



Camargo Township District Library

Policy Manual

These policies were voted on and approved by the Camargo Township District
Library Board of Trustees on April 21, 2014

14 North Main St.
Villa Grove, IL
217-832-5211
www.camargotownship.org

Library Bill of Rights

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980.
Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.
Library Board approved January 15, 2002

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

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.

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.

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

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

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

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

Freedom to Read

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

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

Library Board approved November 15, 2005

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge

libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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.

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.

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

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

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

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

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.

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

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

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

Freedom to View

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.

Endorsed by the ALA Council January 10, 1990.

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:

- A. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- B. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- C. 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.

D. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

E. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Freedom of Information Act

The Freedom of Information Act is the principal Illinois law governing the inspection of public records. It is a pro-disclosure statute originally enacted on July 1, 1984. This important open-government law is grounded in the principle that the public should be able to access public records and information about the workings of their government.

Any patron requesting public records of the Camargo Township District Library under the Illinois Freedom of Information Act, 5 ILCS 140/1 as amended by Public Act 96 – 542, effective January 1, 2010, must make such a request in writing. The person requesting records should specify in particular the records to be provided and copied.

All requests should be directed to the Library Director, Camargo Township District Library, 14 North Main St., Villa Grove, IL 61956. Any person requesting that records be certified must indicate specifically which records must be certified.

The Library shall respond to a written request for public records within five (5) working days after its receipt, or 21 days if the request is for a commercial purpose. No denial shall be issued without the knowledge and consent of the Library Director.

The letter denying the request for public records shall notify by letter the person making the request of the decision to deny such, the reasons for the denial, and the names and titles or positions of each person responsible for the denial. Each notice of denial shall also inform such person of his right to appeal to the Public Access Counselor, Office of the Illinois Attorney General. Each notice of denial shall inform such person of his right to judicial review under Section 11 of the Freedom of Information Act [5 ILCS 140/11]. When a request for public records is denied on the grounds that the records are exempt under Section 7 of the Freedom of Information Act [5 ILCS 140/7], the notice of denial shall specify the exemption claimed to authorize the denial. Any person who is dissatisfied must submit their written appeal within sixty (60) days of receipt of the letter denying the request for public records.

The Library's failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.

The five (5) working day time limits prescribed above may be extended for five (5) additional working days for any of the following reasons:

- the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- the request requires the collection of a substantial number of specified records;
- the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under 5 ILCS 140/7 or should be revealed only with appropriate deletions;
- the request for records cannot be complied with by the Library within the time limits without unduly burdening or interfering with Library operations;
- 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.

When additional time is required for any of the above reasons, the Library shall notify by letter the person making the written request within the five (5) working day time limit the reasons for the delay and the date by which the records will be made available or denial will be forthcoming.

Diversity Statement

The people of Villa Grove choose this community, not just as a place to live, but as a way of life. The Camargo Township District Library has committed itself to equality not only because it is legal, but because it is right; not only because equality is ethical, but because it is desirable for us and for our children. Ours is a dynamic community that encourages the contributions of all citizens, regardless of race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic class, political affiliation, or any of the other distinguishing characteristics that all too often divide people in society.

Creating a mutually respectful, multi-cultural environment does not happen on its own; it must be intentional. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through interaction, we believe we can reconcile the apparent paradox of appreciating and even celebrating our differences while at the same time developing consensus on a shared vision for the future. The Camargo Township District Library recognizes that a free, open, and inclusive community is achieved through full and broad participation of all its citizens. We believe the best

decisions are made when everyone is represented in decision-making and power is shared collectively.

The Camargo Township District Library plays a crucial role in supporting and enriching our diverse community through library materials, services, programs, and employment.

Code of Ethics

Adopted by the ALA Council, June 28, 1995.

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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 statement to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

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.

We recognize and respect intellectual property rights.

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.

We do not advance private interest at the expense of library users, colleagues, or our employing institutions.

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.

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.

Services to Patrons with Disabilities

The Camargo Township District Library offers the same services to patrons with disabilities as to all other segments of the population and welcomes service animals in the library.

Hours

Camargo Township District Library

Monday	9 a.m. to 8 p.m.
Tuesday	9 a.m. to 5 p.m.
Wednesday	9 a.m. to 5 p.m.
Thursday	9 a.m. to 8 p.m.
Friday	10 a.m. to 5 p.m.
Saturday	9 a.m. to 12 a.m. / 1 p.m. to 5 p.m.
Sunday	Closed

Closings

Independence Day

Memorial Day

Labor Day

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Thanksgiving

Christmas Eve

Christmas Day

New Year's Day

Collection Management and Selection of Library Materials

This policy supports the Mission Statement of the Camargo Township District Library and sets forth the basic philosophy of materials selection and collection management in this institution.

The primary purpose of materials selection and collection management at the Camargo Township District Library is to anticipate and be responsive to the diverse informational, educational, cultural, and recreational needs of Villa Grove residents of all ages and levels of education by providing an up-to-date, carefully selected and well-balanced collection of the best materials available in print, audiovisual, and electronic formats. The maintenance of the collection involves continuous acquisition and replacement of needed titles and subjects, and the withdrawal of physically worn, unused, and out-of-date materials.

Involved in the selection of materials are such factors as:

- expressed needs and interests of district residents
- professional experience and judgment of the library staff and their knowledge of the strengths and weaknesses of the collection
- staff familiarity with the demographic composition of the community and knowledge of the patterns of use of the collection, as shown in circulation statistics for individual titles and subject areas and in-house surveys of use of library materials
- the availability of resources in other organizations and libraries, including the respective strengths and nature of the institutions
- cooperative plans for purchase of library materials

Involved in the selection of individual titles are such factors as: accuracy of the text; significance to current issues or long-term value to the collection; supplementary reference value of nonfiction books; literary merit; appeal to the public; predicted use; reputation of the author or publisher; availability of similar materials in the collection; availability of materials in other libraries; and format and price.

Audiovisual materials are an integral part of the library's collection. They are selected under the same principles that guide the selection of print materials.

Electronic resources are selected to expand the Library's resources and to improve access to information. Purchasing electronic resources, the library endeavors to obtain licenses that permit accessing the resources from outside of the library.

The library welcomes gifts of books, audiovisual materials, and money. Recommendations for purchase are also welcome. Donated titles will be evaluated and added to the collection in accordance with the criteria described above. Materials given to the Library become the Library's property and may be disposed of as the Library sees fit.

Materials selection and collection management incorporate the principles expressed in the Library Bill of Rights, the Freedom to Read and the Freedom to View statements. It is the responsibility of the library to ensure that the collection represents a wide range of viewpoints. Materials will not be excluded because of political, social, religious, moral, or other views of the author. The library recognizes the right of individuals to read or reject materials as they see fit and will not restrict the freedom of others to read what they choose. Materials are judged on the basis of the work as a whole and are not excluded by reason of a part taken out of context.

