

The Policies of the Bement Public Library District

**Adopted December 1991
Revised April 20, 2021**

These policies are approved and endorsed as the official policies of the Bement Public Library.

Library Director

President, Board of Trustees

December 19, 1991
Adopted

April 20, 2021
Revised

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Mission Statement

The Bement Public Library serves to provide the district's citizens and families with a warm, welcoming environment created and maintained to enrich lives with a variety of publications, resources and tools for achieving intellectual, personal, and professional growth. The library is dedicated to advancing literacy and fostering life-long learning.

Section 1: Structure and Government

A. Board Members

- a. Seven Board members shall be elected to serve four year terms in accordance with State law.
- b. Vacancies on the Board of Trustees shall be filled by the remaining Trustees and the appointee shall serve until the next regular District election.

B. Meetings

- a. Regular meetings of the Board of Trustees shall be held monthly in the Library, or such a time and place as the Board may determine.
- b. Meeting schedule (including time and location) must be posted publicly per State law.

C. Special Meetings

- a. Special meetings may be called by the President or upon the request of any three members of the Board provided that proper notice is given.

D. Quorum

- a. A quorum at any meeting shall consist of a simple majority (4) of the members of the Board.

E. Election of Officers

- a. The officers of the Board shall be elected at the April meeting. These officers shall be President, Vice-President, Secretary, and Treasurer.

Section II: Duties and Responsibilities of the Board

- A. The Board will have complete authority, within legal limits, over the Library's budget.
- B. The Board will have exclusive control of the expenditures of all monies and funds held in the name of the Bement Township Library.
- C. The Board shall determine the purposes of the Library and secure adequate funds to carry on the Library's programs. The Board has a responsibility to levy up to the maximum permitted by law if that amount is necessary to maintain standards and fulfill the objectives of the Library. The Board has a responsibility to conduct and work for a referendum on an increase in the tax rate, within legal limits, when the existing levy proves inadequate.
- D. The Board will follow statutory requirements as to the fiscal year, audit, annual and other reports, and budgeting process.
- E. The Board will assure that adequate records on Library operation are kept and that complete reports are made annually to the proper authorities.
- F. The Board shall make and adopt bylaws, rules, policies, and regulations for its own guidance and for the government of the Library.
- G. The Board shall appoint a qualified, competent administrative librarian and offer performance reviews periodically.
- H. The Board and the Director shall share the responsibility to study, plan, and develop Library policies and to review them periodically (minimally every three years).
- I. The Board shall know the program and needs of the Library in relation to the community and keep abreast of library standards and trends.
- J. The Board shall be aware of Local and State laws and actively support library legislation in the State and Nation.
- K. The Board shall establish Library policies dealing with book and material selection that are in compliance with the American Librarian Association Statements..
- L. Members of the Library Board shall attend regular Board meetings and see that accurate records are kept on file at the Library.
- M. The Board shall be aware of the services and rules of the Illinois Heartland Library System and of the State.

N. The Board shall ensure regular mandated reporting to the governing bodies.

Section III: Duties and Responsibilities of the Library Staff

The Library Director

- A. The Library Director shall act as technical advisor to the Board.
- B. The Library Director shall recommend needed policies for Board action.
- C. The Library Director shall recommend employment of all personnel and supervise their work.
- D. The Library Director shall carry out the policies of the Library as adopted by the Board.
- E. The Library Director shall suggest and carry out plans for extending Library services.
- F. The Library Director is responsible for the administration of the budget as set forth and approved by the Board.
- G. The Library Director has responsibility to prepare the agenda for Board Meetings, to certify all bills for payment and to make monthly and annual reports and prepare a preliminary annual financial budget.
- H. The Library Director shall be aware of Local and State Laws and actively support library legislation in the State and Nation.
- I. The Library Director is responsible for the selection and ordering of books and other materials for the Collection.
- J. The Library Director shall attend Board meetings other than those in which his/her own salary or tenure are under discussion.
- K. The Library Director shall make use of the services and consultants of the Illinois Heartland Library Services and of other appropriate State agencies.
- L. The Library Director is responsible for the organization and supervision of the Library's operation.

The Assistant Director of the Library

- A. The Assistant Director shall assist in the preparation of book ordering when necessary.
- B. The Assistant Director shall assist in the preparation of materials for circulation.
- C. The Assistant Director shall supervise the circulation desk, charge out Library materials, check in Library materials, and register new patrons for card membership.
- D. The Assistant Director shall oversee the shelving of collection materials on behalf of the Library Director.
- E. The Assistant Director shall maintain records of the Library's collection and patrons in the Polaris system (computer system of Illinois Heartland Library System.)
- F. The Assistant Director shall perform other duties as designated by the Director.
- G. The Assistant Director shall assist in the supervision of the Library's operation and assume duties of the Director in their absence.

