



Library Policies

Table of Contents

Our Purpose & Mission Statement	1
Library Cards & Borrowing Privileges	
Obtaining a Library Card	2
Types of Library Cards	2
Eligibility to Borrow	3
Interlibrary Loan	3
Requested Items	4
Check Out Periods	5
Fees – Lost and/or Damaged Materials	6
Confidentiality of Library Records	6
Patron Policies	
Conduct	7
Unattended Children	8
Policy Violation Consequences	9
Safety	10
Library Services	11
Meeting Rooms	15
Gifts and Donations	18
Volunteer Service	19
Collection Development	20
Genealogy and Local History Collection	22
Security Cameras	24
Freedom of Information Act	25
Board of Trustees By-Laws and Constitution	27
Personnel	33
Appendices	34

By using Charleston Carnegie Public Library you are agreeing to the following policies.

Our Purpose

Approved September 2011

These policies are guidelines for the Board of Trustees, Director and staff with which to better serve the community where the Library is located. By following guidelines we ensure that each patron is treated with the same set of rules in a fair and equal manner.

The Charleston Carnegie Public Library has adopted and adheres to the American Library Association (ALA) Code of Ethics.¹

Mission Statement

Approved October 2012

The Charleston Carnegie Public Library aspires to be the center of the Charleston community by connecting people through information, technology, education and experiences.

¹ See Appendix A.

Library Cards & Borrowing Privileges

Approved 12/2015;

Revised 09/2017; 10/2019; 04/2021; 02/2024

Obtaining a Library Card

Any person who wants to obtain a Library card needs to fill out a Library card application form at the Service Desk. Adults must show a photo I.D. and proof of current residence. Children age five through 15 must have a parent or guardian's signature on their application form and the parent or guardian will be held responsible for materials borrowed by the child.

Types of Library Cards

Resident Library cards

Residents are those who live within the city limits of Charleston and pay property taxes which support the Library. Any resident age five and older may get a Library card at no additional fee. Library cards are renewed every three years without additional fees provided the Library card holder shows proof of residency and is a patron in good standing.

Non-Resident Library cards

In accordance with the Illinois Local Library Act (75 ILCS 5/4-7), individuals residing outside of the Charleston city limits thereby not paying taxes to support the Library, not within the boundaries of another public library, and owning no property within Charleston city limits may purchase a non-resident fee card by paying an annual fee comparable to the average property tax paid by city residents. The annual fee for non-resident cards is established each year by the Library Board. This fee entitles the members of the paying household to use the Charleston Carnegie Public Library and participating libraries statewide. The annual fee may be waived for children who meet the guidelines for a card as established in the Cards for Kids Act.

Charleston Carnegie Public Library participates in the local Reader's Bridge Program. Reader's Bridge is an independent non-profit that subsidizes nonresident fees for families in need.

Non-resident Property Owner

If you reside beyond the jurisdictional boundaries of the Charleston Carnegie Public Library, but own property within the city limits of Charleston and pay property taxes, upon presentation of a tax bill bearing your name, a non-resident card shall be issued at no additional fee; it will be good for one year from the registration date. This may be renewed by showing the tax bill bearing your name upon expiration.

Temporary Resident Cards

The library extends borrowing privileges to persons who are living in temporary residences within the Charleston city limits. The cards are available to persons age 18 or over. Photo identification is required as well as one of the following forms of verification of residence: a piece of mail showing address of temporary residence, a letter from an official of the temporary

residence, or proof of payment of current rental charges. Temporary Resident Cards are issued for a 12 month period.

Organization Library Cards

If an organization is located within Charleston city limits, it is eligible for one Library card recorded under the organization name. A letter on the organization letterhead from the director of the organization must be presented. The person signing the letter from the organization will be responsible for any fines or fees associated with the Library card. Three employees may be listed as eligible borrowers, they must show a photo I.D. to check out items under the organization name. The Library director will make all final decisions on the eligibility of an organization for borrowing privileges.

Eligibility to Borrow

Individuals presenting valid borrower's cards issued by an Illinois Heartland Library System library are eligible to borrow materials from the Charleston Carnegie Public Library. Charleston Carnegie Public Library card holders will be unable to check items out if:

- a) 3 or more items currently checked out are overdue,
- b) \$5.00 or more in fees are on the account,
- c) A blocking note has been placed on the account, and/or
- d) the library card has expired

Card holders from Illinois Heartland Library System member libraries are subject to the eligibility to borrow policies set by their home library.

By borrowing items from the Charleston Carnegie Public Library the cardholder assumes liability for the item while it is in their care and agrees to return all items in good condition and/or working order by the due date. If any components of Library items are missing or damaged upon check-in, we reserve the right to charge a replacement and/or repair fee. We also reserve the right to leave the item in the checked-out status until missing parts are returned.

Reciprocal Borrowing

Individuals presenting a valid resident card from another public Library in Illinois may borrow materials from the Charleston Carnegie Public Library. The card must have the name of the individual presenting it and an expiration date in the future.

Interlibrary Loan

When patrons want material that is not available within the Charleston Carnegie Public Library, we ask other agencies (either within our shared database or through other databases) to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period that is determined by the lending Library, not the Charleston Carnegie Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When

the Charleston Carnegie Public Library is lax in returning materials borrowed through interlibrary loan, the Library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other Library patrons.

Upon receiving interlibrary loan materials at the Charleston Carnegie Public Library, the requesting patron will be notified by phone call, text, or email. Patrons will have seven days to pick up materials from the Charleston Carnegie Public Library. After that time, the material will be returned to the lending Library.

