

**KEWANEE PUBLIC
LIBRARY
DISTRICT**

**LIBRARY SERVICE
POLICY**

March 2016

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ARTICLE I

BORROWING PRIVILEGES

1.1. Eligibility:

- A. ADULT: Any adult patron may receive a Kewanee Library Card as long as they are a resident of the Kewanee Public Library District.
- B. STUDENT: Any student (age 13-17) of the Kewanee Public Library District may receive a Kewanee Library Card when they turn 13.
- C. YOUTH: Youth (under 12 years) of the Kewanee Public Library District may receive a Kewanee Library Card when they are in kindergarten.
- D. The Kewanee Public Library District will not issue cards or provide service to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue/lost/damaged material) at any Illinois Library. KPLD patrons may have \$5.00 or less in fines on the card and still have a valid card.

1.2. Fees:

- A. RESIDENTS: There is not a charge for obtaining a Kewanee Library Card. If a patron loses his/her card, the fee charged for replacing the lost card with a new card will be:

Lost card: \$1.00

- B. NON-RESIDENTS: Non-residents may obtain a card if they live in an unserved area. The fee for this card is \$230.00 per year.

1.3. Registration:

- A. ADULT: Ask the patron if they are a resident of the Kewanee Public Library District. If they are a resident, ask if they have any identification with their picture and address (driver's license/picture I.D./State I.D.) and another form of identification with their name and address (bill, lease, checkbook, canceled mail, etc.). When they have shown proper identification, have them fill out the registration card as fully as possible, showing place of business with address and phone number.

B. **YOUTH:** Youth of the Kewanee Public Library District may obtain a Kewanee Public Library Card when they are in kindergarten. Youth ages 13-17 may obtain a Student card. All youth under 18 years must be accompanied by a parent or guardian when they register and the parent or guardian must sign for the child's card. The Public Library does not deny a child a library card even though his/her parents have an invalid or delinquent card.

C. **SCHOOL AGE PATRONS:** All students should fill in the "business information area" with school name and year they are in.

D. **PERSONAL REFERENCE:**

1. Adult: An adult patron should give a personal reference; a neighbor, friend, or adult not living with them. Husband and wives should not give their spouses as a reference. The purpose of the reference is someone to contact should the library patron move or if, for some reason, the library is not able to contact the patron from the information given. Also, in case of an emergency the library will have someone to contact.

2. Youth: Youth should give their parents' or guardians' names as a reference. Parents sign as references because they are responsible for materials checked out by their children. Parents' name must be written out because they sometimes differ from the child's name.

1.4. Responsibilities of borrowers: It is the responsibility of the patrons to see that all materials checked out on their card are returned on time and in good condition. In the case of Youth cards, it is the responsibility of the parent to see that children return materials on time and in good condition.

1.5. Renewal of Library Cards: Library cards are renewed every three (3) years. There is no charge for renewing the library card, however, all fines and fees charged to the card must be paid at the time of renewal and a photo ID with current address must be shown.

1.6. Suspension of Borrowing Privileges: The borrowing privileges of a library patron will be suspended for such time as the patron or any member of the patron's immediate family (spouse, child, parent or sibling) living at the patron's address is indebted to the library as a result of damage to library property or for failure to timely return book, material or other personal property to the library. This will go into effect when a patron has \$50.00 in fines, fees or has been sent to the Collection Bureau.

ARTICLE II

CIRCULATION POLICY

2.1. Length of Loans: The following are the loan periods for library materials:

Library materials	3 weeks
New Books	1 week
Periodicals (except current issues)	1 week
Reference materials	DO NOT CIRCULATE
Special Reserved/Seasonal/Holiday materials	Set by the library
DVDs	1 week
Vacation loan	4 weeks
Teacher loan	6 weeks
Games	3 weeks

2.2. Renewals:

- A. Books, talking books and CDs may be renewed for three (3) weeks.
They may only be renewed twice. New Books may be renewed for one week only if there are not holds on them.
- B. DVDs and periodicals may be renewed for one week.
- C. Games may be renewed one time

2.3. Special conditions:

Patrons must have his/her own library card to checkout materials.
(Due to identity theft and confidentiality of library records) Patrons with a photo online may show a picture ID if they don't have their card once.

2.4. Reserves:

- A. **MATERIALS WE OWN:** If one of our items is not in the library when a patron requests, the patron may reserve the item, if desired.
- B. **MATERIALS WE DO NOT OWN:** If a patron requests an item that the library does not own, an Interlibrary Loan request may be made. The patron may also request that the library purchase the item.
The Library will only order ILL materials for Kewanee Library patrons.
- C. The patron who requests an item on reserve must pickup that item.
The exception would be if the patron is part of outreach program.

2.5. Lost or Damaged Materials:

- A. **KEWANEE LIBRARY MATERIALS:** When patrons lose or damage (beyond repair) library materials they are responsible to pay the cost of the lost items.

In addition to the cost of the item the patron is also charged any fines incurred up to the time the book was reported lost. Fines are up to the cost of the item.

Damaged Materials: For damage done to a book or other library materials, a fee of \$2.00 will be assessed for mending or fixing the item. If the item is beyond repair then the full price of the item will be added to the damage fee.

Lost Materials: Lost materials will have a \$5.00 processing fee added to the price of the item. If the patron finds the item at a later date only the price paid for the lost item will be returned if the lost item has not been replaced by the library.

Kits: If any part of the kit (book/cassette or xxx/xxx) is missing then the full price of the material will be charged to the patron plus the \$5.00 processing fee.

Missing pieces: A \$1.00 fee will be charged for the following items:

- Z# label/barcodes
- DVD or CD boxes
- Plastic bags used for kits
- Missing inserts: DVD, CD

B. **LOST OR DAMAGED ILL BOOKS**

If any item is lost or damaged (beyond repair) while being circulated on an interlibrary loan the borrowing library will be charged. It is best that you contact the loaning library and get the full fees that will be charged to the Kewanee Public Library District.

2.6. DVD circulation:

The following rules are for Kewanee patrons only. RSA rules state that we cannot change other library's patron registration information.

A. Rules for Circulation

1. DVDs will be loaned to patrons who have their valid RAILS Library card. Patrons under thirteen (13) years of age, may only check out G rated DVDs. Youth between the ages of 13-16, may only check out G, PG, PG-13 rated DVDs. DVDs rules are posted and must be followed by all patrons using the collection.
2. The overdue fine is \$1.00 per day. Up to the price of the item.
3. The loan period is for seven (7) days. If there is a longer period the DVD is marked. Interlibrary loan of DVD is available with a loan period set by the lending library.
4. Patrons who do not return DVDs will be billed for the cost of the DVD, fines and processing fees.

B. DVD Viewing Policy

1. DVD showings for adults:
All shows will have ratings posted. Films with G rating will be open to the public. Only youth ages 13-16 will be allowed into movies PG and PG 13-rated. Any other rating will only be for adults. Youth can be admitted only with their parents.
2. DVD showings for Youth:
All shows will have a rating of G.

2.7. Local newspaper:

Current paper does not circulate. Previous issues circulate for one (1) week

2.8. FAX:

Patrons may send and receive faxes at the library. The fee to send a local fax or an 800 number is \$0.50 per page and to send a toll fax is \$1.00 per page. The fee to receive a fax is \$1.00 per page.

Overseas:

Europe, North and South America: double the fax charges.