Children are allowed access to the total collection, and the selection of adult material is not restricted by the possibility that children and adolescents may obtain items that parents consider inappropriate. The responsibility for materials used by children and adolescents rest with parents or legal guardians.

Requests for Reconsideration of Library Materials

Any district resident who wishes to question why materials were selected or were not selected for the library should be referred to the Assistant Library Director or the Library Director. Either person will discuss with the patron the reasons why the materials were or were not added to the collection.

If the matter is not resolved, the patron may request that a title or titles be reconsidered. This will be reported to the Library Director or Assistant Library Director, who with appropriate staff will review the title in question, considering whether its selection is in accordance with the criteria stated in the Policy on Selection of Library Materials and Collection Management. The Library Director will make a decision and send a letter to the person who requested the reconsideration of a title, stating the reasons for the decision.

If the person who requested the reconsideration is not satisfied with the decision of the Library Director, they may request in a letter to the Library Director that the matter be referred to the Board of Library Trustees. The Library Director will forward the request and the title reconsideration form to the President of the Board of Library Trustees who will place the matter on a Library Board meeting agenda as soon as practical. The

decision of the Board will be final and will be sent in writing to the person who requested reconsideration of a title.

Confidentiality of Circulation Records

The Camargo Township District Library abides by Illinois Law that states that circulation and registration records are confidential information.

Circulation records and registration records shall not be made available to individuals or organizations or 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. Upon receipt of such process, order, or subpoena, the Library Director or their designee will consult with the library's legal counsel to determine if the document is in proper order and if there is showing of good cause for its issuance. If the library's legal counsel discovers any defects in the process, order, or subpoena, the Librarian will insist that these be cured before releasing circulation records.

Reciprocal Borrowing

The Camargo Township District Library has endorsed and participates in the Illinois statewide reciprocal borrowing agreement, in order to expand the universe of library materials that district residents have direct access to. The Library's participation allows district residents with a current Camargo Township District Library library card, that is not blocked due to materials or monies due to the Camargo Township District Library, an Illinois Heartland Library System member library, or another participating library, to obtain borrowing privileges at participating Illinois public libraries.

Card Member Privileges

Card Registration

A library card will be issued to an individual (18 years or older) who:

- Shows satisfactory proof of identity.
- Shows satisfactory proof of Villa Grove and district residency.
- Has no outstanding delinquency at any library.
- Accepts responsibility for all items checked out on the card and for any charges for overdue, damaged or lost items.

A library card will be issued to a child (under 18 years) when:

a. A parent or legal guardian who shows satisfactory proof of identity and Villa Grove school district residency and accepts responsibility for the child's selection of library items and for any charges for overdue, damaged or lost items.

OR

b. The identity of the child, district residency, and address are verified by other adults such as school staff, foster parents or group home managers, and an authorized adult assumes responsibility for the child's selection of library items and for any charges for overdue, damaged or lost items.

AND

c. There is no outstanding delinquency for items previously checked out by the child or parent/legal guardian on the parent/legal guardian's library card.

Library cards can only be used by the person for which they were intended. Husbands, wives, and children are required by the Library Board of Trustees to have individual cards. Children cannot check out under parents' cards and vice versa.

Children under the age of 18 are not allowed to check out movies per the policies set by the Camargo Township District Library Board of Trustees.

Eligibility for Full Member Benefits

The following are eligible for a Camargo Township District Library library card and full service benefits:

- Residents of Villa Grove and the surrounding district who hold current Camargo Township District Library cards.
- Non-residents who pay district property taxes who have been issued Camargo Township District Library cards in accordance with provisions of Illinois law.
- Non-residents of Villa Grove and the surrounding district who have purchased library cards at the annual fee set by the Camargo Township District Library Board of Trustees.
- Short-term residents of Villa Grove and the surrounding district who have been issued temporary courtesy cards.
- Employees of the Camargo Township District Library who have been issued staff library cards.

Lost or Stolen Library Cards

A library card is a form of credit card. Lost or stolen library cards must be reported immediately to the library. The reported library card will be deactivated. The patron who has NOT reported their library card lost or stolen will be responsible for all items

checked out on the card and payment of all related charges as listed in the User Service Charges and Fines policy.

Reciprocal Borrower Benefits

The Camargo Township District Library is a full participant in the Illinois Heartland Library System consortium and follows IHLS policies as required.

The Camargo Township District Library has endorsed and participates in the Illinois statewide reciprocal borrowing agreement in order to expand the universe of library materials available to district residents.

Reciprocal borrowers shall be permitted to borrow all circulating items in accordance with the Library's Circulation of Library Items policy. All items checked out shall be subject to fees and fines in accordance with the User Service Charges and Fines policy.

Circulation of Library Items

A. LOAN PERIODS AND RENEWAL

The default loan period for items shall be two weeks. Books, musical CDs, and audio books (both cassette and CD) have a 2 week loan period, with up to two renewals. DVDs that are considered new (with a yellow sticker) and Blu-Rays (orange stickers) are due the next day, with only one renewal allowed. DVDs with a red sticker and VHS tapes (blue sticker) are due within a week, with up to one renewal allowed. Magazines are also due in one week, with up to two renewals allowed.

	New Items			Older Items		
	Check Out Period	Renewals	Fee (per day)	Check Out Period	Renewals	Fee (per day)
Audiobooks	2 weeks	1	\$.10	2 weeks	2	\$.10
Books	2 weeks	1	\$.10	2 weeks	2	\$.10
DVDs	1 night	1	\$1.00	1 week	1	\$1.00
TV on DVD	1 week	1	\$1.00	1 week	1	\$1.00
Magazines				1 week	2	\$.10
Music CDs	2 weeks	1	\$1.00	2 weeks	2	\$.10

New items will stay new for 3-6 months depending on demand on item.

B. BLOCKED OR SUSPENDED LIBRARY CARDS

Camargo Township District Library patrons who owe \$10.00 or more to the Library will have their borrowing privileges blocked until their fines and fees have been paid. Patrons who have more than two "Claims returned" on their card will have their

borrowing privileges blocked until the third and subsequent items are returned or paid for.

C. OTHER CIRCULATION PARAMETERS

The Library Director may set all other Circulation parameters and modify existing parameters as the Library Director shall, from time to time, deem necessary.