Requested Items

Patrons may place a hold on materials that are not immediately available for patron use, but are in the collection of the Charleston Carnegie Public Library. When the reserved materials are available to the patron who has placed the reserve, the Library will notify the patron via phone call, text, or email. The specific title of the material will not be stated to anyone other than the Library patron who placed the hold. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of seven days. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron. The maximum number of materials allowed to be checked out per patron card still applies.

Check Out Periods

CCPL Owned Items	Length of Loan	Limit	Renewals	Holds
Books with high demand sticker	14 days	Not all of one subject	3 times	Yes
Books	28 days	Not all of one subject	3 times	Yes
Magazines, besides current month	7 days	5	3 times	Yes
Audio Visual				
Audiobooks	28 days	Not all of one subject	3 times	Yes
CDs	28 days	5	3 times	Yes
DVDs/Blu-Rays with new sticker	3 days	Total of 5	3 times	Yes
DVDs/Blu-Rays	7 days		3 times	Yes
TV Series DVDs/Blu-Rays	14 days		3 times	Yes
Video Game with new sticker	7 days	Total of 2	3 times	Yes
Video Game	14 days		3 times	Yes
Digital Collection				
Cloud Library	Loan times, limits, renewals, and holds are determined at the consortium level.			
OverDrive	Loan times, limits, renewals, and holds are determined at the consortium level.			
Special Collections				
Equipment (ie camera, fishing poles)	14 days		No	No
Kit	28 days	2	3 times	Yes
Puzzles	28 days	5	3 times	Yes
Telescope	5 days	1	1 time	Yes
Professional Accessories Library	14 days	1	No	No

Fees - Lost and/or Damaged Materials

Materials borrowed via any mechanism are the responsibility of the Library patron. Items will be declared lost and the patron will be charged the replacement cost of the item after being overdue for 30 days. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any Library material. In the case of children age 15 or younger, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

Replacement cost of items owned by the Charleston Carnegie Public Library is determined by the item's inventory record. The Library will determine the replacement cost for items that do not have an inventory record. The replacement cost of an item received via interlibrary loan is determined by the lending Library.

If a patron is interested in purchasing a replacement copy in lieu of paying the replacement cost, they must speak with the Collection Development staff in advance.

If a lost item from Charleston Carnegie Public Library is found and returned within 30 days of payment (or a replacement copy has been submitted to the Collection Development staff), the Library will issue a refund. Refunds for lost interlibrary loan items are determined by the lending Library.

Confidentiality of Library Records

The Charleston Carnegie Public Library abides by Illinois Law (See the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 through 70/2) that states that the records of patron transactions and the identity of registered Library patrons is confidential material. The Charleston Carnegie Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Charleston Carnegie Public Library does not make available lists of registered Library patrons except in compliance with the law.

Conduct

Approved 12/2015

Revised 09/2017; 07/2020; 04/2021

The Board of Trustees of the Charleston Carnegie Public Library has established the following rules for patron conduct in the Library.

Any user not in compliance with the following rules or who jeopardizes the health or safety of other people in the Library or acts in a manner inconsiderate of other people in the Library may be asked to leave. Should the offender not leave when asked to do so, the police will be summoned.

Library Rules:

1. Loud, offensive, disruptive or threatening language or behavior are not permitted; this behavior and language includes but is not limited to sexual harassment. Any behavior that disrupts or interferes with the operation and/or use of the Library is prohibited.
2. Jeopardizing the health or safety of any Library user or employee is not permitted. Acting in a manner inconsiderate of any Library user or employee is not permitted.
3. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited. Including but not limited to:
 - Illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of marijuana, and its derivatives on Library property.
 - The manufacture, consumption, possession, or distribution of alcoholic beverages on Library property (unless approved by the Charleston Carnegie Public Library Board and covered by appropriate insurance and licensing).
 - The use of tobacco (including smokeless tobacco), electronic cigarettes, vapor pens and all smoking products are not permitted in the building or anywhere on Library property (including parking lot). The library is a tobacco free campus.
 - Carrying a firearm on library property.
4. Soliciting, petitioning, loitering, or any other activity that would interfere with the normal flow of Library business is prohibited.
5. Theft, mutilation, or vandalism of Library property is prohibited.
6. Use of skateboards, roller skates, roller blades, scooters and other similar devices in the Library is prohibited. They may be carried into the Library.
7. Patrons will be appropriately attired, including shirts and shoes.

8. Beverages with secured lids are permitted throughout the library. Snack food which will not damage materials or equipment is permitted in the library; however, food is not to be consumed while using any library computer.
9. Animals are not permitted in the Library, except for companion dogs for the physically disabled and for the purpose of Library programming.
10. Restrooms will not be used as a bathing facility.
11. The Library dumpster is considered private property. Any dumpster “diving” (retrieving items in the dumpster for reuse) is hazardous and prohibited. Depositing any personal items in the dumpster for disposal is also prohibited.
12. Misrepresentation of personal information is not permitted. Including but not limited to providing an incorrect name or age for internet usage.
13. The Library is not responsible for personal belongings.
14. Refusing to follow the directions of Library staff is not permitted; this includes but is not limited to failing to take shelter in an emergency as directed by staff.
15. Parents should be aware of and comply with the following policy on unattended children.

Unattended Children

In order to prevent undue disruption of normal Library activities, to provide for the general welfare of all persons using the Library, and to provide for the safety of children using the Charleston Carnegie Public Library, the following shall be policy at the Library.

All children younger than eight shall, at all times, be attended and adequately supervised by a responsible person, e. g. an adult or person of at least high school age. Children age five to seven may be left unattended for scheduled Library programs, at which time, the person who is responsible for the supervision of the child(ren) may elect to be absent for the duration of the program. Children eight years and older may use the Library unattended, subject to appropriate behavior and conduct. The Charleston Carnegie Public Library assumes no responsibility for children left unattended on the Library premises.

