I: NAME

This organization shall be called “The Board of Trustees of the Green Hills Public Library District” existing by virtue of the provisions of the Illinois Library Code, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

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 necessary to have such requests seventy-two hours before the regular meeting so that they may be included in the board agenda for that month. Requests should state fully the reason for the audience with the Library Board, and should give the name of the spokesman. In extraordinary circumstances, and at the discretion of the President, any matter may be raised even though not included in the board agenda for that 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

**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 unexpended 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 17th day of March, 1998.

By: Stephen Culen
Board President

ATTEST:
William D. Babcock
Board Secretary, Pro Tem

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 District to invest all funds under the District's control in a manner which will provide the highest investment return using authorized instruments, while meeting the District'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 District funds is to ensure the safety and principal, while managing liquidity to pay the financial obligations of the District, and providing the highest investment return using authorized instruments.

2.1 SAFETY:

The safety of principal is the foremost objective of the investment program. District 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 District prudently manages market, interest rate and credit risk.

2.2 LIQUIDITY:

The investment portfolio shall remain sufficiently liquid to enable the District 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 District's investment risk constraints and cash flow needs and the District'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 District'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 Board of Library Trustees pursuant to Section 14.0 of this Policy shall make a periodic review, not less frequently than weekly, of the District's investment portfolio, its effectiveness in meeting the District'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 Administrator of the District on an "as needed" basis, and shall report to the Board of Library Trustees 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 District and shall be followed in making investments for the District and in managing those investments.

4.0 ETHICS AND CONFLICTS OF INTEREST:

Authorized investment officers of the District 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 District any material financial interests in financial institutions which conduct business with the District, 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 District, or who is employed in any similar capacity by or for the District, may do any of the following:

- 1) Have any interest, directly or indirectly, in any investments in which the District 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 District is authorized to invest.

5.0 AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:

Authorized investment officers shall utilize the District'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 District, which shall be time employees, the size of its payroll, and the extent to which the broker/dealer has an economic value to the District. 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 District’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 District’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 District’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 District 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 the following as authorized by Section 2 of the Public Funds Investment Act (30 ILCS 235/2):

- a) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- b) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies;
For purposes of this Policy, the term “agencies of United States of America” includes (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt

- obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; and (ii) the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress.
- c) Interest-bearing savings accounts, or interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation;
 - d) Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds are invested in short-term obligations of corporations;
 - e) Money market funds registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1)(2));
 - f) Short-term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
 - g) Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit union must be located within the State of Illinois; and provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law.
 - h) The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advice regarding the investment of any public funds.
 - i) Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the District.

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 District 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 District 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 District's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the District.

8.0 COLLATERALIZATION:

Collateralization will be required above depository insured amounts on two (2) types of District investments:

- 1) Deposit Collateralization: Collateral securities approved by the District 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 District assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the Board of Trustees:

- a) The District 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 District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
- d) The District shall invest the majority of District 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 District 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 District, and evidenced by safekeeping receipts.

11.0 INTERNAL CONTROLS:

The District's investment advisor(s) shall establish a system of internal controls, which shall be documented in writing and filed with the District's Board of Library Trustees 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 Board of Library Trustees.

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 District 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 Board of Trustees by the Administrator. 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 District's investment advisor(s), should such advisor(s) be some person or some entity other than an employee of the District, shall develop performance reports in compliance with established industry reporting standards within six (6) 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 Board of Trustees may employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board of Library Trustees shall require the investment advisor(s) selected and working on behalf of the District 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 District in accordance with this Policy. Such actions include but are not limited to (a) the allocation of District 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 District 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 District.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

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

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

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 should 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
- 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

APPENDIX

LIBRARY FEES

OVERDUE AND OTHER FEES FOR MATERIALS

	FEE
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
Digital Equipment (eBook Reader, Digital Media Lab)	\$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.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

**Request to House a Display or
Exhibit in the Green Hills Public Library (Cooperative Project)**

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, any person or group using same hereby agrees to indemnify and hold the Green Hills Public Library District harmless from any and all actions, suits, causes of or relating to its use of such facilities. Further, such person or group agrees to indemnify directly or indirectly to the facilities by such use thereof.