Asia, Africa and Australia/New Zealand: triple the fax charges

ARTICLE III

CHARGES FOR SERVICE

3.1. Fines: (per day)

Books	\$0.10
CDs	\$0.10
Periodicals	\$0.10
Toys/Learning Games	\$0.10
Talking books	\$0.10
DVDs	\$1.00
Inter-Library Loan	\$0.50

OVERDUE FINES ACCRUE UP TO THE PRICE OF THE MATERIALS.

The Library gives a one (1) day grace period on library materials if returned within the one (1) day period (except ILL's which do not have a grace period). If returned after the second (2) day then the fines will be for everyday after the due date.

3.2. Fees:

- A. Returned checks: \$10.00 plus any bank charges
- B. Photocopy and printouts: Patrons who request photocopies or have printouts will be charged a fee of \$0.10 per page. The fee for color copy is \$0.50 per page.
- C. Laminating fee: \$0.50 per running foot.
 - Small office laminator: mainly for staff use.
 - Can use for an item but the cost is \$1.00 per foot/81/2x11 / smaller \$.50

ARTICLE IV

OVERDUE PROCEDURES

- 4.1. First Notice: DVD: 2day and other materials 7 days after items are due. A phone call is made and if a person has no phone, a notice is sent.
- 4.2. Second notice: DVDs 5 days and other materials 14 days after items are due. Another phone call is made and if a person has no phone, a notice is sent.
- 4.3. Third notice: This is a FINAL NOTICE. DVDs 10 days and other materials 21 days after items are due. This notice is mailed to the patron.
- 4.4. Fourth notice: This is the FINAL BILLING NOTICE. DVDs 20 days and other materials 28 days after items are due. This notice is mailed to the person.

If all the preceding procedures fail, the person's name will be sent to the Collection Agency for collection if over \$25.00. This will be done 60 days after the item is due.

The patron will be billed as follows:

1. A fee of \$10.00 for the Collection Agency fee.
2. Fines for each item up to the price of the book.
3. The replacement price of the item.
4. A \$5.00 processing fee.

If the patron returns the items after they have been sent to the Collection Agency, the patron will pay the library the Collection Agency charge and the overdue fines. If the patron has lost the items, the entire bill must be paid.

ARTICLE V

GIFTS / MEMORIALS

- 5.1. Gifts: The collection of the Kewanee Public Library District has been enriched and enhanced by many donations of books, periodicals and many other materials that it would not otherwise have been able to afford or acquire. The Library is grateful for these gifts. In accepting things in this nature, however, the Library reserves the privilege of deciding whether or not these should become Library property.

The decision to include gift materials is based upon the Library's standards of selection, the physical condition of the material and space to house the materials. The Library makes an effort to dispose of all gifts materials that is not added to the collection to the best advantage of all concerned.

For cash gifts made to the Library for the purchase of a memorial or tribute, the selection will be made by the Librarian based on interests of the donor or the wishes of the donor whenever possible.

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

- 5.2. Memorials: The collection of the Kewanee Public Library District has also been enriched and enhanced by many memorial books to the Library. The Library is grateful and enhanced by many memorial books to the library. The Library is grateful for these gifts.

The donor may select a book for a memorial (based on the Library selection policy) or they may have the Library select a book based on the interests of the deceased and/or the needs of the Library.

A bookplate will be put in the book stating whom it is in memory of and by whom it was given.

- 5.3. Donation of Art Objects and Other Types of Materials: Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.
- 5.4. Income Tax Statements. The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision to determine the value of the donation.

ARTICLE VI
COMPUTER USE

6.1 Computer & Wireless Network Policy

User Eligibility: Computers and the wireless network are available with a valid library card or photo ID. Children under the age of 17 need a parent signature on-file. Each person sitting at a library computer must have a library card or photo ID. By choosing to use the Library's computers and wireless network you agree to abide by the Library's Computer and Internet Policies.

Printing: Printouts are \$0.10 for black and white and \$0.50 for color. Printing is not available from the wireless network.

Reservation of Time: Computers may be reserved for one hour up to one week in advance. Time may be extended in 15 minutes increments if no other reservations have been made for that computer. Reservations will not be valid more than 10 minutes past the reservation time. The 10 minute computers on the main floor may be used multiple times per day.

Liability: The Library is not responsible for damage done to personal equipment, including infection by virus to laptops or other wireless devices, while using the Library's computers and wireless network. The Library's wireless network is not secure. Information sent from or to any wireless device can be captured by anyone with a wireless device and the appropriate software. The user is responsible for any damage to library computers resulting from misuse. Personal peripheral equipment may only be attached to library computers with prior staff approval.

Library Staff Assistance: The library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. Other more general assistance, such as finding information on the Internet will be provided as time allows.

Computer & Internet Availability:

- * Children's Room Computer Lab may be used by children 8th grade and younger.
- * Lower Level Lab may be used by patrons 7th grade or older.
- * Young Adult Gaming Computers may be used by patrons 13-21 years of age. Older patrons may use these computers when not in use by young people.
- * Main Floor 10 Minute Internet Station may be used by patrons 17 and older for 10 minutes on a first come first served basis.
- * Wireless Network may be used by obtaining a password at one of the Library's service desks. Children 16 and younger must have a library card to use the Wireless Network. The password changes daily and may not be shared.

Please Note:

- * Personal headphones are required for audio use.
- * Personal storage devices such as flash drives and CDs may be used.
- * You may not save anything on the Library's computers.
- * You may not change any of the library's software configurations.

Internet Filtration:

The Library's computers and wireless network are equipped with Internet filtration devices which are designed and intended to block sites deemed to be inappropriate for general audiences. All Internet filtration devices have been purchased from a commercial vendor. The Library does not maintain that the installed filters effectively filter all or any inappropriate materials from access within the Library. The Library is not responsible for damages, indirect or direct, arising from access, whether voluntarily or involuntarily requested, to inappropriate or offensive Internet sites within the Library, regardless of the age of the user or whether arising from the deficiency of the filter or its installation.

Violation of Policy:

The violation of these policies may result in suspension or revocation of Library computer or Internet access privileges and/or suspension or revocation of general Library use privileges.

Illegal acts involving the Library's computers or wireless network may be subject to prosecution by local, state, or federal authorities. The Library has a registered Domain Name. Use of our network can be traced.

6.2 Internet Policy

We are pleased to be able to offer Internet access in our Library. Please read the following policy carefully as it discusses the Library's rules and regulations regarding Internet use in the Library and in compliance with federal & state law. Your cooperation is appreciated.

Users Guide to the Internet as a Resource

Remember the Internet is a collection of information not produced or endorsed by the Library. The Internet is an invaluable tool for research, communication, and entertainment. However, please keep the following in mind.

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
2. Information obtained via the Internet may or may not be accurate.
3. Information obtained via the Internet may or may not be current.
4. Information obtained via the Internet may be considered controversial or offensive by some Library patrons.

This Library encourages all Library patrons to be informed users and carefully evaluate any information obtained via the Internet. Library staff members may help you evaluate

certain types of Internet sources, but are not trained to provide definitive analysis of specific sources or sites.

This Library is not responsible for damages, indirect or direct, arising from a Library patrons' reliance, citation, or other utilization of Internet information resources.

Internet Filtration

All Library computers and the Library's wireless network are equipped with Internet filtration devices which are designed and intended to block sites deemed to be inappropriate for general audiences. Adults (over the age of 16) may request that a certain site be unblocked, for bona fide research or other lawful purposes. Granting such a request is up to the discretion of the Library staff and may be denied for any reason in order to comply with Library policy or otherwise. Minors under the age of 17 years old are not allowed to access a computer with unfiltered Internet access at any time. Minors under the age of 17 years old may not accompany an adult who is accessing a computer with unfiltered Internet access at any time.