Parents should pick up children younger than thirteen before the Library closes. If a parent or guardian is late picking up a child, s/he will be given the unattended child policy and a list of the policy violation consequences. (Both the child and the parent will be subject to the policy violation consequences.) If a child younger than thirteen not picked up within fifteen minutes of the library’s closing time and every effort has been made to reach the parents, the Library staff will then call the police to pick up the child. If the police cannot respond, the Library staff will

then call the Department of Children and Family Services to pick up the child. The Charleston Carnegie Public Library and its staff are not responsible for the children left at the Library and must; therefore, turn them over to another agency.

Policy Violation Consequences

Approved July 2015

In order to better enforce our Library Policies, Library staff will use the following steps to address policy violations by patrons:

1st offense – you will be informed of your offense and asked to leave the Library for the rest of the day.

2nd offense – your Library privileges will be suspended for one week.

3rd offense – your Library privileges will be suspended for one month.

4th offense – your Library privileges will be suspended for six months.

5th offense – your Library privileges will be suspended for one year.

Due to the serious nature of inappropriate internet use, Library staff will use the following steps to address those found to be using the internet in a way that is listed as unacceptable in the internet use section of this document:

1st offense – you will be informed of your offense, you will be asked to leave the Library and your Library privileges will be suspended for one month.

2nd offense – your Library privileges will be revoked permanently.

Additionally, if Library staff has to call the police in regards to your actions (not limited to internet use) in or around the Library, the following steps will be enforced:

1st offense – your Library privileges will be suspended for one year.

2nd offense – your Library privileges will be revoked permanently.

Library staff reserve the right to increase the level of consequences and/or call the police if a situation warrants. Police will be called if you refuse to leave the Library when asked to do so.

Patrons wishing to appeal revoked privileges may do so upon written request to the Library Director who will discuss the appeal with the Board of Trustees at the next regularly scheduled Board meeting. The Board will issue a written response.

Safety

Approved September 2013

The Charleston Carnegie Public Library strives to provide as safe and healthful an environment as is reasonably possible.

Prevention

The Library shall participate in the City of Charleston risk management program which includes sending a staff representative to safety meetings and maintaining a Material Safety Data Sheet (MSDS) file.

Violence

The Library has adopted a policy of zero tolerance for violence. Any threat of violence, or any actual act of violence, will be taken very seriously, and will be investigated as thoroughly as possible, and action taken to ensure that perpetrators are disciplined accordingly and to ensure that victims are provided medical treatment and counseling as necessary. In instances of actual violence, local law enforcement will be notified and criminal sanctions pursued.

Given this zero tolerance policy Library visitors and employees are instructed to report all incidents of violence, threats of violence or any behavior witnessed which may lead to violence immediately to the Library Director. There will be no retaliation to those who report these incidents. Local law enforcement will be notified in the event of an actual incident, and medical transport contacted if injuries warrant.

Another critical aspect of the zero tolerance policy provides that under no circumstances are weapons of any kind to be brought to the Library and/or the Library's property.

Library Services

Approved July 2015

Revised 09/2017; 10/2019; 07/2020; 04/2021

Computer & Internet Use

Computer, printing (for a fee), and internet access is available on select public computers for all users of the Charleston Public Library. Wireless internet access is also available for patrons who have their own compatible devices.

The KidSpace computers are generally limited to children in middle school and younger as well as the guardians accompanying children under 8. The Zone computers are generally limited to those in middle school through high school. Adult computers are generally limited to high school graduates and those age 18 and older. There are also computers limited to 10 minute use, genealogy research and Library catalog searches.

Patrons may make one reservation per day up to 24 hours in advance. After reservations are filled, computers are available for use on a first-come, first-served basis. For the KidSpace computers, users are guaranteed a 1 hour session when a computer is available. If there is no wait list they will be allowed a maximum of 2 hours per day. For the adult and Zone computers, users are guaranteed a 1 hour session when a computer is available. They may continue to use the computer until a wait list forms.

When a wait list has formed and a user has used their guaranteed 1 hour session, he/she will be asked to leave their computer. If that user wants to continue using a computer, he/she will have to wait until a computer becomes available. A user who has been removed from a computer cannot, in turn, remove another user to regain computer access. Charleston Carnegie Public Library's staff may provide assistance to patrons in the use of the internet and computers as time and staff knowledge permits. Staff will not provide basic computer skills training outside of specific program time but may provide printing assistance and basic troubleshooting. Staff will not fill out employment applications for Library visitors.

The Library does not filter or restrict access to internet sites. The Library makes the internet and all computer resources available to anyone who agrees to abide by the Library guidelines.

The Library is not a commercial internet service provider; therefore electronic mail or personal web pages will not be provided but may be accessed. The internet computers allow users to connect to networks of resources outside the Library. The Library has no control over these resources. The Library urges Library patrons to be informed consumers and carefully evaluate information obtained via the internet.

The Library does its best to provide fully functional equipment, but cannot be held accountable for unforeseeable hardware failure. This includes the loss of data; we encourage users to frequently save work to their personal removable media devices.

Parents have the primary responsibility to guide and direct their child(ren) in the use of the Library's resources, including the internet.

The Charleston Public Library requires that patrons using the internet do so within the guidelines of acceptable use. The following activities are unacceptable:

- Use of electronic information networks to harass others
- Revealing the personal information of others
- Use of another person's identity, i.e. name, address or email
- Alteration or damage to the Library's computer equipment, software or network security
- Use of electronic information networks in violation of any federal or state law, which may result in prosecution
- Violation of copyright law or software license agreements
- Behaving in a manner that is disruptive to other users
- Overuse of computer equipment which denies access to other users (Time limits are enforced to allow access to resources by the maximum number of users.)
- Viewing offensive images or text

Reference Services

The Charleston Carnegie Public Library offers access to reference services and in-house use of materials to all persons regardless of age, race, sex, religion, social or economic status. All questions will be treated with equal respect and confidentiality.