The Library Clerk

- A. The Clerk shall charge out and check in Library collection items for Patrons and register new Patrons for card membership.
- B. The Clerk shall shelve collection materials.
- C. The Clerk shall maintain records of the Library's collection and Patrons in the Polaris system (computer system of the Illinois Heartland Library System).
- D. The Clerk shall assist in normal Library operations and programming.
- E. The Clerk shall perform other duties as designated by the Director.

The Library Acquisitions/Book Repair/Computer Clerk

- A. The Library Acquisitions Clerk receives all collections materials and prepares them for entry into the Polaris System.
- B. The Book Repair Clerk repairs covers and jackets of books and video materials, mending as needed and advising the Library Director of need for replacement.

- C. The Computer Clerk oversees the maintenance of both the Patron and Staff CPUs, installs and upgrades software, and makes recommendations to the Library Director of needed upgrades and/or replacements.

The Library Janitor (if no cleaning service is hired)

- A. The Janitor shall maintain the cleanliness of all areas of the Library (including foyer, Board Room, main Library Hall, Circulation Desk, bathrooms, maintenance closet). This includes dusting shelves and windowsills, washing windows, vacuuming carpets, mopping floors, cleaning bathroom fixtures, etc.
- B. The Janitor shall report any ongoing issues or potential hazards immediately to the Director (and if not available, to the Asst. Director).
- C. The Janitor shall maintain the inventory of cleaning supplies and equipment and make purchase requests of the Director.
- D. The Janitor shall keep the bathrooms well stocked with soap, hand towels, and toilet paper and shall notify the Director of the need to restock in adequate time for purchase.
- E. The Janitor shall empty all trash bins into the trash receptacle at the back door and take it to the curb by Tuesday morning. The receptacle shall be returned to its spot by the door on Tuesday after the trash has been picked up.

Section IV: Patrons

A. Residents

- a. The Bement Public Library serves all residents of the Bement Public Library Township District, including residents of the Villages of Bement and Ivesdale.
- b. Patrons requesting membership shall be issued cards upon showing proof of residency, a valid driver's license, email, and phone number. The earliest a Patron may obtain a card is upon entering Kindergarten with a parent or guardian's permission (using the parent or guardian's identifiers).
- c. Persons residing outside the geographical area, but owning property in Bement Township shall be considered residents and given a card for use in the Bement Public Library.

B. Juveniles

- a. Juveniles are not restricted from the use of any of the Library's resources with the exception of age-restricted audio-video materials, and the usage of computers is restricted to parental guidance.
- b. At the age of 16, they will be issued an adult Library card number and will then be allowed access to the entire Library collection.

C. Other Libraries' cards

The Bement Public Library will honor the universal cards issued by member libraries of the Illinois Heartland Library System and cards from other systems participating in the inter-library loan system.

D. Nonresidents

Bement Public Library does not currently offer non-resident cards, but will honor a non-resident card from other libraries in the IHLS system.

E. Unattended Children

- a. The Library cannot act in loco parentis and is not responsible for the safety of children left unattended in the Library.

- b. Children not yet in kindergarten may not be left unattended by a non-guardian adult in the Library with the exception of attendance at Library programs planned specifically for young children.
- c. School-aged children can be left unattended for a reasonable period of time.
- d. Parents who arrange for their children to be at the Library are expected to make arrangements to ensure their children are quietly busy and occupied and not simply hanging out. Regular use of the Library for this purpose is unacceptable.
- e. In situations where policies are abused, the staff will take appropriate action. This may include contacting parents, or if necessary, legal authorities.
- f. Library staff may NOT provide transportation for children left unattended at the Library.

Section V: Expectations of Patron Conduct

A. Rules of Conduct

The Bement Public Library is available to all users. These “Rules of Patron Conduct” protect the rights of individuals to use the Library materials and services in an atmosphere conducive to an educational and/or recreational setting, to protect the rights of the staff members to conduct Library business without interference, and to preserve materials, collections, and facilities.

The following is NOT permitted in the Library:

- a. Excessive or disruptive noise.
- b. Running, fighting, engaging in horseplay, or forming a disruptive group.
- c. Harassment of others (Patrons or Staff). Harassment includes, but is not limited to, conduct consisting of persistent staring, following, unnecessary closeness to others, and verbal or gestural abuse.
- d. Theft of Library materials or those belonging to other Patrons or Staff.
- e. Smoking, consumption of food or beverage.
- f. Disregard of special rules (such as in the case of pandemic mitigation).
- g. Any conduct deemed by the Library Director or Staff to be inappropriate for a Library or public setting.