All Internet filtration devices have been purchased from a commercial vendor. The Library does not maintain that the installed filters effectively filter all or any inappropriate materials from access within the Library. The Library is not responsible for damages, indirect or direct, arising from access, whether voluntarily or involuntarily requested, to inappropriate or offensive Internet sites within the Library, regardless of the age of the user or whether arising from the deficiency of the filter or its installation.

Access and Use of the Library's Internet Connections and Networks by Adults

The Library recognizes that electronic information on the Internet may contain material that is inappropriate or offensive to children as well as patrons of all ages. The Library requires that all Library patrons using the Library's Internet connection do so within the guidelines of appropriate and acceptable use. The following are unacceptable:

1. Any use of electronic information which results in the harassment of others;
2. Use of electronic information networks in any way which violates a Federal or State law;
3. Unauthorized duplication of protected software or licensing agreements, including but not exclusively, any "hacking;"
4. Unauthorized copying of copyright-protected materials;
5. Destruction or damage to or unauthorized alteration of the Library's computer equipment;
6. Behaving in a manner that is disruptive to others;
7. Accessing child pornography;
8. Accessing, sending, or receiving text or graphics depicting offensive sexual content which may reasonably may be construed as obscene, pornographic, harmful or disruptive; and

9. Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.

The library reserves the right to classify any action, access, or operation on the Internet inappropriate and ban its use by patrons.

Access and Use of the Library's Internet Connections and Networks by Minors Under the Age of 17

All access and use restrictions applicable to adults are also applicable to minors. In addition, the following are specifically unacceptable for minors:

1. Accessing any inappropriate matter on the Internet;
2. Accessing any picture, image, visual depiction, description, or representation exhibiting qualities of nudity or sexual acts or contact. Exceptions are rare and are only appropriate when images possess overwhelming artistic, political, or scientific value; and
3. Accessing any computer, device, or the library's wireless connection within the Library at any time which does not have an active Internet filtration device in place.

The Library reserves the right to classify any action, access, or operation on the Internet inappropriate and ban its use by minor patrons.

Parents are expected to monitor and supervise their children's use of the Internet in the Library. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety.

Privacy on the Internet

The Library will make every effort to allow Library patrons to privately use the Internet in the Library. However, the Library reserves the right to supervise patrons' use of the Internet to reasonably ensure compliance with Library Internet policies by all patrons. The Library reserves the right to request an explanation or otherwise as to when a patron is found to be accessing material a Library staff member reasonably believes to be beyond compliance with Library Internet policy.

Violation of Policy

The violation of any terms of the Library's policy may result in suspension or revocation of Library Internet access privileges and/or suspension or revocation of general Library use privileges.

Illegal acts involving the Library's computers or wireless network may be subject to prosecution by local, state, or federal authorities. The Library has a registered Domain Name. Use of our network can be traced.

ARTICLE VII

MEETING ROOM POLICY

7.1. KEWANEE PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Kewanee Public Library District has meeting rooms whose primary purpose is in support of library functions, meetings and programs. These rooms are available for use by individuals, groups and organizations.

THE FACILITIES

The Community Room is a large meeting room which has a capacity of 100 persons in chairs arranged in auditorium style. With tables, the room has a capacity of 75. This room is located on the second floor and is ADA accessible by the elevator.

CONDITIONS

The room may be reserved for groups subject to the following conditions:
(For charges see Meeting Room Fees)

1. All meetings shall be open to the Library Board, Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
2. Meetings should be held during Library hours.
3. Meetings may be held before or after regularly scheduled Library hours only when prior arrangement has been made and approval has been given.
4. Groups may not charge admission to meetings, except for library-sponsored or related programs, which may charge fees to defray expenses. Groups may charge attendees for the actual costs of materials used in a program, i.e. workbooks, handouts, supplies, etc. This must be indicated on the application.

PRIORITIES FOR USE

Should there be several groups wishing to use the same rooms at the same time, priorities for granting use will be as follows:

1. Kewanee Public Library District and library affiliated/sponsored groups.
2. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who holds a Kewanee Public Library District card.
3. Residents of Kewanee.

4. Non-profit educational, informational, cultural or civic groups without a member who holds a Kewanee Public Library District card.

APPLICATIONS

1. Applications must be completed for a specific room and submitted to the Assistant to the Director. The Assistant will notify the group within three business days after submission of the application of the decision regarding the usage of the room. Applications can be obtained at the Reference desk.
2. Applications for use by a group or organization must be made by someone at least 21 years of age. Groups comprised of members under 18 years of age must have a ratio of one adult sponsor per eight children in attendance at all times during their meeting, e.g. for 24 children, 3 adults must attend.
3. The person making the application will be contact person, and will be the only person authorized to make changes in the room reservation. This person will be held responsible for the use and condition of the room and should be in attendance at the meeting for which the room is reserved.
4. There is no automatic renewal for the rooms; an application must be filed for each intended use.
5. Rooms may be requested up to three months in advance of the meeting date.
6. No group or organization other than the Kewanee Public Library District may use a room more than twice per month. A request for more frequent use by a group or organization may be made to the Director.
7. Anyone who may have been denied permission to use the rooms may appeal to the Director. If the Director denies permission, the applicant may appeal to the Library Board at its next scheduled meeting.

MEETING ROOM FEES

Fees are as follows:

Security deposit: \$25.00 (payable in check or money-order)

Hourly fee: \$20.00

The security deposit must be made at the time of application. It will be refunded at the end of the meeting, provided that the room (and kitchen if used) is clean and in order. If the room(s) are dirty or in disorder, the security deposit will not be refunded, but used to pay for clean-up.

Room fees for meetings during library hours will be waived for:

1. Library sponsored and affiliated groups.
2. Not-for-profit groups with Kewanee Public Library District cardholders as members.
3. Federal, state and county governmental groups.

4. City of Kewanee, Park District, School District, Board, committee and office holder meetings.
5. Kewanee residents for non-commercial meetings.

This means that:

1. Groups without Kewanee residents must pay \$20.00 per each hour that the meeting takes place.
2. All groups, including those with Kewanee residents must pay \$20.00 for each hour or fraction thereof that the meeting extends beyond regular library hours.

CANCELLATIONS AND REFUNDS

In the event of a meeting room request cancellation, the security deposit will be refunded as soon as possible.

GENERAL MEETING ROOM USE RULES

1. The library does not provide service to carry supplies, make coffee, provide office supplies or photocopies. All groups, except those sponsored by the library must provide their own support for preparation and clean up.
2. Refreshment supplies such as cups, containers, paper goods, tea and coffee and kitchen utensils, towels, dishes and table service are not provided by the library.
3. Refreshments may not be taken out of the meeting room.
4. The kitchen is not to be used for cooking.
5. Alcoholic beverages are not allowed.
6. Smoking is not allowed in the library building.
7. At the conclusion of a meeting, the individual, group or organization is responsible for placing all areas in the condition existing before the meeting commenced. This includes, but is not limited to, rearranging or restacking chairs and cleaning tables, kitchen counters and appliances, if used. If a group does not leave the room in reasonable order, the group will forfeit their security deposit and may have its meeting room privileges suspended or revoked.
8. Children under age 7 of meeting attendees are not to be left unattended during meetings.
9. No one is permitted to wait in the library for the conclusion of a meeting after closing hours, unless authorized by the Librarian-in-Charge.
10. Equipment, supplies or personal effects cannot be stored or left in the library after use.
11. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organizations using the library's meeting facilities.