The Charleston Carnegie Public Library will strive to provide staff trained to offer more advanced reference services during all hours that the Library is open. Staff will offer these reference services in person, by phone, by fax, and electronically.

Staff will strive to answer and or give patrons a status update within one weekday of the request. Reference questions that the Library cannot answer with the resources they have access to will be referred to appropriate agencies.

While the Library will strive to provide accurate and current information, staff will not be responsible for any inaccurate information obtained. The Library can provide assistance locating information on but will not interpret information. This includes but is not limited to medical and legal topics.

Programs

The Library sponsors programs in order to support learning and enjoyment in the community. The Library will strive to offer programs that are free and open to the public. There may be some limits on age or number of participants to ensure safety and enjoyment for participants. If the Library does sponsor an event that requires a fee, the fee will be marked on all promotional materials.

Tours or orientations requested by a group will be considered a private event rather than a Library program.

Public Notices

All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by Library staff. Materials must be promoting public events or services, no solicitations will be accepted. The Library reserves the right to discard all submitted materials. Posting of a notice or placement of materials in a display rack does not imply endorsement by Library staff or Board of Trustees.

Copies/Computer Printouts

Copiers/printers are available at the Library. Patrons must pay for all pages printed regardless of the amount of lines on the page. The usage fees are posted at the machines and on the Library website. Any copies/computer printouts will be held by the Library for one week and then discarded if not picked up.

Earbuds/Headphones

Due to health concerns, the Library will not provide earbuds and/or headphones at the public computers. Earbuds/Headphones are available for purchase at the rate posted on the Library website. If earbuds and/or headphones are left in the Library they will be discarded after 24 hours.

Fax

Patrons may receive and/or send faxes at the Library at the rate posted on the Library website. Faxes are sent only within the continental United States. The Charleston Carnegie Public Library assumes no responsibility of notification of the receipt of a fax for an individual, unless phone number of recipient's phone number is listed. Received faxes will be held by the Library for one week and then discarded if not picked up.

Disc Cleaning

The Library offers disc cleaning services for its patrons. The fees for cleaning a disc are posted at the Service Desk. By using the Library's disc cleaning service, patrons release the Library of any responsibility regarding the quality or the functionality of their disc after it has been cleaned.

Laminator

The Library offers laminating for its patrons. The fees for laminating are posted at the Information Desk. The Library assumes no responsibility for the end quality of the document laminated.

Loanable Laptop

The Charleston Carnegie Public Library has one laptop computer (includes small business software and a microphone) available through a grant funded by the Small Business Association. This laptop is to be used for business and educational purposes. The equipment is available for in-Library use only. Reservations may be made at the information desk up to three months in advance of the requested date. It may be checked out by anyone 18 and older by providing the information desk with a driver's license or state I.D. The I.D. will be held until the laptop is returned. The person whose provides the I.D. is responsible for the equipment until it is returned to a staff member.

The Library is not responsible for any costs incurred while you are using the loaner equipment. The Library does its best to provide you with clean, secure, and fully functional equipment, but cannot be held accountable for unforeseeable hardware failure. Patrons are expected to follow the Library acceptable use policy (listed in the computer and internet use policy above).

Test Proctoring

The Charleston Carnegie Public Library will provide proctoring services upon request. The proctoring service should be scheduled in advance and the person taking the test should provide the Library with a contact phone number. The appointment may be canceled due to Library closure (i.e. closure due to weather, etc.)

The rate for this service is posted on the Library website; the posted fee will cover any printing, postage, and/or fax fees associated with the test. The fee must be paid before the test is administered. The person taking the test will be responsible for confirming that the test is sent to the Library for the proctor appointment. The Library will hold any test materials that are sent to the Library for 1 week after the scheduled test date and then will discard or return if not picked up.

Lost & Found

Approved 2015

The Library will attempt to notify patrons of materials left behind in the building or in the book drop if there is identification. However, the Library is not responsible for personal items accidentally returned to and/or lost at the Library. Unclaimed books, videos, CD's or DVD's that are in good shape will be sold at a Library book sale. Books or other materials that are not in good shape may be discarded. Unclaimed currency will be added to the general Library fund. Other unclaimed items will be donated to the local thrift shop or disposed of in a manner to be determined by Library staff.

Meeting Rooms

Approved November 2014

Revised 09/2017; 10/2019; 07/2020; 04/2021

The Charleston Carnegie Public Library welcomes the public use of its meeting facilities. The Library provides meeting rooms for the purpose of presenting programs of culture, education, entertainment or information for the Charleston community.

The following rooms are available during the Library's open hours:

Room	Standard Setup	Fire Code Capacity
Rotary Community Room A	3 round tables with 18 chairs, 2 conference tables	w/tables and chairs: 45 standing room only: 136
Rotary Community Room B*	3 round tables with 18 chairs, 4 conference tables	w/tables and chairs: 45 standing room only: 136
Rotary Community Room A & B	6 round tables with 36 chairs, 6 conference tables	w/tables and chairs: 90 standing room only: 272
Study Room A	1 table with 6 chairs, 1 desk with 1 chair	6
Study Room B	2 tables with 8 chairs	10
Conference Room	1 conference table with 10 chairs	15
Craft Room	5 tables with 22 chairs	50

*Rotary Community Room B provides access to a kitchenette with a sink, refrigerator and a microwave. A 12 cup coffee pot is available. Consumable items are not provided by the Library.