User Service Charges and Fines

Circulation

New Library Card	Free
Charge for non-resident library card	\$30.00/year
Fine for each overdue video format	\$1.00/day
Fine for all other overdue items	\$.10/day
Charge for lost or damaged library items (adult or juvenile)	List price
Charge for broken/damaged movie case	\$5.00
Charge for lost item barcode	\$1.00

Photocopies

Self-service copies of printed materials	\$.25/page (pages that are front and back are counted as two pages)
Self-service copies from microfilm	\$.25/page (pages that are front and back are counted as two pages)
Printer (black and white)	\$.25/page
Printer (color)	\$.50/page

Lost, Damaged, and Overdue Items

Materials borrowed are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents'

responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

- Retail replacement cost of any item which is lost or damaged beyond or repair.
- Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

Patrons will be notified by phone or email to remind them about overdue materials once a notice is generated by the circulation system. After a 3rd and final notice of overdue materials, items are placed in "lost" status.

In the case of minor children under the age of 18, it is the parent's/guardian's responsibility to pay for lost or damaged items. Therefore, the child/children and parent/guardian together lose library privileges when their library account/accounts become blocked for overdue, lost, or damaged materials.

Patrons are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of library material. Please note that for movies there are also charges for broken or damaged movie cases and lost barcodes.

Interlibrary Loans

This policy covers interlibrary loan activity outside of the agreements and policies established by the Camargo Township District Library's membership in the Illinois Heartland Library System consortium.

The Camargo Township District Library endorses the Illinet Interlibrary Loan Code, 2008, the American Library Association Interlibrary Loan Code for the United States, 2008, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. The Library offers interlibrary loan services to any district resident holding a valid Camargo Township District Library card. The Camargo Township District Library participates in interlibrary loan with U.S. libraries only.

The Camargo Township District Library will not request materials that are owned by the Library, or that are available in the Illinois Heartland Library System. Length of loan periods, renewal options, overdue fines, and conditions for use are determined by the supplying libraries. Every effort is made to obtain requested materials from libraries in Illinois.

It is frequently difficult for the Library to borrow:

- Bound periodicals. We will request photocopies, electronic copies, or microforms.
- Textbooks for school use. Current textbooks are very difficult to obtain through interlibrary loan and libraries will not loan us books for an entire semester.

- New materials. Libraries have various definitions on what constitutes “new” books and audiovisual materials.
- eBooks. We cannot borrow eBooks through Interlibrary Loan.

As a supplying library, The Camargo Township District Library does not charge for lending materials. Due to limitations in technology, we are not able to scan books or articles. Electronic copies may be provided if licensing agreements allow for it. Requests are accepted by OCLC ILL only. We do not loan local history and special collection materials or reference books unless we have the permission of the genealogist. If an item is not on hold for another user, the item may be renewed twice. Lost items are assessed a fee equal to the list price, plus a \$5.00 processing fee.

Copyright Restrictions

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of digital materials to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of digital media or redistributes the loaned copy or publicly performs or displays the digital media, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

Information and Reference Services

The Camargo Township District Library staff provides knowledgeable, personalized assistance to help customers find and use factual information, library materials, and online resources. The service is provided to district residents and nonresidents by experienced librarians and other staff trained in accordance with the guidelines and ethics of the American Library Association. These include the *Statement on Professional Ethics*, *Guidelines for Behavioral Performance of Reference and Information Service Providers*, and *Guidelines for Medical, Legal and Business Responses*.

Information services are provided at the Camargo Township District Library, as well as by telephone and electronically. Library staff uses good judgment to prioritize questions when responding to more than one question at the same time. Staff treats all requests with respect and confidentiality. Staff uses information obtained from accurate, authoritative sources.

All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, fax, and email. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day with the full understanding that some questions may require more in-depth research to answer.

Library staff strives to provide complete, accurate answers to all queries. Simple requests are usually answered fully and quickly. Complex questions may require follow up at a later time or an appointment for individual assistance. Complex questions may also require the customer's participation in the information search with staff providing guidance and advice on the search strategy and process. When questions cannot be answered fully with the available resources, staff provides referrals to experts, organizations, and other authorities. Staff may need to limit the amount of time and level of response provided to a customer.

As information professionals, library staff is not able to provide services in other areas of professional practice. Staff does not:

- provide medical, legal, copyright, financial or tax advice
- recommend individual practitioners such as physicians or attorneys
- provide appraisals of books, artwork, antiques or other collectibles
- provide editorial or translation services
- provide career counseling advice
- handle confidential information such as social security numbers, account information or medical information. If such information is viewed inadvertently, staff makes every effort to protect customers' privacy.

Staff provides library materials, online resources and referrals to other organizations to address needs within these areas.

Information services are evaluated on an on-going basis. The library evaluates the quality, responsiveness, accessibility, and convenience of information services.

Computer and Internet Use

The Camargo Township District Library currently has four computers open for public access. If there are no other patrons waiting to use the computer, a patron may sign up for as long as he/she likes. However, if there is another patron signed up to use the computer after you, you may only stay on for 30 minutes for that computer. You can then sign up for any of the other computers. The fourth computer is reserved only for adult usage. Priority is given to patrons who are using the computer for educational or job/career purposes. A patron can use the public computers regardless of any fines on their library account.

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Camargo Township District Library is committed to networking, which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Camargo Township District Library and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

- Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
- Access to the wealth of information resources available via the Internet.
- Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.

The Camargo Township District Library provides access to a broad range of information resources, including those available through the Internet. The Internet is a global electronic network that maintains no regulatory control of its users or content. The Camargo Township District Library has no control over the content of these resources. Users should be aware that not all sources on the Internet provide accurate, complete, current or reliable information. Internet users are responsible for the web sites they access and use the Internet at their own risk. The Library does not guarantee privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions. Any injury or damages incurred by users of Library Internet stations or the Library's connection to the Internet are the sole responsibility of the user.

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and

supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

- Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet may or may not be accurate.
- Information obtained via the Internet may or may not be current and up to date.
- Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable, and this unavailability often occurs unpredictably.
- Certain information obtained via the Internet may be considered controversial by some library patrons.

The Camargo Township District Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

Library staff is trained to offer assistance in navigating the Internet and in evaluating Internet resources. Users are encouraged to ask staff for recommendations and guidance on finding and using authoritative websites.

As with all materials in the Library, restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not act in place of the parent. Parents and guardians assume full and complete responsibility for their child/children's use of the Internet through the Library's connection. Users are encouraged to ask staff for information and advice regarding resources for children's Internet use.

The Library provides wireless access to users who provide their own equipment with properly supportive wi-fi cards. However, there is no guarantee of privacy for any communications sent or received utilizing the Library's wireless access connections.

The Library reserves the right to monitor Internet use to ensure compliance with all Library policies and may terminate any Internet session if it is believed that a patron is in violation of such policies.