12. The meeting room applicant, group, organization and members shall be jointly and severally liable for any breakage, loss or theft of any property caused by members or guests of the group in the event that these exceed the security deposit.
13. Permission to use the meeting room does not constitute endorsement of the subject matter of the meeting or endorsement by the Library of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.
14. Groups using the Library's meeting facilities must comply with the requirements of the Americans with Disabilities Act. They are responsible for providing qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations which would enable them to observe and/or participate in the function or meeting.
15. The meeting rooms may not be used for:
 - A. Gambling activities, including, but not limited to, bingo, raffles and games of chance for monetary prizes or other things of value.
 - B. Strictly social functions. A social function is one solely intended for entertainment through companionship and with friends and associates, including, but not limited to: weddings, anniversaries, showers, card parties, birthday and social club parties.
 - C. Any other activity which, in the judgment of the Assistant to the Director, would materially and substantially interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property.

Any violation of the above rules and conditions shall forfeit the group or organization's right to use the library meeting rooms and shall result in the cancellation of previous permission granted.

7.2. APPLICATION FOR USE OF MEETING ROOM

Application must be signed by an adult and submitted before use of the room

Date of request: _____ Day of the week: _____

Time: from _____ to _____

Name of organization: _____

Name of person filling out form for organization: _____

Position in group: () Officer _____ () Member

Address: _____

Phone number: () _____ Home () _____ Work

Activity/Subject planned: _____

Attendance for statistical reporting: _____

Brief description of materials or literature to be distributed: _____

How to set-up meeting room:

___ Auditorium for # _____

___ Tables/Chairs: number of chairs needed: _____

___ Other _____

Equipment** needed:

Arrangements scheduled in advance for equipment set-up & with whom _____ and phone # _____

Will refreshments/food be served: () YES () NO

Need Coffee Pot: ___ Mr. Coffee size (10-12 cups) ___ Coffee Pot (42 cups)

(The "kitchen" area does not contain a stove)

The security deposit (\$25.00) is required with the application.

I have read the meeting room policy and agree to leave the room clean and orderly condition in which I found it. We agree to pay for the cost of repair or replacement for any damage to the facility or equipment not covered by the security deposit. The library is not responsible for damaged or loss of materials used or left in the building by the group or organization.

By submitting this request, I am assuring the library that the above information is correct and that any advance publicity should in no way involve the library other than as a place of meeting. I realize violations of the rules will result in the cancellation of the meeting and possible repercussions in scheduling future use of the room by this group or individual.

Signature: _____ Date: _____

Library Use Only:

Date: _____ () Approved () Not Approved Approved by _____

Special requirements: _____

Deposit returned: _____ Date: _____

**Equipment available for the Community Room:

- Telephone: 800 numbers only
- Screen and projector
- DVD player
- Sound System
- Speakers: microphones
- CD player
- Computer/Laptop
- Internet connection/WiFi

7.3 Quiet Study Room:

Quiet Study Room Policy

1. The Quiet Study Room may be used for 2 hours. After 2 hours, patrons must check at the desk to see if anyone is signed up for or waiting to use the room. If no one else is requesting the room, the patrons may continue to use the room in half hour increments as long as it is available.
2. Patrons should sign in and out of the quiet study at the front desk.
3. There should be no food in the quiet study room.
4. No loud noise or inappropriate behavior is allowed in the quiet study room.
5. The quiet study may be used for tutoring on a first come, first served basis.
6. If these rules are not followed, the library reserves the right to ask persons to vacate the quiet study room at any time.
7. Repeated violations of these rules could cause forfeiture of this room for remainder of a signed period of time.
8. The Community Room, if not being used for programs or other library needs, may be used as a quiet study room when necessary. The same rules apply to the Community Room as listed for the Quiet Study Room.
9. Repeated violation may result in forfeiture of future quiet study room privilege.

ARTICLE VIII

DISPLAYS / EXHIBITS

- 8.1. The use, by individuals or organizations, of the Library's facilities for displays is not a right but a privilege which is subject to review by the Library Board of Trustees.

The Director may grant the privilege of placing displays in the Library, subject to the following conditions:

1. No poster, display, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the library for distribution without permission from the Director.
2. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocate affirmative or negative vote for or against any political proposition.
3. No organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by a commercial or charitable enterprise: however, posters announcing bazaars or programs sponsored by a local education, religious or fraternal organization may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a "first-come, first-served" basis.
4. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All things placed in the Library are done so at the owner's risk.
5. Dated materials will be removed the day after the event. Other display materials must be removed within one (1) week after the display time ends or the Library will dispose of materials.

ARTICLE IX

CONFIDENTIALITY OF LIBRARY RECORDS

KEWANEE PUBLIC LIBRARY DISTRICT

KEWANEE, ILLINOIS

Policy on Confidentiality of Library Records

All circulation records and other records identifying names of library users with specific materials are confidential in nature.

This is in accordance with the Confidentiality Act. The card holder is the only person, regardless of age, that has access to the information on his/her record.

Such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

ARTICLE X

CODE OF CONDUCT / RULES OF CONDUCT

10.1. Code of Conduct

CODE OF CONDUCT

The Kewanee Public Library District offers an environment which is conducive to reading and study.

People using the Library are to conduct themselves in a manner which is appropriate to the Library's nature and purpose.

Anyone who interferes with the proper use of the Library by other patrons, or abuses Library property or materials, is subject to removal from the Library and/or restriction of library privileges.

10.2. Library Rules of Conduct

The Board of Trustees believes that patrons of the Kewanee Public Library District have the right to use the library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

RULES OF CONDUCT

1. Any behavior that is disruptive or that hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, running and congregating in large groups. Disruptive patrons will be asked to leave after receiving one warning.
2. Deliberate obscene or vulgar language will not be tolerated. Patrons using such language will be asked to leave at once.
3. Police will be called immediately in case of any physical assault.
4. Failure to leave the library premises after being asked to do so will result in the calling of the authorities.
5. Food and beverages with lids are allowed in the library.
6. Smoking and e-cigarettes are not permitted in the library.
7. Clothing appropriate for public facilities is required.
8. Parents are responsible for the behavior of their children while they are on library property. Children under the age of seven (7) must be accompanied by a parent or other responsible caregiver at all times while on library property.
9. Children who are seven (7) or older may use the library unattended.
10. The library assumes no responsibility for children left unattended on library premises.
11. The library is not to be used as a day care service.
12. Loitering inside or outside of the library is not permitted.
13. Proper care of library materials and furnishings is expected of all patrons. Theft, vandalism and mutilation of library property are criminal offenses, and will be dealt with accordingly.
14. All bicycles must be locked in the bike rack. Rollerblades, skateboards and other sports equipment are not permitted in the library.
15. Check out all materials at the circulation/service desks.
16. The library is not responsible for the loss of personal belongings.
17. The library reserves the right to inspect all bags, purses, briefcases, backpacks and other items.
18. Soliciting on Library property is not permitted.
19. Patrons with offensive scents or personal hygiene which constitutes a nuisance to others may be asked to leave the building
20. Only service animals are permitted in the Library.
21. The library has the right to deny use of the library to those violating library rules and to deny future library privileges.

10.3. Supervision, Safety and Behavior of Children in the Library

The library strives to be a pleasant place for all children to visit and use its many resources. The library is a busy public facility, however, and library staff members do not function in loco parentis (i.e., in the position or place of a parent) or as substitute caregivers.