The meeting rooms are available to groups during Library hours using the guidelines set by the Library Board. Scheduling preference is given to Library sponsored activities and the Charleston city government. After which the meeting rooms are available on a first come, first served basis. The Library reserves the right to make cancellations due to Library needs or other extenuating circumstances.

The Library requests that groups call the Library at 217-345-4913 to notify the Library of any cancellation no less than 24 hours in advance, or at least one week in advance for refund of registration fees.

It is the responsibility of the group or individual to inform the Library if they will arrive late for their reservation. If the Library is not informed of a late arrival, the Library reserves the right to cancel the reservation and give the room away if the need arises.

Groups or individuals who make reservations and fail to show up without notifying the Library will be considered a No Show. If a group or individual has three No Shows within a three month period, they will be informed by the Library Director that they will lose the ability to reserve

rooms ahead of time for a three month period. The Library Director reserves the right to extend this suspension if the situation warrants it.

Groups wishing to use the meeting room must complete an application (available at the information desk and on the Library webpage), receive approval and pay fees, if indicated.

Reservation Guidelines

1. The person reserving the room must be over 18 years of age.
2. Room reservations may be made up to three months in advance of the requested date.
3. The Meeting Room Reservation Form must be completed. The reservation will be official only after approval and the payment of fees, if indicated.
4. The applicant for the room is responsible for any damage to the facility, property, or equipment and for the cleanliness of the facility at the close of the meeting.
5. All equipment requests must be made in writing on the Meeting Room Request Form. If the user is unfamiliar with the operation of the equipment, an appointment must be made to be instructed in the correct use.
6. The meetings rooms will begin with the standard setup listed above. If groups desire an alternate setup, they are responsible for arranging the meeting room tables and chairs and returning them to the original location before leaving.

Fees for use of meeting rooms:

Nonprofit, Community, & Study Groups		
Room	Fee per hour	Additional Fee if serving food
Conference Room, Study Room A, OR Study Room B	No charge	n/a
Craft Room	No charge	n/a
Rotary A OR Rotary B	No charge	\$15
Both Rotary Rooms A & B	No charge	\$30

Private & For Profit Groups	
Room	Fee per hour
Conference Room, Study Room A, OR Study Room B	\$10
Craft Room	\$15
Rotary A OR Rotary B	\$15
Both Rotary Rooms A & B	\$30

General Guidelines for Use of Library Meeting Rooms

1. No admission fee may be charged.
2. The sale of items or fundraising at a meeting must be reported on the application form and approved by the Library Director.

3. Nothing may be affixed to the walls, doors, windows, etc.
4. Food is allowed with the exception red, orange, and purple beverages due to staining.
5. Table covers are required for activities which might stain or mar tables such as food or crafts.
6. Library supplies stored in the meeting rooms are not to be used. This includes but is not limited to food, craft supplies, and Story Time videos.
7. Users will be billed for the repair of any damage to facilities or equipment (Library staff will inspect meeting rooms after each use and report any damage to the Library Director).
8. The blocking of entrance and exit doors in any manner is prohibited.
9. Any group is expected to conduct its proceedings in a quiet orderly fashion, causing no disruption to normal Library activities.
10. Adults bringing children to a meeting must keep the children with them in the assigned meeting room. Children may not sit or play in the corridors or be left unsupervised in the KidSpace.
11. Children's groups using the meeting rooms must be supervised by at least one adult for every ten children.
12. The Library assumes no responsibility for damage to or loss of personal items used or left in Meeting Rooms.
13. Use of the public meeting rooms does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Groups may not use the Library's name or address as their own address.
14. Persons attending meetings are subject to all city ordinances, state or federal laws and Library policies.
15. Smoking, drugs, alcoholic beverages and any kind of flammable substances are prohibited in the Library facilities at all times.
16. All groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids when requested.

Clean up procedures after the meeting.

1. Deposit all trash in the receptacle.
2. Coffee maker should be clean and turned off.
3. Wipe kitchen counter tops and kitchen sink.
4. Wipe table tops and chairs.
5. Clean any food or waste from the floor.
6. Remove all leftover food from the kitchen and premises.
7. Remove all disks, CDs, videocassettes, and DVDs from equipment.
8. Turn off all electronic equipment.
9. Turn off all lights.

Failure to follow the reservation guidelines and general guidelines for the use of Library meeting rooms may result in the loss of future meeting room privileges.

Gifts and Donations

*Approved 07/2015;
Revised 07/2020; 04/2021*

The Library is grateful for donations of books and other materials; its collection has been enriched greatly by many fine donations of books, etc. However, in accepting a gift the Library reserves the privilege of deciding whether it should be added to its collection. Once an item is donated to the Library the donor relinquishes all rights to the item, items will not be returned for any reason.

Gifts of cash, real property, stocks, trusts, etc. will be accepted. Such resources may be used to purchase materials or to provide services in keeping with the Library's mission. If desired, the donor may donate in memory or in honor of an individual. Library bookplates will be placed in any Library materials purchased with gift funds, format permitting. The purchase of specifically identified titles with such funds cannot be guaranteed but upon request the collection development staff will consult with the donor on appropriate subjects. Gifts resulting in ongoing or additional costs to the institution such as staffing or special maintenance will require special Board approval for acceptance.

All donations must be delivered to the Library. All donations are tax deductible. A receipt is available upon request but please note that the Library cannot assess the value of a non-monetary gift.

The Library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the staff, such item no longer serves the purposes of the Library. The Library makes an effort to dispose of all gift material, to the very best advantage. Often it will be offered to the public in the Library's book sale. Proceeds are used to support the Library.