I have read the Green Hills Public Library District’s policy concerning Displays and Exhibits and agree to abide by the terms of that statement. The Green Hills Public Library District shall not be held responsible for loss of, or damage to, any portion of the display or exhibit while it is housed in the Library.

Applicant’s signature _____ Date _____

Staff signature _____ Date _____

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

Green Hills Public Library District Sound and Video Editing Room Policy Agreement

I have read and understand the Green Hills Public Library District Sound and Video Editing Room Policy and I agree to adhere to the terms and conditions contained therein.

_____ **Last Name**

_____ **First Name**

User Type (select one):

- GHPLD Cardholder
- Student within District
- Business within District
- Not for Profit within District
- Governmental Agency within District

_____ **Specify Library card #, school name, or entity name**

_____ **Address**

_____ **City**

_____ **Phone Number**

_____ **Email**

_____ **User Signature**

Date: _____

_____ **Parent/Guardian Signature (for users under 18 years old)**

Green Hills Public Library District Digital Equipment Loan Policy and Agreement Form

NAME: _____ PHONE: _____

LIBRARY CARD #: 21814000

What piece of equipment are you checking out? (Check one)

Canon Powershot ELPH 100 HS #1

Canon Powershot ELPH 100 HS #2

Lacie Rugged 500GB External Hard Drive #1

Lacie Rugged 500GB External Hard Drive #2

Flip Ultra HD Video Camera 8GB #1

1. Equipment is available for checkout to valid Green Hills Public Library cardholders who are of high school age and older and others who meet criteria under “Conditions” of the Digital Media Lab Policy. A parent/guardian signature is required for patrons who are under the age of 18.
2. Each user must present a photo ID along with their library card in order to checkout an item.
3. Equipment can be checked out for one week with no renewals.
4. An overdue fine of \$5/day will be added to users’ accounts for late items.
5. All equipment must be returned to the Information Desk.
6. The individual 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, even if a group is working on a project together. Under no circumstances should the equipment be left unattended. Any equipment malfunctions must be immediately reported to Library staff. The Library will not assume responsibility for equipment failure.

I understand and will abide by the rules and regulations set forth in this document:

SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN: _____
(If under 18)

**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

**APPLICATION FOR RESERVATION AND USE
OF THE GREEN HILLS PUBLIC LIBRARY DISTRICT MEETING ROOM**

Date: _____

Application is hereby made for the reservation and use of the Green Hills Public Library District Meeting Room upon the following terms:

Part I

Name of party completing this application: _____

Green Hills Public Library Card #21814000 _____

Home Address: _____

E-mail Address: _____

Residential phone number: _____ Daytime phone number: _____

Part II

If applicable, name of group, club or organization: _____

Address of office and/or regular meeting place of group, club, or organization:

Phone number: _____

Names, addresses, and phone numbers of officers (President, Vice President, Secretary, etc.)

Title

Title

Title

Part III

Date requested: _____

Hours requested: _____

**APPLICATION FOR RESERVATION AND USE
OF THE GREEN HILLS PUBLIC LIBRARY DISTRICT MEETING ROOM**

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

Expected attendance: _____

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 group, club or organization, if applicable), shall abide by said Meeting Room Policy and shall indemnify and hold harmless the Green Hills Public Library District from any loss, cost, expense or damage occasioned by the use of the Meeting Room. Failure to abide by the requirements and regulations set forth in this policy will result in a minimum charge of \$100.00.

Applicant

ACTION ON APPLICATION

Approved: _____

Modifications or restrictions, if any: _____

Disapproved: _____

Reason for disapproval, modifications, or restrictions: _____

Authorized Library Representative

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