Unacceptable uses of the library's telecommunications technologies include:

- Violating any federal, state, or local law or ordinance that in any way involves contact with or use of the Library's telecommunications technologies;

- Transmitting or receiving obscenity to or from any email account, website, newsgroup, mailing list, or similar forum;
- Accessing, viewing, downloading, storing or printing files, graphics or messages (including still or moving pictures) or sound files which are obscene or constitute "Objectionable Material" as defined in this policy and/or Section 11-21 of the Illinois Criminal Code or transmitting such materials to any forum or recipient where the said materials are accessible by others;
- Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;
- Copying proprietary information, including software, in violation of applicable law, including in violation of any applicable copyright, trademark or other intellectual property right.
- Knowingly or negligently transmitting computer viruses onto the library's computer system, or to any other person's or entity's computer system;
- Deliberately trying to degrade or disrupt system performance, commonly known as a denial of service attack (such acts may also be viewed as criminal activity under applicable state or federal law);
- Hacking into any computer system.

Penalty

In addition to other sanctions described elsewhere in this Policy, patrons who make illegal or unacceptable uses of the Library's telecommunications technologies may be banned from using the Library's computers, networks, and Internet resources.

Illegal acts involving Library computer stations and Internet use may also be subject to prosecution by local, state, or federal authorities. Indication or evidence of possible illegal activity may be reported to law enforcement authorities by the Library Executive Director or Assistant Executive Director, and such communication may also be used as evidence in any criminal investigations and/or prosecutions.

The Library will never share, sell or rent individual personal information it gathers in the course of business, except: 1) for the purpose of recovering overdue items and fines; 2) as ordered by a court of competent jurisdiction; 3) pursuant to law enforcement directive as required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1); or 4) as ordered by subpoena under the USA PATRIOT Act (P.L. 107-56).

Sources:

This Library Computer and Internet Use Policy has been prepared in conformance with the Illinois Local Library Act, 75 ILCS 5/1; the Illinois Library Records Confidentiality Act, 75 ILCS 70/1; the Illinois Criminal Code, 720 ILCS 5/1-1 et seq.; the U.S. Children's Internet

Protection Act (CIPA), 114 Stat. 2763A-335 (See Also U.S. v American Library Association, 539 U.S. 194 (2003)); federal copyright laws, U.S. Code, Title 17; the Neighborhood Children's Internet Protection Act (NCIPA), codified in pertinent part at 20 U.S.C. § 9134; and the USA PATRIOT Act (P.L. 10-56)

Patron Conduct and Rules of Behavior

The Board of Library Trustees has prescribed these Rules of Behavior for the purpose of assuring that (i) all library patrons have a fair and equitable opportunity to the quiet use and enjoyment of the Library's services, materials and facilities without being subjected to unreasonable interference or disturbance by others; (ii) all Library patrons enjoy a safe and secure facility in which to use the Library's materials and services; (iii) the Library's materials are protected from theft and damage; and (iv) all Library employees enjoy a safe and secure workplace. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

The general Rules of Behavior in the Library are as follows:

- A. All conduct that may reasonably be expected to create a disturbance or otherwise interfere with the quiet and safe use and enjoyment of the Library by others (for example, but not limited to, loud or boisterous conversations, running, fighting, threatening or harassing behavior, use of video equipment including cell phone cameras, obstructing others' access to Library resources, etc.) is PROHIBITED.
- B. Children under eight years of age may not be left unattended in the Library. They must be under the direct supervision of a parent, or responsible caregiver, when in the Library.
- C. Animals, other than specially trained animals used as aids by persons with disabilities, are not permitted in the Library.
- D. Personal distribution of leaflets, survey taking, collecting signatures on petitions, solicitations and similar activities on library property are PROHIBITED.
- E. Library users may not leave personal belongings in the Library when they leave the building. The Library is not responsible for any loss of users' personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in Library facilities or on Library grounds.
- F. All conduct is PROHIBITED that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities (for example, moving furniture in a way which blocks aisles, using tables, chairs or heating units as footstools, sitting on stairways, defacing or vandalizing Library property or materials, etc.) The Library reserves the right to limit the number of persons who may sit together at a single table or carrel.

- G. Food is not permitted in the library unless it is provided through a library program or through a group meeting in the library meeting room.

Food should not be eaten while using a Library computer. Group meals (e.g. pizza parties) and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.

Any behavior that does not support a welcoming environment and/or violates the Rules of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the Library and prosecution.

- H. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on Library property or any Library-related events.
- I. Use of alcohol and tobacco products in the Library is PROHIBITED.
- J. The Library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials
- K. The Library reserves the right to impose time limits upon continuous use of Library equipment.
- L. Depending upon the offense and the particular circumstances of the case, violators of the foregoing Rules may be barred from use of the Library, either temporarily or permanently. Guidelines for banning patrons are as follows:

Minor infractions such as running:

First offense – patrons are asked to leave for the day; Second offense – three-day ban; Third offense – One-week ban;

Use of profanity, threatening, intimidating or harassing behavior, damage to library property:

First offense one-day ban; Second offense – One-week ban; Third offense – One-month ban; Additional violations – Six month ban. Library staff will call the police when serious incidents such as these occur. Administration will issue letters that will be sent certified to the patron's home. Parents, guardians and school principals will be notified if the patron is a minor.

In addition to barring persons, temporarily or permanently, from use of the Library for violations of the foregoing Rules, the Library may, in its sole discretion, bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of Library property or materials or of any violations on Library property of federal, state or local laws and ordinances.

Children Unattended in the Library

Parents are responsible for the care and behavior of their children while they are in the Library. Violations of this policy are grounds for suspension of library privileges. The Camargo Township District Library staff is committed to helping children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers, or disciplinarians.

Children under the age of eight must be accompanied and directly supervised at all times by a parent or other responsible caregiver. Unattended children under the age of eight may be asked to remain at the Reference Desk while staff attempt to locate the caregiver. When the safety of an unattended child is in doubt or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff are authorized to call the police and stay with the child until the police arrive.

From time to time, the Camargo Township District Library schedules or provides programs that are designed and suitable for attendance by children without parental supervision. In that case, the parent or caregiver is expected to remain in proximity to the program in order that they are available should they be needed.

Children of the age of eight or over may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

Communications

The Camargo Township District Library will endeavor to communicate information about library services, materials, and programs to the staff, district residents and business owners and the greater library community on a regular basis.

The Camargo Township District Library will provide ongoing information about the library, library services and programs in a manner that enhances the value of the library to residents.

Board members will participate, as appropriate, in the implementation of a communications plan developed by the Camargo Township District Library staff.

The Camargo Township District Library Board of Trustees recognizes the value of regular communications and will support this policy by annually budgeting sufficient funds to communicate on an on-going basis.

Library Programs

Library sponsored programs, including, but not limited to speeches, community forums, discussion groups, demonstrations, displays, storytimes, and live or media presentations are planned and implemented to support the mission of the Camargo Township District Library by providing users with additional opportunities for information, education,

culture, and recreation directed toward the interests and informational needs of all members of the district.