The Charleston Carnegie Public Library is a tax funded organization and is unable to provide donations to other organizations.

Volunteer Service

Approved August 2012

The Charleston Carnegie Public Library Volunteer Services Program supplements the efforts of paid Library staff to provide quality Library collections, services and programs; serves as a method for area residents to become familiar with the Library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The Library cannot guarantee the availability of volunteer work, as volunteer work is based on Library needs.

A volunteer is a person who performs tasks for the Charleston Carnegie Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of Boards, such as the Board of Trustees, and Friends of Charleston Library.

Volunteers, who do work for the Library function in ways similar to staff.

Service volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. The City of Charleston does not provide workers compensation coverage for volunteers. The City requires negligence on the City's part for volunteers to collect on the City's self-insured liability coverage. Volunteers will fill out volunteer application forms (available at the service desk and on the Library webpage). Minor children may only work as volunteers with the consent of a parent or legal guardian.

Collection Development

Approved 07/2015

Revised 09/2017; 10/2019

Overall responsibility for collection development rests with the Collection Development staff who operate within this framework of policies determined by the Board of Library Trustees. The purpose of this policy is to guide the Collection Development staff and to inform the public about the principles upon which selection and retention decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in both choosing from an array of materials, and withdrawing materials, which are no longer useful.

Cataloging

Materials that are part of the Charleston Carnegie Public Library collection will be cataloged and entered into the SHARE database following the SHARE cataloging standards. The exception are items that are housed at the Library temporarily, such as items in the exchange programs, tax form manuals and materials available for public inspection.

Guidelines for Selection

The general guidelines considered in selecting materials include:

- Significance and permanent value to the existing collection
- Qualifications of author or producer
- Suitability of subject and style for intended audience
- Quality of format
- Currency or timeliness, if applicable
- Demand by patrons
- Price
- Attention given to the item by reviewers and general news media
- Availability of materials in other libraries
- Technical quality of non-book materials.

In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context. The selection of any material or electronic resource for the Library's collection does not constitute an endorsement of its contents.

Scope of the Collection

Through careful selection, the Library always seeks to select materials and electronic resources of varying complexity and format because it has a potential public embracing a wide range of ages, educational backgrounds, interests, and reading skills.

The Library will provide, when possible, materials on all sides of controversial issues, materials that give evidence of a sincere desire to be factual, that are written in a reasonable fashion, and that show results of careful study.

The Board of Trustees has adopted the American Library Association's Bill of Rights² and the Freedom to Read Statement.³

Requests for Reconsideration

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the Library Director for consideration at the next regularly scheduled Board meeting. The Board will issue a written response. A recommended form is available at the service desk and on the Library webpage.

Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive demand for individual titles is demonstrated, duplication to meet the demand is implemented.

Discarding

In order to maintain the best possible collection of materials, a continual discarding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition. Items will be clearly marked that they are discarded and/or the barcodes will be removed from them. Discarded items will be sold with proceeds going to the Library or disposed of in some other fashion.

² See Appendix B.

³ See Appendix C.

Genealogy and Local History Collection

Due to the unique nature of the genealogy and local history section of the library, the overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Library Trustees. The purpose of this policy is to guide the Library Director and to inform the public about the principles upon which selection and retention decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in both choosing from an array of materials, and withdrawing materials, which are no longer useful.

Cataloging

Materials that are part of the Genealogy and Local History collection will be cataloged and entered into the SHARE database following the SHARE cataloging standards. The exception are items that are part of the family file collection.

Guidelines for Selection

The general guidelines considered in selecting materials include:

- Relevance to the histories and ancestries of Coles County, IL
- Uniqueness and historical value of the item
- Physical condition of the item
- Format of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Copyright compliance
- Scope of the Collection
- The genealogy and local history collection will include available:
 - Family histories and genealogies
 - Vital records
 - Federal and state census
 - Probate and will records
 - Land records and directories
 - Maps and survey plans
 - Cemetery records
 - Information on churches
 - Naturalization records
 - Military records
 - Newspapers
 - Histories
 - Yearbooks
 - Pamphlets issued by businesses and organizations containing historically important information
 - Indexes to the preceding items

- Pertaining to the following (with section 1 as the highest priority and section 4 as the lowest):
- Coles County, Illinois
- Counties surrounding Coles County, Illinois
- Illinois
- Areas related to the migration patterns of families of Coles County, IL

The collection will also include basic materials on genealogy research procedures. With the exception of replacement copies, the collection will generally not include popular reading materials or items previously discarded from Library collection.

Duplicate Copies

The number of copies retained varies with the expected use, threat of theft, and uniqueness of any item. On occasion, the Library will retain a copy of a title in both the circulating collection and the non-circulating genealogy and local history collection.

Discarding

The Library reserves the right to withdraw materials that do not fit within the guidelines for selection and/or scope of the collection. Items will be clearly marked that they are discarded and/or the barcodes will be removed from them. Discarded items will be sold with proceeds going to the Library or disposed of in some other fashion.

Security Cameras

Purpose of Security Cameras

The Library has security cameras to enhance the safety and security of Library users, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance through a central monitoring facility. There is no audio recording associated with the cameras.

Staff Access to Digital Images

Live surveillance and recorded data are accessible in staff areas only. Only the Library Director and members of the Management Team are permitted to release recorded archival data to law enforcement in compliance with this policy. Such authorized administrative staff may direct other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Library Director whenever archival video data is accessed.

Acceptable Use and Patron Privacy

a. Activity on Library Property

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

b. Requests from law enforcement and Department of Children and Family Services (DCFS)

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

c. Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law, The Charleston Carnegie Public Library policies, and the American Library Association policies on confidentiality and privacy, with footage released only in accordance with, and required by law.