Staff cannot assume responsibility for the supervision, safety, and entertainment of children who use the library, except within the limited context of defined library programs. This responsibility must be borne by the child's parent, guardian, or designated caregiver and cannot be ceded to-- or forced upon--the library staff.

The Board believes that the following policies are in the best interests of all concerned: young library users, their parents, guardians, or caregivers, other patrons and the library staff.

1. Children under 7 years of age must be accompanied and closely supervised by a caregiver (an adult or responsible adolescent, fifteen years or older) who assumes full responsibility for the children's safety and behavior in the library. If the caregiver attendance is not required for a library sponsored youth program, the caregiver must remain in the library and be readily available in case he or she is needed.
2. Unattended children 7 and older are free to use the library provided they respect the rights and safety of others by observing all of the policies which govern library use.
3. Children left alone must be able to contact a responsible person in case of an emergency or for transportation needs.
4. Children must be picked up by closing time.
5. Parents/guardian will be contacted when a child under 7 years of age is unaccompanied by an adult, or when a child under 13 years of age is not picked up at closing time. If a responsible adult cannot be reached, the Kewanee Police Department will be alerted to handle the situation.

ARTICLE XI

INTERLIBRARY LOAN POLICY STATEMENT

I. Definition

Interlibrary loans are transactions in which materials are made available from one library to another upon request. An Interlibrary loan is defined as a transaction in which the material moves from library to library.

When patrons want material the Kewanee Public Library District does not own, we ask other libraries to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries.

The Kewanee Public Library District will loan all of its materials except Reference materials.

II. Scope

1. Interlibrary loan services are governed by the 2015 Interlibrary Loan Code for Illinois and the National Interlibrary Loan Code, 2015.
2. Each library is responsible for developing collections in response to local needs. Interlibrary loan is not a replacement for responsible collection development.
3. Any type of library material needed for the purposes of study, instruction, information, recreation or research may be requested from another library.
4. The lending library may decide whether a particular item should or should not be provided and whether the original or a copy should be sent.
5. Libraries shall not request types or formats of materials which they own but do not make available to other libraries through interlibrary loan.
6. On an annual basis, as requested by the State Library, the library will complete a statistical report of interlibrary loan activities.

III. Responsibilities of Borrowing Libraries

1. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and shall inform its users of the applicable portions of the law. An indication of compliance shall be provided with all copy requests.
2. Requesting libraries shall use their own resources before initiating interlibrary loans request.

3. Materials requested shall be described as completely and accurately as possible. Before a request is submitted, verification should be attempted. Libraries may attempt to verify requested titles in a specific discipline's equivalent.
4. The borrowing library shall honor the lending library's conditions of loan. The borrowing library shall convey these conditions to the patron.
5. Unless specifically forbidden by the lending library, the borrowing library may copy materials; provided this does not violate copyright laws and no damage to the original material will result.
6. The borrowing library is responsible for returning loans promptly, the safety of materials and all repair or replacement costs in accordance with the policy of the lending library.

IV. Responsibilities of the Lending Library

1. Library shall implement liberal lending policies with due consideration for the needs of their primary clientele.
2. Lending library shall initiate processing of requests within one working day of receipt and shall complete the transaction within three working days of receipt.
3. The lending library shall notify the borrowing library promptly if material is not being sent.
4. The lending library shall notify the borrowing library of dates and duration of loans on the materials, special handling provisions and shall notify the borrowing library of the overdue policies.
5. The lending library is responsible for informing the borrowing library of any failure to observe the provisions of this policy.

V. Fees

1. Library may not charge service fees or delivery fees for the loan of items to other RAILS libraries.
2. Library is encouraged to absorb the costs of providing photocopy service but may charge fees for copies.
3. Library may charge for special delivery handling (i.e., Federal Express delivery or Express service - 24 hour delivery of item or fax delivery).

VI. Violation of Responsibilities: Procedures

Continued disregard of the provisions of this policy statement shall be sufficient reason for suspension of borrowing privileges with RAILS and ILLINET.

1. In the event of a RAILS member library's continued disregard of this policy statement, the two RAILS members involved should attempt to resolve the issue directly.
2. If the RAILS members are unable to resolve an issue directly, a written complaint of a policy violation should be forwarded to RAILS. Any suspension will take place after due process which will include review by RAILS staff.
3. Suspension of a library's ILLINET privileges shall be reviewed by the State Librarian in accordance with System Rules and Regulations.

VI. InterLibrary Loan Code, 2015

ILLINET INTERLIBRARY LOAN CODE

The ILL Code, approved by the ISL Advisory Committee, endorsed by the Illinois Library Systems, and adopted by the ISL governs interlibrary loan policy within ILLINET. The ILL Code is based on the most current American Library Association (ALA) Interlibrary Loan Code for the United States. Through 15 ILCS 320/7(f) and 23 Ill. Adm. Code 3030.215(e), the ISL administers, Illinois library systems monitor and enforce, and ILLINET member libraries abide by the ILL Code.

I. Definition

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. Whether initiated by library staff or patron, the purpose of interlibrary loan is to obtain, upon request of a library patron, material not available in the patron's local library. The terms "requesting library" and "supplying library" are used in preference to "borrowing library" and "lending library" to cover the exchange of copies as well as loans. Circulation of materials between a central library and its branches or within a school district is not considered interlibrary loan.

II. Scope

1. The ILL Code governs interlibrary loan among ILLINET member libraries.
2. Any type of library material needed by an individual for any purpose, including but not limited to study, instruction, information, recreation or research, may be requested from another library.
3. Any materials, regardless of format, may be requested from another library. The supplying library determines whether the material can be provided.
4. Interlibrary loan outside of ILLINET, governed by national, international or other applicable interlibrary loan codes, is not within the scope of this document.
5. Reciprocal borrowing is not within the scope of this document.

III. Ethics and Responsibilities of ILLINET Member Libraries

1. Interlibrary loan is a mutual relationship, and libraries are strongly encouraged to supply materials as freely as they request materials.

2. Each library shall develop collections in response to local needs. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries.
3. To expedite State and nationwide resource-sharing initiatives, every ILLINET member library shall strive to enter and maintain its collection and holdings in a regional, statewide and/or national bibliographic database.
4. Each library shall offer and promote the availability of interlibrary loan service to its patrons.
5. Personnel responsible for interlibrary loan in each library shall be familiar with relevant interlibrary loan documents and aids, including interlibrary loan codes and procedures, bibliographic tools, and services.
6. Libraries shall comply with current Copyright Law (17 USC) governing both print and digital resources.
7. Each library shall ensure the confidentiality of the patron (see the Library Records Confidentiality Act [75 ILCS 70]).
8. Each library shall annually review and update its profile in the Resource Sharing Directory in Library Learning (L2) and, if applicable, the Online Computer Library Center (OCLC) Interlibrary Loan Policies Directory.
9. Each library shall have its borrowing policy readily available.
10. Each library shall clearly identify its materials with a current ownership mark.
11. Each library shall collect and annually submit its interlibrary loan statistics to the ISL.