Library sponsorship of a program does not constitute an endorsement of the content of the program or of the views expressed by the participants.

Programs sponsored by the Camargo Township District Library are generally offered free of charge and are open to all interested persons.

In planning and carrying out its sponsored programs, the Library aspires to meet the standards set forth in the Library Bill of Rights. The Library also recognizes that the resources available for the sponsorship of programs are limited and the selection, planning and implementation of Library sponsored programs ultimately rests in the discretion of the Library's professional staff and the Board of Library Trustees.

The Library Director or the Assistant Library Director may choose to have the Library participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in Villa Grove and the surrounding district.

Food Allergy

The Camargo Township District Library is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all person with food allergies that

- From time to time, refreshments are served during Library programs and activities;
- Persons with food allergies are responsible for monitoring refreshments served at the Library; and
- Responsibility for monitoring minors rests with the parent/guardian/custodial caregiver.

The Library will endeavor to make available a proposed menu of refreshments 48 hours prior to the program. The Library is available to discuss measures to reduce the likelihood of a food allergy reaction at the Library programs and activities. These measures may include not knowingly serving foods that are likely to cause severe allergic reactions.

The Library does not monitor food brought in by outside groups.

Public Use of the Library Meeting Room

The Camargo Township District Library provides meeting rooms for individuals and groups as a public service. Meeting rooms may be reserved by anyone, but we require that someone who is 18 years or older must be present. The booking of a meeting room

does not imply library endorsement of the content and speakers of meetings held in the Library. In making such rooms available, the Library aspires to meet the principles set forth in the Library Bill of Rights.

All meetings must be open to the public without charge. An exception is made for meetings of staff, official committees, commissions, and boards of the district, as well as other governmental bodies that are members of the Council of Governments which may, when permitted by law, be closed to the public.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. The Library reserves the right to decline meeting room requests that do not meet the spirit of this policy. Depending on circumstances, groups that make reservations but fail to show up, that cancel the day of the reservation, that do not clean up after themselves, that are unacceptably noisy or destructive, or otherwise do not follow these policies may, at the discretion of the Director with the approval of the Library Board, be warned concerning future behavior or be asked to leave, or barred from future use of the rooms.

A. MEETINGS

When not needed for Library use, meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.

Meetings may not disturb the normal operations of the library or pose a safety hazard.

The sale, advertising, solicitation or promotion of products or services is not allowed in Library meeting rooms.

Admission fees, fundraising and collecting donations are not permitted before, during or after meetings. Off-site admission fees or pre-payment to attend a meeting are not allowed.

Presentations that are primarily commercial in nature, rather than educational, are not permitted. Individuals who wish to be featured at a Library program should contact Library staff.

Meeting rooms may not be used for private social gatherings or parties.

B. HOURS

Meetings may be scheduled for all hours when the appropriate Library facility is open.

C. RESERVATIONS

The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library Director or the Assistant Director to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.

D. Use of Facilities/Equipment

Set up and take down for groups must be done by the group. Groups must clean up any spills before leaving the building. A note must be left on the floor near the spill stating what was spilled (such as coffee, kool-aid, etc.) Groups shall be billed for the cost of cleaning any spills that require professional cleaning.

The library has limited AV equipment available for public use. Items available are:

- Overhead projector (which must be arranged and set-up by a library staff member).

E. RESPONSIBILITY OF USERS

Any person renting a room must be present throughout the scheduled meeting or event.

A cardholder requesting the use of a meeting room must assume legal responsibility for their group's activities in the Library. Any group that abuses the meeting room privilege shall lose the right to use the meeting rooms.

All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

The Library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the Library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held

responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.

At the conclusion of a meeting, the room must be returned to its original condition.

Drugs and Alcohol

The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location except that with the specific explicit permission of the Board of Library Trustees alcohol may be served at library sponsored events.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated.

Display Space and Bulletin Board

In order to protect privacy and preserve a quiet environment for library users, it is the policy of the Camargo Township District Library to prohibit active circulation and distribution of petitions, fliers, and similar materials in the library building in Villa Grove with the exception that relevant materials may be distributed as part of scheduled programs held within the library meeting rooms or that the materials come from non-profit organizations.

The Library Director or their designee will, if space is available, designate a suitable location in each library building where printed materials may be made available to be read by library patrons if they so desire. Commercial advertisements will be prohibited, except when appearing as advertisements in periodicals of general circulation distributed free to the public.

The Camargo Township District Library makes available a bulletin board to provide information about the library and library programs and on a space available basis, to provide information for library patrons. Space for posters and fliers announcing events will be made available to governmental units and not-for-profit community and area groups on an equitable basis, regardless of the beliefs or affiliations of individuals or

groups requesting it. Events need not be in Villa Grove nor be sponsored by a Villa Grove organization. In providing bulletin board space, the Library aspires to meet the standards set forth in the Library Bill of Rights. Commercial advertisements will be prohibited, except when appearing as advertisements in periodicals of general circulation distributed free to the public.

All posters and fliers submitted for placement on a bulletin board must be reviewed by the Assistant Director or the Library Director or their designates to insure compliance with the guidelines set forth in the preceding paragraphs.

Surplus Property

A. LIBRARY MATERIALS

Library materials no longer useful for Camargo Township District Library purposes are routinely withdrawn. At the discretion of the Library Director such cancelled withdrawn library materials may be given to other tax supported or not-for-profit educational or charitable institutions including the Friends of the Camargo Township District Library. Otherwise said materials shall be destroyed. In all cases, the Camargo Township District Library ownership marks shall be cancelled.

B. OTHER SURPLUS PROPERTY

Any other personal property having an individual current value of less than \$500 may, at the discretion of the Library Director, be discarded, given to other tax supported or not-for-profit educational or charitable institutions including the Friends of the Camargo Township District Library, or made available for sale to the public.

Any other personal property having an individual current value of more than \$500 or any real property shall be sold only with Board authorization and in accordance with the Illinois Library Act.

Violent Incident Prevention and Response

A violent incident or the threat of a violent incident is an unforeseen emergency that calls for immediate action.

When an emergency occurs anywhere within the Camargo Township District Library, the primary concern is to protect and preserve human life. The secondary concern is to protect and preserve the library collections and equipment used to provide library services.

The general procedure for an emergency situation is to get people out of the immediate danger area and to call 911 to enlist the services of emergency personnel.

The Camargo Township District Library seeks to prevent the occurrence of a violent incident by the adoption of appropriate procedures, as outlined in the Library Rules of Behavior, and staff adherence to building security procedures.

Volunteers

The Camargo Township District Library welcomes the efforts of dedicated volunteers who contribute to the effective operation of the Library.