Freedom of Information Act

Approved 07/2015

Revised 09/2017

- I. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is available on our website.
 - C. The total amount of our operating budget is available at www.charlestonlibrary.org/about
Funding sources are property and personal property replacement taxes, grants, fines, charges, and donations.
 - D. The office is located at this address: 712 Sixth St., Charleston, IL 61920
 - E. We have approximately the following number of persons employed:
Full-time- 6, Part-time- 8
 - F. The following organization exercises control over our policies and procedures: *The Charleston Carnegie Public Library Board of Trustees*, which meets monthly. The members and scheduled meetings are available on the Library website.
 - H. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois.

- II. You may request the information and the records available to the public in the following manner:
 - A. Use request form (available at the service desk and on the Library webpage).
 - B. Your request should be directed to the FOIA officer: Library Director, Chris Houchens. You must indicate whether you have a “commercial purpose”¹ in your request.²
 - C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - D. To reimburse us our actual costs for reproducing and certifying the records, you will be charged the following fees:
There is a \$1.00 charge for each certification of records.
There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
There is a \$.15 per page charge for copied records in excess of 50 pages;
 - E. The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the

¹ “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:
 - Monday- Friday 10 a.m. to 5 p.m. (excluding Holidays)
 - Charleston Carnegie Public Library, Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library
- K. Grants Reports
- L. Vendor Information
- M. Long-range, technical services and marketing plans



Board of Trustees By-Laws and Constitution

Approved 09/2013;

Revised 09/2017; 01/2023

Constitution

The following is quoted from the Ordinances of the City of Charleston, Chapter LXI:

- An ordinance in relation to a Public Library
- Be it ordained by the City Council of the City of Charleston:
- Section 1- That there be, and is hereby established within and for the City of Charleston, a Public Library and a reading room.
- Section 2- The officers of said Library shall be nine Trustees, to be appointed by the Mayor, by and with the advice and consent of the City Council.
- Section 3- The entire management and control of said Library shall be under the direction of said Trustees.

Article I:

- a) The Trustees are appointed for terms of three years each, in such manner that the terms of three Trustees shall expire May 1 of each year.
- b) The appointed Trustees may not miss more than three unexcused, Board meetings, in a one-year period.

Article II:

- a) The regular meetings of the Board of Trustees shall be held in the Board room of the Library, at 6:30 P.M. on the first Monday of each month. Place of meetings shall be advertised at the beginning of each calendar year. All meetings of the Board of Trustees are open to the public as provided in the Illinois Revised Statutes, Chap. 102, secs. 41-44.
- b) Special meetings may be held at any time at the call of the president or the vice president provided that notice and purpose of the special meeting be given at least 48 hours prior to the meeting.
- c) If a quorum is physically present, other board members may attend the meeting by video or audio conference (as available), but only if the member is prevented from physically attending because of one of the following reasons: personal illness or disability; employment purposes or the business of the Library; or a family or other emergency.

Article III:

The Board of Trustees shall employ a Library Director who hires all other employees and fixes their salaries.

Article IV:

- a) All committees shall be appointed by the president and the first named of the committee shall be chairman thereof.
- b) All committees shall be comprised of three members of the Library Board of Trustees and the Library Director.
- c) All committees shall submit their recommendations for approval to the Board of Trustees before being made readily available to both the staff and the public.
- d) All committees shall meet a minimum of once per year.
- e) The standing committees of the Board of Trustees shall be as follows:

Operations Committee

The primary responsibility of the Operations Committee is to develop, review, and recommend improvements related to the operations of the Library, e.g., facility maintenance, technology maintenance, staffing requirements, and the Library's Personnel Policy.

Policy Committee

The primary responsibility of the Policy Committee is to develop, review, and recommend improvements to the Library's policies. All policies shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association.

Finance Committee

The primary responsibility of Finance Committee is to develop, review and recommend goals, strategies, and opportunities for the improvement of the Library's finances, e.g., the annual budget, the finance policy, and fundraising opportunities.

Article V:

The fiscal operations of the Charleston Carnegie Public Library shall be governed by the Charleston Carnegie Public Library Finance Policy.

By-laws

- 1) The duties of the President, Vice-President, Secretary, and Treasurer shall be as follows:
 - a. President: The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The president shall be the only spokesperson for the Board of Trustees in all advisory or disciplinary action directed to the staff.
 - b. Vice President: The vice president, in the absence of the president, shall assume all duties of the president.
 - c. Secretary: The secretary shall record minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken) and

submit those records to the Library Director. The secretary shall perform all other such clerical duties as may be assigned by the board.

- d. Treasurer: The treasurer, along with the President and Library Director, is authorized by the Board to sign checks, as one of the two required signatures. The Treasurer shall serve as the chairperson of the Finance Committee. The normal depository of all financial records shall be the Library. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice-President may perform the duties of the Treasurer.
- 2) Five Trustees shall constitute a quorum. In the absence of a quorum, salaries and bills previously sanctioned by the Directors may be approved and ordered paid by the President and Treasurer.
- 3) The Board of Trustees shall employ a Library Director, at a stated salary per month; said salary can be reduced or increased at anytime by a vote of the Board of Directors. The Board may remove said Director from office by a two thirds vote of the entire board at a meeting that adheres to the Open Meetings Act when they shall be of the opinion that the interests of the Library demand it, in which case one month's notice shall be given the Library Director.
- 4) The Library Director, under the control of the Board of Trustees, shall have superintendence of the Library in all its departments and of all its employees; shall be responsible as Library Director for the care of all materials and property within the Library, and for the condition of the Library facility. The Library Director shall be responsible for collection and keeping records on its use. The Library Director shall oversee financial matters in accordance with the Finance Policy and shall plan activities and promote the use of the Library.
- 5) Applications for Library Director shall be presented to the Board of Directors. All other applications for employment shall go to the Library Director.
- 6) If the Library Director wishes to resign, s/he shall give the Board of Directors at least one month's notice.
- 7) The Library calendar including holidays will be approved by the board. The Library shall not be closed on any other day without the approval of the President of the Board.
- 8) The Library will maintain a director's and officers liability insurance policy.
- 9) Any of the foregoing rules and regulations may be altered or amended or suspended by a vote of the Board of Trustees at a meeting that adheres to the Open Meetings Act.