IV. Rights and Responsibilities of the Requesting Library

1. The requesting library shall be responsible for compliance with the Copyright Law and its accompanying guidelines, and shall inform its patrons of the applicable portions of the law. An indication of copyright compliance shall be provided with all requests for photocopies.
2. The requesting library shall be responsible for identifying libraries that own the requested material. The requesting library shall be responsible for checking the policies of potential suppliers for restrictions, special instructions and information on fees prior to sending a request.
3. The requesting library shall avoid repeatedly sending the majority of its requests to a few selected libraries. However, each library has the right to determine the best source for the requested material.
4. Requested items shall be cited completely and accurately. The requesting library shall transmit all interlibrary loan requests in standard bibliographic format in accordance with the protocols of the electronic network or transmission system used. In the absence of an electronically generated form, the elements of the ALA Interlibrary Loan Request Form shall be used.
5. The requesting library shall indicate on the request when items cannot be verified and/or located, using "cannot verify" or "cannot locate". The source of reference shall also be indicated on the request.
6. The requesting library shall honor the supplying library's conditions of loan, including observation of dates and duration of loans, recall notices, fees (if applicable), In-library Use Only and other special handling provisions. The requesting library shall convey these conditions to library patrons.

7. The requesting library shall be responsible for borrowed materials from the time the materials leave the supplying library until they have been returned to the supplying library. If damage or loss occurs, the requesting library shall be responsible for compensation, in accordance with the policy of the supplying library.
8. The requesting library shall be responsible for all fees authorized by section VIII (Fees) imposed by the supplying library. The requesting library shall be responsible for timely processing of payments related to the interlibrary loan transaction.
9. The requesting library assumes full responsibility for patron initiated transactions.

V. Rights and Responsibilities of the Supplying Library

1. Libraries are strongly encouraged to implement generous interlibrary loan lending policies with due consideration for the needs of their primary clientele.
2. The supplying library shall respond to all interlibrary loan requests within one working day (preferred), but no longer than three working days, after receipt.
3. The supplying library may return a request unfilled when bibliographic data and location are incomplete.
4. The supplying library shall send a copy of the request or sufficient information to identify the request, along with any materials provided.
5. The supplying library shall notify the requesting library of dates and duration of loans for the materials, renewal policies, and In-library Use Only restrictions.
6. The supplying library has the right to recall its material at any time.
7. The supplying library shall send any invoices for charges incurred within one year after the due date of the item.

VI. Rights and Responsibilities of the Library System

The library system shall:

1. Maintain a current resource sharing policy that encourages cooperation among all types of libraries in promoting the sharing of library resources via a variety of service methodologies, including interlibrary loan, and is compliant with current Illinois library law and administrative rules.
2. Employ library system staff to consult with member libraries about offering, promoting and improving local interlibrary loan service.
3. Foster interlibrary loan partnerships and collaboration at the local, regional, system wide and statewide levels.
4. Offer, on a recurring schedule, interlibrary loan continuing education and training opportunities that meet member libraries' needs.
5. Facilitate access to current interlibrary loan information and resources via the library system's website.
6. Ensure member libraries are compliant with the annual submission of the ISL's ILLINET Interlibrary Loan and Reciprocal Borrowing Survey, a tool that collects interlibrary loan statistics.
7. Provide efficient and effective delivery service methodologies that ensure timely receipt of materials to meet patrons' needs.
8. Monitor member libraries interlibrary loan service to ensure adherence to and compliance with the ILL Code.

9. Serve as the mediator, as prescribed by the ILL Code (Section XI), to resolve perceived violations of the ILL Code.

VII. Rush and Urgent Requests

1. "Rush" service requests are those in which the requesting library designates the request to be "Rush" and requires the item to be processed and sent within 24 hours/one working day.
2. "Urgent" service requests are those in which the requesting library designates the request to be "Urgent" and requires the item to be processed and received in fewer than 24 hours/one working day.
3. Requesting libraries that need "Rush" or "Urgent" service requests shall contact the supplying library directly to negotiate conditions and fees.
4. An ILLINET member library may, by policy or on a case-by-case basis, choose not to offer "Rush" or "Urgent" service.
5. An ILLINET member library shall make its "Rush" or "Urgent" policies available upon request.

VIII. Fees

1. It is not allowable for either the requesting library or the supplying library to charge (the library or the patron) for ILLINET resource sharing transactions of returnable items, except as outlined in this section.
2. Libraries may assess fees (library or patron) for the provision of Rush or Urgent requests, as outlined in Section VII.
3. ILLINET member libraries are encouraged to absorb the cost of providing photocopies.
4. If a library chooses not to use the Library System Delivery service or the Illinois Library Delivery Service, the library shall negotiate alternate shipping conditions with the requesting/supplying library prior to shipment of the item.
5. Libraries shall not assess overdue fines to other libraries.
6. If damage or loss occurs, the requesting library is responsible for compensation in accordance with the policy of the supplying library.

IX. Delivery

1. Primary shipping and transmission:
 - a. Returnables: Every ILLINET member library shall use either the library system delivery service or the ILDS as their primary shipping service for "returnables" within Illinois.
 - b. Non-returnables: Every ILLINET member library shall transmit non-returnable items electronically; however, they shall use alternative options when electronic transmission capabilities are impractical or unavailable.
2. Every ILLINET member library, using either the Library System Delivery service or the ILDS, shall comply with the USPS Private Express Statutes (39 CFR 310.3(a)) and the Letters Carried out of the Mail (39 USC 601(a)). Refer also to the Secretary of State's memorandum "Delivery of Library Materials", November 27, 2012, as the guidelines for determining delivery compliance.

3. Materials shall be packaged to prevent damage or loss in shipment. The supplying library shall notify the requesting library of any special packaging and shipping requirements. The requesting library shall comply with the requirements as stipulated.
4. If the supplying or requesting library chooses not to ship materials via the library system delivery service or ILDS, the libraries shall negotiate alternate shipping methods and conditions prior to shipment of the item.

X. Cooperative Agreements

1. ILLINET member libraries shall comply with the ILL Code.
2. ILLINET member libraries may enter into mutually beneficial cooperative agreements in order to meet the needs of their primary clientele. These agreements do not supersede the ILL Code, except as prescribed in subsection 3 of this section.
3. Interlibrary loan periods established by ILLINET member libraries through a cooperative agreement are permissible but only apply to those ILLINET member libraries covered under the agreement.

XI. Violation of the ILL Code

1. When violations of the ILL Code initially occur, these procedures shall be followed:
 - a. Library A shall inform Library B about the violations and Library B's failure to comply with the ILL Code.
 - b. Library B is responsible for responding to all notifications on a timely basis and working towards resolution.
 - c. Both Library A and Library B shall document all exchanges.
2. Library A may suspend the interlibrary loan privileges of Library B if Library B fails to correct violations of the ILL Code after having been informed of the violations.
 - a. Such action requires written notification by Library A to Library B, specifying the violations, the terms and duration of the suspension, and a course of action in compliance with the ILL Code that would restore borrowing privileges. A copy of all documentation shall be sent to the library systems of both libraries.
 - b. Library A is responsible for reviewing ongoing circumstances and evaluating reinstatement of Library B's suspended interlibrary loan privileges. Reviews shall be completed on a quarterly basis.
 - c. Library A shall provide written notification of the review and the ensuing decision to Library B and the library systems of both libraries.
3. If violations of the ILL Code continue, the following procedures shall be followed:
 - a. Either Library A or Library B shall request that its library system serve as mediator. The request shall be in writing and sent to the libraries and to the library systems involved.
 - b. The library system acting as mediator shall document:
 - i. The continued ILL Code violations, with copies sent to all libraries and library systems involved.
 - ii. Its role as mediator of the complaint, with copies sent to all libraries and library systems involved.
 - iii. Its negotiation efforts and the results of these efforts, with copies sent to all libraries and library systems involved.