It is the Library's policy to use volunteer help to assist regular staff in supplemental areas wherever possible but not to provide basic services. Volunteers are not intended to take the place of paid staff.

Volunteers are utilized to supplement the work of paid library staff. They may undertake a variety of work assignments, which are made by the Library in an effort to match necessary library tasks with the aptitudes, interests, and skills of particular volunteers.

Volunteers are required to follow established library policies and procedures.

If a volunteer is injured in the course of their volunteer activity, their relationship to the Camargo Township District Library will be that of any member of the public using library facilities. Any injuries should be reported to the supervisor and the senior library staff member present.

Equal Employment Opportunity

All employment decisions and personnel actions will be administered with the purpose of ensuring and promoting equal opportunity for all persons.

All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation, in accordance with the legal requirements of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972.

All conditions and privileges of employment including separation from employment, will be in accordance with the legal requirements of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972.

State Officials and Employees Ethics Act

The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this Section) have been adopted by reference and made applicable to the officers and employees of the Camargo Township District Library to the extent required by 5 ILCS 430/70-5.

- A. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act by any officer or any employee of the Camargo Township District Library is hereby prohibited.

The offering or making gifts prohibited to be offered or made to an officer or employee of the Camargo Township District Library under the Act is hereby prohibited.

The participation in political activities prohibited under the Act by any officer or employee of the Camargo Township District Library is hereby prohibited.

For purposes of this Section, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

This Section does not repeal or otherwise amend or modify any existing resolutions or policies which regulate the conduct of officers and employees of the Camargo Township District Library. To the extent that any such existing resolutions or policies are less restrictive than this Section, however, the provisions of this

Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

Any amendment to the Act that becomes effective after the effective date of this Resolution shall be incorporated into this Resolution by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Resolution by reference without formal action by the Board of Library Trustees.

If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Resolution shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further action by the Board of Library Trustees if the Act is found unconstitutional by the Illinois Supreme Court.

If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Resolution shall remain in full force and effect; however, that part of this Resolution relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Board of Library Trustees.

General Rules and Regulations

Library employees are required to be well groomed to project a favorable image to the public. Dress and appearance standards will be explained in necessary detail to all newly hired employees by their supervisors.

Employees may use library telephones for personal calls only in cases of necessity, and should discourage persons from making unnecessary personal calls to them at work.

- It is the responsibility of supervisors to see that personal calls are kept to a reasonable minimum.
- Long distance calls required for Library business or the business of library organizations may be placed from Library telephones with the permission of the immediate supervisor.

Computer and Internet Use – Staff

Library staff is afforded access to email, Internet access, and other network resources as needed to perform the duties associated with their positions. While incidental use of these resources is permitted for personal uses, no use of Library email, Internet access and other network resources that is contrary to law or deemed unacceptable uses of telecommunication technologies as listed below is permitted and any such use is subject to discipline.

Unacceptable uses of telecommunications technologies include:

- A. Violating the rights to privacy of any patron or employee;
- B. Transmitting profanity or obscenity on any email account, website, newsgroup, mailing list, or similar forum;
- C. Transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;
- D. Downloading, storing, or printing files or messages (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which offends or tends to degrade others (the administration invokes its discretionary rights to determine suitability in particular circumstances);
- E. Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;
- F. Copying proprietary information, including software, in violation of applicable law;

- G. Using the network for personal financial gain, business activity not on behalf of the Camargo Township District Library, or any illegal activity;
- H. Knowingly or negligently transmitting computer viruses;
- I. Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable state or federal law);
- J. Re-posting personal communications without the author's prior consent;
- K. Transmitting product advertisement or political lobbying;
- L. Personal use not related to Library purposes of sufficient frequency or scale as to reasonably be deemed beyond incidental; and

The Library reserves the right to inspect or monitor all staff use of email, Internet access and other network resources. Staff use of said resources does not carry any expectation of confidentiality.

Drug-Free Workplace

The purposes of this drug-free workplace policy are:

1. To establish and maintain a safe, healthy working environment for all employees;
2. To ensure the reputation of the Library and its employees within the community at large;
3. To reduce the number of accidental injuries to persons and property;
4. To reduce absenteeism and tardiness and improve productivity.

The following rules constitute the Library's policy concerning substance abuse. This policy will be enforced uniformly with respect to all employees, as indicated.

1. Prohibited Acts

- A. All employees are prohibited from being under the influence of alcohol or illegal drugs during work hours.
- B. The sale, possession, transfer, or purchase of illegal drugs on Library property or while performing Library business is strictly prohibited.
- C. No alcoholic beverage may be brought or consumed on Library premises except in connection with Library authorized events. No prescription drug may be used on Library premises by any person other than the one for whom it is prescribed. Such drugs may be used only in the manner, combination and quantity prescribed. Employees in positions where such prescribed drug usage may affect the safety of themselves or others are required to make such use known to an appropriate supervisor. Minimally, this obligation applies to employees operating Library vehicles and employees using equipment which, if improperly used, may result in personal injury or property damage.

2. Disciplinary Action
 - A. The use, sale or possession of an illegal drug or a controlled substance within the meaning of Section 102(f) of the Illinois Controlled Substance Act (720 ILCS 570/102(f) or within the meaning of Section 802(6) of the federal Drug Abuse Prevention and Control Act (21 USC 802(6) while on duty is cause for termination and such action may be reported to appropriate law enforcement officials. For purposes of this policy, the term "controlled substance" also includes any drug that is being used illegally, such as a prescription drug that was not legally obtained or is not used for its intended purpose or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity, unless such use would impair the individual's ability to safely perform safety-sensitive functions.
 - B. Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work will be referred to a rehabilitation program and will face termination if they reject or fail to complete that program.
 - C. Any employee who violates any provision of this policy will be subject to disciplinary action, including termination.
3. Each employee acknowledges and agrees that abiding by this policy is a condition of employment and that they will notify their supervisor of any criminal drug statute conviction occurring within the workplace no later than 5 days from the date of the occurrence.

DEFINITIONS

4. For purposes of this policy, an alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume.
5. Drug means any substance other than alcohol capable of altering an individual's mood, perception, pain level or judgment. A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner. An illegal drug is any drug or controlled substance the sale or consumption of which is illegal.

A copy of the Drug-Free Workplace Policy shall be given to all employees and posted in a prominent place in the workplace.

HIPAA Anti-Retaliation

Title II of the Federal Health Insurance Portability and Accountability Act (42 USC 1320d to 1329d-8, and Section 264 of Public Law 104191), and its accompanying Privacy Regulations, 45 CFR Parts 160 and 164, require that "covered entities," as defined by the HIPAA Privacy Regulations, refrain from any retaliatory acts targeted toward those who file complaints or otherwise report HIPAA violations or infractions. The purpose of this policy is to clearly state the position of the Camargo Township District Library (the "Library") on intimidation and retaliation. This policy applies to all workforce, volunteers, and management of the Library.