Public Comment

Approved September 2017

Any person who seeks to address the Board at a public meeting will be permitted to speak on any matter listed on the agenda or on any other matter of library concern.

Designated Comment Period

Public comments are the first items addressed after the roll call opening the meeting. The presiding chair may require persons wishing to speak to sign in before the start of the meeting

and to provide their names. Prior to speaking, each person must be recognized by the presiding chair and must state his or her name for the public record.

Time Limits

Public comment is limited to no more than five minutes per person and to no more than one hour per meeting, unless extended by consent of a majority vote of the members present. The presiding chair shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.

Limits on Group Comments

If the presiding chair recognizes that more than twenty persons desire to speak, he or she may limit each speaker to comments of no more than three minutes. Whenever any group of persons wishes to address the Board on the same topic, the presiding chair may ask that a spokesperson be chosen from the group. If additional matters are to be presented by other persons in the group, the presiding chair may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.

Finance

Approved July 2015

The purpose of the Finance Policy is to provide a framework for the fiscal operations of the Library and to assure sound fiscal management.

General

- A. The Library shall maintain current policies for both Directors' & Officers liability insurance and Crime/Employee Dishonesty Insurance.
- B. The financial records of the Library shall be maintained and kept at the Library, except in cases of temporary removal, for seven years.
- C. The Library shall have an outside firm complete an audit of the Library's financial activity on an annual basis.

Budget

The Charleston Carnegie Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the board's finance committee, the Library Director, and additional staff members with responsibility for budgetary elements. The fiscal year for the Library shall be May 1 through April 30.

Each year, the Board of Trustees determines if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the Library's revenue.

The Library maintains adequate records of Library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of Library

operations is presented at each Board of Trustees meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

Purchasing

The Managers of the Charleston Carnegie Public Library are authorized to spend up to \$1,000 on any single order without prior approval from the Library Director. The Managers shall be responsible for monitoring and adhering to the pertinent budgets.

All other staff members must obtain the written approval of the Library Director before making any purchases.

The Library Director of the Charleston Carnegie Public Library is authorized to spend up to \$5,000 on any single order without prior board approval. The Library Director shall be responsible for monitoring and adhering to the pertinent budget and shall include a list of all the monthly expenditures in the board meeting packet.

At least two (2) quotes should be obtained for any purchases and/or contracts over \$1,000 unless the purchase and/or contract is in conjunction with a previously let and approved contract.

The Charleston Carnegie Public Library may spend in excess of \$20,000 only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the Library Director of the Charleston Carnegie Public Library may spend \$10,000 with the approval of any two Library board members so long as the amount does not exceed the threshold requiring a formal bidding process.

Contracts

The Library Director is authorized to sign:

- A. All contracts for the receipt of grant funds.
- B. Contracts that result in a total expense of less than \$5,000 without prior approval from the board
- C. Contracts that result in a total expense of greater than \$5,000 with prior approval from the board.

Borrowing Funds

If the majority of a quorum of the Library Board deems it best, in order to provide and secure the necessary money to do any or all of the things they are authorized to do, they may borrow money with the approval of the corporate authorities of the City of Charleston, which shall be

the Mayor and City Council, as prescribed by statute, 75 ILCS 5/5-6. Any borrowing of funds shall not occur until approval is received by the Mayor and City Council.

Deposits and Investments

All investment policies and procedures of the Charleston Carnegie Public Library will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

- A. The Library Board shall authorize investment of funds in such institutions, which are federally insured. Insofar as possible, the Library will invest and deposit its money in financial institutions within the Charleston area and meet the criteria.
- B. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage, unless the City of Charleston has secured assets from a financial institution to cover a larger amount.
- C. In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
- D. All income received at the Library will be deposited to appropriate accounts at least weekly.
- E. Financial transactions involving expenditure of Library funds, from the general checking account, require the signatures of two authorized signatures; these authorized signatures are by title the President, Treasurer, Secretary and Library Director. The Library Director of the Charleston Carnegie Public Library is not authorized to receive cash from Library accounts except when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash.

Personnel

Approved August 2014

In accordance with the Intergovernmental Agreement entered into on March 4th, 2014 by and between the City of Charleston and the Charleston Carnegie Public Library, the employees working at the Charleston Carnegie Public Library shall be considered employees of the City of Charleston but the Library is a separate governmental unit. As a result thereof, the parties agree that: The Charleston Carnegie Public Library, except as may be required by 75 ILCS 5/4-7(7) and the regulations of the Illinois State Library, shall follow the city's personnel handbook except that the Library reserves the right an addendum approved by the Library Board and the City Council.

Due to the length of the personnel handbook and addendum, they are not contained in these policies but they are available upon request.

Appendix A

ALA Code of Ethics

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

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

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

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

1. 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.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. 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.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. 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.
8. 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.

9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Appendix B

ALA Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.*

Appendix C

ALA Freedom to Read Statement

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:

1. *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.

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

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

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

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

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

To some, much of modern 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.

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

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

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

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

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

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

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

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.

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