- c. Ineffective negotiations and continued disregard of the provisions of the ILL Code shall result in the initiation of the suspension process from library system membership (23 Ill. Adm. Code 3030.205).
- d. The ISL shall act on the recommendation of the library system recommending suspension of system membership.
- e. Library systems may initiate resolutions of the ILL Code violations independent of notification from member libraries.

GLOSSARY

ALA Interlibrary Loan Request Form — A form published by ALA and the National Information Standards Organization and used by a library to request an interlibrary loan from another library.

Borrowing Library — See Requesting Library.

Borrowing Privileges — The ability of a patron with a valid library card to check out (borrow) items from a library.

CARLI — Consortium of Academic and Research Libraries in Illinois.

CCG (Copyright Clearinghouse Guidelines) — The requesting library's indication on a photocopy request that the request conforms to the CONTU "Guidelines for the Proviso of Subsection 108(g)(2)". Compliance means that the library does not subscribe to the journal and publication date of article is within the last five years. Only five copies per journal title in a year before payment of the copyright fee is required; only 1 article per issue per patron.

See also CONTU Guidelines.

CCL (Copyright Clearinghouse Legislation) — The requesting library's indication on a photocopy request that the request conforms to the U.S. Copyright Law (17 USC). Compliance means that the library subscribes to the journal or publication date of the article is more than five years old. No limit on the number of copies requested. The library is still subject to subsection 108(g)(2) of the copyright law that prohibits systematic photocopying of copyrighted materials in such aggregate quantities as to substitute for purchase of or subscription to the magazine.

Collection Development — The process of planning, selecting, weeding and building of resources in all formats needed by a library's community of patrons. This process is based on the individual library's collection development policy. Sometimes this is referred to as collection management.

Consortial Interlibrary Loan — ILL within a consortial shared catalog is facilitated by the library automation system software that authenticates patrons and ILL requests.

Consortium — A group of libraries formally organized to promote common interests and achieve common goals, of which interlibrary loan and resource sharing activities are typical examples.

CONTU Guidelines — The "Guidelines for the Proviso of Subsection 108(g)(2)", known as the CONTU Guidelines, were developed by the National Commission on New Technological Uses of Copyrighted Works to assist librarians and copyright proprietors in understanding the amount of photocopying/reproducing for use in interlibrary loan arrangements permitted under

the copyright law. See CCG.

Cooperative Agreement — A binding agreement between two or more parties.

Copyright Compliance — The requesting library is responsible for making certain that the interlibrary loan request conforms to the copyright law or the accompanying guidelines. A supplying library may choose to not process a request for a non-returnable item request if an indication of copyright compliance is not included. See CCG and CCL.

Copyright Law — The United States copyright law is contained in chapters 1 through 8 and 10 through 12 of title 17 of the United States Code. The Copyright Act of 1976, which provides the basic framework for the current copyright law, was enacted on October 19, 1976, as PL 94-553. Copyright law is intended to bring about a balance between the rights of creators and owners

of copyrighted works and the needs of patrons of those works. Copyright law limits what may be copied, sold and distributed with and without the consent of the copyright owner. The rights of owners are enumerated in section 106, and the limitations on the owner's rights are listed in sections 107-118.

Date Due — Either the year, month and day by which the patron shall return the loaned item to the requesting library, or the period of time the item may remain with the requesting library, disregarding the time spent in transit.

Direct Borrowing — Direct borrowing implies an unmediated (library staff not involved in the process) patron-initiated request.

Fair Use — Fair use, described in section 107 of the U.S. Copyright Law, permits limited uses of copyrighted works by individuals who do not own the copyright to the work. The four criteria used to determine fair use are: the purpose of the use; the nature of the copyrighted work; the amount of the work used; and the effect of the use on the potential market.

FAX — Electronic transmission of text or graphics using telephone lines.

Fee — A charge for services. This includes, but is not limited to, shipping and handling charges, charges for damage to items, and replacement and/or processing charges for lost items.

Fine — A charge to the patron for late return of a borrowed item.

ILDS (Illinois Library Delivery Service) — The statewide vehicular delivery service, funded by the Illinois State Library, that provides delivery each week to library system headquarters and designated facilities, eligible academic members and the Illinois State Library in order to facilitate the rapid delivery of books and other library materials throughout the State.

ILLINET — The Illinois Library and Information Network, which consists of the library systems, their full member libraries and the Illinois State Library.

ILLINET Member Library — A library that is a full member of a library system.

Illinois Library Laws & Rules — Laws and administrative rules relevant to libraries in Illinois, compiled and published biennially by the Illinois Library Association and updated on the Illinois General Assembly website <http://www.ilga.gov/>.

In-Library Use Only — Materials designated by the supplying library as "inlibrary use only" shall be used only within the requesting library. These items may not be removed from the library.

Interlibrary Loan — The process by which a library requests material from, or supplies material to, another library. Whether initiated by library staff or patron, the purpose of interlibrary loan is to obtain, upon request of a library patron, material not available in the patron's local library. Circulation of materials between a central library and its branches or within a school district is not considered interlibrary loan.

Interlibrary Loan Transaction — The complete process of an interlibrary loan that includes all steps from the initial request by the requesting library (or requesting library patron) through the receipt of the item by the supplying library. For non-returnables, the transaction includes all steps from the initial request through receipt by the patron.

Intralibrary Loan — The circulation of materials between a central library and its branches or between buildings within a school district.

Lending Library — See Supplying Library.

Library Bill of Rights — A declaration developed and available from the ALA that outlines library responsibilities and patrons' rights to library services.

Library Records Confidentiality Act [75 ILCS 70] — Provides legal guaranties of patron confidentiality of circulation of library materials. Circulation records shall not be made available to anyone except by a court order in a criminal proceeding.

Library Learning (L2) — The online membership directory for ILLINET member libraries, which includes a staff directory and a resource sharing directory. L2 is home to a statewide calendar and registration service for meetings and other continuing education events in the State.

Library System Delivery — Dedicated delivery systems operated by the individual library systems for their members. Systems may operate the delivery service or may subcontract for it.

Local Library System Automation Program — An integrated library system open to membership by full library system members of all types developed by or receiving financial or in kind support from a library system.

Multitype Library System — Meets the requirements of 75 ILCS 10/2(1), serving a minimum of 150,000 inhabitants or an area of not less than 4,000 square miles and serving a minimum of 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries, and special libraries.

National Information Standards Organization (NISO) — Organization credited by the American National Standards Institute. NISO is "where content publishers, libraries, and software developers turn for information industry standards that allow them to work together. Through NISO, all of these communities are able to collaborate on mutually accepted standards". ANSI/NISO Z39.83 is the standard for NISO Circulation Information Protocol (NCIP).

Non-returnables — Materials that the supplying library does not expect to have returned.

Patron — Individual who initiates an interlibrary loan request. Other synonymous terms include client, customer, end patron and library patron.

Primary Clientele — A library's patron group, defined locally by each library and as described in the library's mission statement, e.g., taxpayers, students and faculty, or local community.

Public Library System — A public library that serves a city of over 500,000 population and is established as a public library system under the Illinois Library System Act.

Reciprocal Access — How the resources of all full member libraries of a library system are made available to all patrons within the system area. Reciprocal access benefits should be imposed equally among all reciprocal access patrons and can include information passports, interlibrary loans, photocopy service, reference service, use of library materials on site, courtesy cards and other services. The library governing authority may approve reasonable restrictions related to computer access, library programs and meeting room use.