Under no circumstances shall the Library intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for:

1. The exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against the Library;
2. The filing of a HIPAA complaint with the Secretary of HHS;
3. Testifying, assisting, or participating in a HIPAA investigation, compliance, review, proceeding, or hearing; or
4. Opposing any act or practice that is counter to the HIPAA regulations, provided the individual or person has a good faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of PHI in violation of HIPAA.

No retaliatory action against an individual or group involved in filing HIPAA complaints or otherwise reporting infractions will be tolerated.

Under no circumstances shall the Library require any member(s) of its work force, volunteers, or management to waive their rights under HIPAA.

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by the Library in a timely manner.

Workplace Violence

The Camargo Township District Library seeks to provide a safe workplace for all employees. To reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

The Library does not tolerate any type of workplace violence committed by or against employees.

Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;

- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on Library property or at any Library-related events;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Library Director or Assistant Library Director if the situation is an emergency, or if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons in an inappropriate manner or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Displaying irrational or inappropriate behavior.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the Library's premises or at a Library-related event will be reported to the proper authorities and fully prosecuted.

Severe Weather

The Library's first priority is always the safety of staff and patrons. Prior to, during and following a serious weather situation, such as flooding, tornados, and excessive snow, decisions should always be made in favor of people's safety. The preservation of property should always be secondary to life safety issues.

A. FLOODING

In the event of severe flooding, the library will be closed with notices posted on the library website and Facebook.

B. TORNADOS

The city of Villa Grove has an emergency warning system in place in the event a tornado is sighted. When the alarm is sounded, the Librarian-in-Charge is responsible for telling all persons in the library that they may go to the shelter area if they wish to

remain in the building. Patrons may choose to leave the building instead. Disabled patrons and/or employees will be assisted by Library staff in going to the shelter area or leaving the building. All other employees will be directed to a designated shelter area.

The Librarian-in-Charge is responsible for determining when the ALL CLEAR has sounded and the TORNADO WARNING is over. The Librarian-in-Charge will then notify employees and patrons.

C. EXCESSIVE SNOW

Generally the Library does not close for snow, but where the conditions are so extraordinarily adverse as to constitute a threat to human safety, it may elect not to open or to close early.

The decision to close due to snow will normally be made by the Library Director or the senior person in the Library command structure. When circumstances allow, the Library Director or Assistant Director should be consulted prior to closing, or determining not to open due to snow. If circumstances do not allow for consultation, the Librarian-in-Charge for each facility is authorized to close if conditions warrant doing so.

Snow or blizzard closings will be announced whenever possible on the library's website and Facebook page. Board Members should also be notified by phone and/or email.

Bloodborne Pathogens

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

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

Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious

materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, staff should notify maintenance staff, the Librarian in Charge. The area contaminated shall be immediately cordoned off by maintenance staff. If maintenance staff are not immediately available, the Librarian in Charge shall insure that the area is cordoned off. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, bloodtinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The area shall remain cordoned off until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept by the Library Director.

Grievances

The object of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among Camargo Township District Library employees. This policy applies to all employees.

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions".

The employee grievance process will follow these steps:

Step 1: The employee will present the grievance in writing to their immediate supervisor within five days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The superior receiving the complaint will attempt to resolve and implement the resolution and respond to the employee in writing no later than seven days from the date the employee brought the complaint.

Step 2: If the grievance is not resolved in step 1, the employee may submit a written grievance to the Assistant Director within five days of the date the response from step one was due or received, whichever comes first. The Assistant Director will within seven working from receipt of the written step 2 grievance investigate and respond in writing to the grievant.

Step 3: If the grievance is not resolved in step 2, the employee may submit a written grievance to the Library Director within five days of the date the response from step one was due or received, whichever comes first. The Library Director or their designee will within ten days from receipt of the written step 3 grievance investigate and respond in writing to the grievant.

The Library Director's written response will be the final disposition of the grievance. Employee grievances may not be appealed to the Board of Library Trustees.

Sexual Harrassment

STATEMENT OF POLICY

The Camargo Township District Library (hereinafter referred to as "the Library") is committed to maintaining a work environment that encourages and fosters appropriate conduct among employees and respect for individual values and sensibilities. Sexual harassment is illegal under both state and federal law and is further prohibited, as a matter of policy, by the Library. Accordingly, the Library intends to enforce its Sexual Harassment Policy at all levels within the work place in order to create an environment free from sexual harassment. All officers and employees of this Library are expected to become familiar with the contents of this Policy and abide by its requirements.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, and for purposes of this Policy, consists of unwelcome sexual advances, requests for sexual favors, other verbal, non-verbal, or physical acts of a sexual or sex-based nature, where

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. an employment decision affecting an employee is based on that individual's acceptance or rejection of such conduct; or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur between people of different sexes or of the same sex. This behavior is unacceptable in the work place itself and in other work-related settings such as business trips and business-related social events.

It is also unlawful and a violation of this Policy to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. It is also unlawful and a violation of this Policy to retaliate in

any way against anyone who opposes an act which that person believes in good faith to be sexual harassment, or because an individual in good faith has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

B. PROHIBITED CONDUCT

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle psychological pressure to physical contact.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or requests for sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, sexual in nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same sex.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man," depending on the sex of the alleged victim.

C. INDIVIDUALS COVERED UNDER THE POLICY

This policy covers all officers and employees of the Library. The Library will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, or officers or anyone doing business with or appearing before the Library. The Library supports and encourages reporting of all incidents of alleged sexual

harassment, regardless of who the alleged offender may be, and will promptly investigate all reported incidents.

1. Responsibility of Individual Employees

- a) Each individual employee has the responsibility to refrain from sexual harassment in the work place.
- b) An individual employee who sexually harasses a fellow worker is, of course, liable for their individual conduct.
- c) The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the Library's policy.
- d) An employee who either observes or believes themselves to be the object of sexual harassment is responsible for reporting the incident(s) to their supervisor.

2. Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining a workplace that is free of sexual harassment.

Supervisors must report all incidents or complaints of sexual harassment to the Library Director on the date of the alleged occurrence, or on the very next business day. If the alleged offender is the Library Director, supervisors should directly contact the President of the Board of Library Trustees.

In addition, supervisors must take responsible steps to ensure that no retaliation will result against an employee making a sexual harassment complaint.

Supervisors in need of information regarding their obligations under this Policy or the procedures to be followed upon receipt of a complaint should contact the Library Director.

D. COMPLAINT PROCESS

While the Library encourages individuals who believe they are being harassed to firmly and promptly notify the offender that their behavior is unwelcome, the Library also recognizes that power and status disparities between an alleged harasser and the offended person may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment complaint.

1. An employee (the "Complainant") who either observes or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to both the Complainant's supervisor and the offending employee. If reporting to the Complainant's supervisor should prove

uncomfortable for any reason, or if the offender is the Complainant's supervisor, the Complainant should directly contact the Library Director.

2. An employee who believes themselves to be the object of sexual harassment by a Library patron should notify their supervisor, who will take appropriate action according to the Staff Guidelines that accompany the Library Rules of Behavior.

3. No one making a complaint will be retaliated against if the complaint is made in good faith even though it may ultimately not be substantiated. In addition, any witness will be protected from retaliation.

4. Investigation of Complaint

When a complaint has been reduced to writing, either by the complainant or the complainant's supervisor, the appropriate person informed pursuant to paragraph A above will initiate an investigation of the suspected sexual harassment as soon as possible but in no event later than within three (3) working days of notification. If necessary, the person receiving the complaint may designate another supervisory or management employee of the opposite sex to assist in the investigation. If any of said individuals is the subject of the investigation, the investigation will be conducted by the Library Director and/or designated staff.

5. Records, Confidentiality

Employees who report incidents of alleged sexual harassment are encouraged to keep written notes in order to accurately record the complained of conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Library advises that records it maintains and the complainant maintains may not be considered privileged from disclosure.

6. Time Frame for Reporting Complaint

The Library encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on the individual, sexual harassment complaints must be reported within thirty (30) days following the complained of conduct. Delayed reporting of complaints will not in and of itself preclude the Library from taking remedial action.

7. Appeals Process

If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit their written comments to the Library Director within thirty

(30) days of receipt of written or verbal notice that the investigation into the complaint has been completed.

E. DISCIPLINE/SANCTIONS

Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length and condition of employment of the particular employee and the nature of the offense. The Library has the right to apply any sanction or combination of sanctions, up to and including termination.

When a hostile work environment has been found to exist, the Library will take all reasonable steps to eliminate the conduct creating such an environment.

If an investigation results in a finding that the Complainant falsely accused another of sexual harassment knowingly or in a frivolous or malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination.

NOTE: This policy is not intended as a contractual obligation. The Library reserves the right to amend the policy from time to time.

F. RECOURSE, INVESTIGATIVE AND COMPLAINT PROCESS THROUGH ILLINOIS DEPARTMENT OF HUMAN RIGHTS AND THE ILLINOIS HUMAN RIGHTS COMMISSION

It is hoped that most sexual harassment complaints and incidents can be resolved through the Library's internal complaint process established above. However, an employee has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of sexual harassment or of the incident of unlawful retaliation. The exact rules, procedures and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows:

Illinois Department of Human Rights
100 West Randolph Street
Suite 10-100
Chicago, Illinois 60601
(312)-814-7200
(312)-263-1579
Illinois Human Rights Commission
100 West Randolph Street
Suite 5-100
Chicago, Illinois 60601
(312)-814-6269

A copy of this policy shall be provided to each employee and shall be provided to the Department on its request.

Corrective Action

The Library assumes that each employee strives to perform their job responsibilities to the best of their ability and comports themselves in the best interests of the Library. The Corrective Action Policy is in place to protect the interests of the library and to encourage employees to meet performance standards and take responsibility for correcting identified performance and conduct-related problems

Specifically, the employee is clearly told which behavior requires attention and how to correct it. If these verbal discussions are not successful, the progressive correction action process should be initiated.

1. Verbal Warning (documented and approved by all signatures on the form, but not placed in the employee's personnel file)
2. Written Warning (documented and approved by all signatures required on the form, and placed in the employee's personnel file)
3. Suspension without pay/Termination (may also be used as Final Notice in lieu of termination to skip steps 1 and 2)

If further investigation is required and/or if it is preferable to remove the employee from the workplace, suspension may occur, but is not required. A Final Notice in lieu of termination may be used in exceptional circumstances, based on a review of the facts. If a similar or other violation occurs, immediate termination may result. When an employee is terminated, ID card, keys and all other library property are collected and computer and telephone access are terminated.

Where appropriate, a specific time period may be included in each corrective action step, during which time the documented performance or behavior must be corrected and satisfactory performance must be sustained. This time period will typically be 6 months but may vary. The corrective action process may be advanced at any time during this period.

The Library is not required to go through each of the steps listed above. If, in the judgment of the Library Director, a serious violation has occurred, employment

may be terminated immediately. Some examples (but not an exhaustive list) of policy violations which may result in immediate termination of employment:

- Theft
- Falsification of library records
- Willful refusal to comply with any lawful directions of an individual identified as being in a position of authority
- Performing job assignments in a grossly negligent manner
- Committing or threatening an act of violence
- Possessing, carrying or using a weapon
- Discriminating against or otherwise harassing any employee
- Engaging in indecent or illegal conduct

Termination of Employment

Voluntary termination of employment in the Library may be made by resignation or retirement. Notice of resignation from the Library should be given in writing at least one month in advance of their anticipated last day. All other employees are asked to give at least two weeks notice.

Involuntary termination of employment may be caused by dismissal, layoff, or termination during the Introductory Period of employment. Notice of termination of employment by the Library because of layoff will be given in writing in person or by mail one month in advance of their anticipated last day to professional employees and two weeks in advance for all other employees.

The Library Director may dismiss an employee when it is thought to be in the best interest of the Library to do so. The notice of dismissal shall be in writing. The employee may request a meeting with the Library Director to discuss the dismissal. After such a meeting, the Library Director will advise the employee in writing whether the dismissal is final or whether it will be reconsidered.

Friends of the Library

The Board of Library Trustees of the Camargo Township District Library looks upon the establishment of the Friends of the Library as a worthwhile community endeavor which will benefit the library.

Complete advance information regarding all Friends of the Library projects shall be provided to the Library Director and the Board of Library Trustees of the Camargo Township District Library. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of the Library, but the Board reserves the right not

to participate in any Friends projects in which the Board does not believe the best interest of the Library is being served.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Camargo Township District Library, and that the Friends of the Library has its own Board and its own goals and purposes.

The Friends of the Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Camargo Township District Library.

Because Friends of the Camargo Township District Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity for Friends activities.

The funds of the Friends of the Library group and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Camargo Township District Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Camargo Township District Library public relations programs on behalf of the Camargo Township District Library shall be provided to the Library Director and the Board of Library Trustees of the Camargo Township District Library. The Board of Library Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the Camargo Township District Library.

Ethics Statement for Public Library Trustees

This statement was developed by the American Library Trustee Association (ALTA) and the Public Library Association (PLA) Common Concerns Committee. It was adopted by both the ALTA and PLA Boards in July 1985, amended by ALTA in July 1988 and approved by PLA in January 1989.

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Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustee must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify themselves immediately whenever the appearance of conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.