Requesting Library — The library that initiates an interlibrary loan request on behalf of a patron or permits direct borrowing.

Resource Sharing — Making the collections of one library available to the patrons of another library efficiently and effectively. Resource sharing encompasses the technical capabilities, staff expertise and policies necessary to achieve that objective. Resource sharing incorporates activities related to automated discovery tools (including bibliographic library databases), collection management, bibliographic description, delivery, interlibrary loan, reciprocal access and reciprocal borrowing. Resource sharing is a core system service.

Returnables — Materials that the supplying library expects to have returned.

Rush — A designation by the requesting library that requires the item to be processed and sent in less than 24 hours.

Special Handling Provisions — Conditions for loaning designated by the supplying library such as in-library use only, restrictions on copying, special packaging, or other unique requirements.

Supplying Library — The library that fills an interlibrary loan request by either loaning the item or supplying a copy of the item.

Suspended Library — A library whose system membership is terminated by the library system board with concurrence by the State Librarian.

U.S. Code — The United States Code or USC; in the context of this document, the Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code.

Urgent — A designation by the requesting library that requires the item to be processed and received in less than 24 hours.

User-initiated Transaction — See Direct Borrowing.

Verification — The process by which a library determines the accuracy of information.

Working Days — Days on which the library is open for service.

ARTICLE XII

RESOLUTION PROVIDING FOR COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990

BE IT RESOLVED by the Board of Library Trustees of the City of Kewanee, as follows:

I. FINDINGS.

- A. The Congress of the United States has adopted the Americans with Disabilities Act of 1991 (Public Law 101-336) for the purpose of eliminating discrimination against individuals with disabilities.
- B. The Department of Justice published a Final Rule on July 26, 1991 (28CFR, Part 35, hereinafter the "Rule") which sets the standards for implementing the Act.
- C. The Act, among other things, prohibits exclusion of qualified individuals with a disability from services, programs or activities of any State or local government, including libraries, as of January 26, 1992.
- D. The Act requires units of local government to make information concerning the Act and Rule and their application to its services, programs and activities available to applicants, participants, beneficiaries and other interested persons.

II. COORDINATOR.

John E. Sayers, the Director, is designated as the Coordinator to implement the Act and the Rule.

III. THE GRIEVANCE PLAN

The Library shall make available to applicants, participants, beneficiaries and other interested persons, information regarding the provisions of the Act and its applicability to the services, programs or activities of the Library and make such information available in such manner as the Director finds necessary to apprise such persons of the protection against discrimination assured them by the Act.

IV. ADMINISTRATIVE PROCEDURE FOR GRIEVANCES UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT

SECTION I: Any person who has a grievance against the Kewanee Public Library District regarding alleged violations of Title II, Subpart A of the Americans with Disabilities Act (the "Act"), shall submit the following information in writing to the ADA Coordinator as his/her grievance within six (6) months of the date of the occurrence:

- A. The complainant's name, address and phone number;
- B. The relationship of the complainant to the Library;
- C. The basis of the complaint;
- D. The provisions of the Act and implementing regulations allegedly violated;
- E. The date(s) of the alleged violation;
- F. The remedy or relief sought.

SECTION II: Upon receipt of the grievance, the ADA Coordinator shall contact the complainant within ten (10) working days to arrange a conference with the complainant. The ADA Coordinator shall thereafter review the allegations of the complaint to the extent necessary to properly address and act on the complaint.

SECTION III: The ADA Coordinator shall notify the complainant in writing within ten (10) working days following the conference with the complainant of what, if any, action has been, or will be takes regarding continued review of the complaint.

SECTION IV: At the conclusion of the review, the ADA Coordinator shall advise the complainant within forty-five (45) days of the receipt of the complaint in writing of any final action to be taken on the complaint. If the complainant does not accept the action taken by the ADA Coordinator, the complainant may appeal in writing to the Board of Library Trustees. The Board shall review the appeal within thirty (30) calendar days of receipt of the same and notify the complainant of its concurrence or rejection of the ADA Coordinator's decision in writing, including any alternate resolution it wishes to implement.

SECTION V: If the complainant does not agree with the decision of the Board of Library Trustees, then the complainant may contact the Office of American With Disabilities, Civil Rights Division, Department of Justice, P.O. Box 66118, Washington, D.C., 20035-6118,

ARTICLE XIII
TEST PROCTORING

General Proctoring Policy

As part of our support for life-long learning, the Kewanee Public Library District provides free proctoring of written or online exams during regular library hours.

The proctor will be a staff member on duty at the time of the exam. The Director will serve as the contact person for all exams and sign off on any proctor or exam forms. An online test will be proctored by the Information Services Department Head.

The library will provide space to take the exam, and a public access computer for online exams. The library cannot guarantee a quiet environment or constant supervision of the student.

All proctoring must be pre-arranged.

The library is not responsible for exams sent without prior arrangements.

It is the student's responsibility to contact the library and make an appointment to have a test proctored at a mutually convenient date and time.

The library is not responsible for any exam deadlines.

The student is responsible to provide the proctor approval forms or requests for proctor information.

The student is responsible to arrange for the delivery of the exam or proctor password to the library. Exams and/or passwords may be mailed, faxed or emailed to test proctor and passwords must be received before a proctored exam can be scheduled.

Completed exams are returned directly to the testing institution by fax or USPS mail.

The student should provide a stamped, addressed envelope for returning the exam if one is not provided by the institution.

If there is a time restraint, the student may bring in a pre-paid USPS Priority Mail envelope or a pre-paid USPS Flat Rate Express Mail envelope. The library is unable to honor requests requiring special trips to the post office, FedEx or UPS.

Online tests requiring access to a non-standard Internet port cannot be proctored at the library, nor any exam requiring the installation of software on the library's computers.

Librarians will not grade examinations.

Unless other arrangements have been made, untaken exams will be held a maximum of three months.

The library cannot guarantee that technical problems will not occur during online exams.

PROCEDURES

The student must contact the Director to request proctoring services before having an examination sent by the testing institution. The library requires the student's name, phone number, email address, name of the course and testing institution.

The student will provide any forms for proctor information required by the testing institution and will have the test or password sent to the library contact.

The library will contact the student when the examination or password is received. An appointment to take the exam will then be scheduled.

The student should come prepared with pens, pencils, erasers, scratch paper, calculators or any other supplies required for the exam. The student will be asked to show a photo ID for verification.

The student will relinquish any cell phones, textbooks, laptops, blackberries, etc. while testing unless use is required for the exam. These items will be held at the desk.

The completed exam will be faxed or mailed to the testing institution. The library will not copy the completed exams. The exam will normally be mailed the following day. The library is not responsible for exams once they leave the building.

REAL ESTATE EXAMS

The library does not stock copies for real estate continuing education. The test or proctor password must be sent to the library.

Exam appointments will not be scheduled until the exam or password has been received.

Adopted: 3/19/12

ARTICLE XIV

Photographing and Recording

Kewanee Public Library District (KLPD) is a public facility and a person's presence may be recorded or become publically known.

Photographing, filming and audio recording of Library programs is permitted provided that permission has been granted in advance by the presenter or the owner of any copyrighted material.

Equipment such as tripods, flash or high intensity lighting or microphones may not interfere with use of or attendance at the Library.

KPLD staff members or representatives may photograph and/or record programs and events for its own purposes. Please notify a Library staff member if you do not want to be photographed or recorded.

December 8, 2014