B. Remedies for Violations of Rules

- a. The Patron shall be advised of the Rules of the Library and what behavior by him or her is in violation of said rules. Patrons in violation of the rules will be verbally reminded and given a written copy of the Patron Conduct in the Library Policy.
- b. If a Patron refuses to comply with the Rules of the Library after such reminders have been offered, the Patron will be asked to leave the Library and the following actions will be taken by the Library Director:
 - i. Patrons may have their Library privileges suspended for up to one year.
 - ii. Patrons who have had previous suspensions may have their Library privileges permanently revoked.
 - iii. The Library may notify Illinois Heartland Library System of the suspension or revocation of the Patron’s Library privileges with the Library.
 - iv. The entry into the Library of any patron who is suspended or whose privileges have been revoked shall constitute a Trespass to Public Property. The patron will be asked to leave by the Library staff and upon failure to leave, legal assistance may be called.

C. Enforcement

- a. The Library Director is responsible for the enforcement of these rules of patron conduct. He or she will:
 - i. Issue the written notices of violation
 - ii. Keep a record thereof
 - iii. Upon a second offense, determine the seriousness of the offense and the appropriate mitigation.
 - iv. Issue the written notice of suspension or revocation to the patron.
 - v. Document all such instances in an "Incidence Report" for Library records.

D. Written notices

- a. The Patron will be notified in writing by the Library Director that his or her Library privileges have been suspended or revoked. If suspended, the notice shall state the duration of the suspension.
- b. The written notice will inform the patron of the rule or rules violated and the factual basis of the violation.
- c. The written notice will inform the Patron of his or her right to appeal the decision of the Director to the Library Board or a subcommittee thereof, the procedure for appeal, and the time limit to appeal.
- d. The written notice will be hand delivered to the Patron or mailed to the last known address with first class postage, pre-paid. The notice shall be deemed 'received' on the date of delivery if served personally or on the date of mailing if served by first class mail.

E. Appeals

- a. Within 10 days of the date of service of the written notice of suspension or revocation, the Patron may appeal the determination of the Library Director to the Library Board, or a designated subcommittee thereof. An appeal may be instituted by mailing or delivering a letter requesting said appeal to the Library. Failure to appeal within the forgoing time limit shall constitute a waiver of the Patron's right of appeal. Upon receipt of the appeal, the Library Board or subcommittee thereof shall set a date for a hearing. At said hearing, the Patron and the Library Director may present evidence relevant to the violation.
- b. At the close of the hearing, the Library Board or subcommittee thereof, shall issue a written decision. The decision shall include a finding of facts, a statement of the rule or rules violated, and a decision affirming, reversing or modifying the decision of the Library Director.

F. Visibility of Rules

- a. A copy of these rules shall be prominently posted at the Library and on the Library website, and will be made available to any Patron upon request.
- b. These rules become effective on the 10th day after the date of posting.

Section VI: General Library Policies

A. Circulation

a. General Collection

The majority of the Library's Collection consists of books, magazines, journals, records, DVDs and Blu-Rays. New books are tagged accordingly and are loaned for a period of 2 weeks and may **not** be renewed. Older books have a loan period of 3 weeks and are renewable.

Some materials (per the Librarian's discretion) may be judged to be irreplaceable and will not be loaned from the Library. These can be viewed upon request in house.

b. Reference Collection

Reference materials are not put into general circulation. A patron can, upon request, come in and review them in the Library.

c. Newspaper and Microfilm Collection

Newspapers and microfilms are not available for circulation outside of the library.

d. Video (DVDs and Blu-Ray) Collection

New DVDs and Blu-Rays have a loan period of 1 week. 'Old' DVDs and Blu-Rays have a loan period of 2 weeks. Only 5 can be checked out at a time and of those 5, only 2 can be 'new'.

e. Audio Book Collection

Audio Books have a loan period of 3 weeks and can be renewed.

B. Material retention

The Bement Public Library retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Bement Public Library that its records be retained only so long as they are (1) necessary to the current conduct of the Library; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

- a. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.
- b. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.
- c. This policy includes all records maintained on electronic data processing storage media as well as printed records.
- d. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.
- e. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.

C. Fees and Fines

a. New books

- i. New are defined as any book new to this local library for the first 90 days. We hold these from interlibrary loan in order to give our Bement Patrons a first chance at reviewing the material. After the 90 day period, the designation 'new' is removed and the books are then designated as 'regular'.
- ii. New books can be checked out for a two week period.
- iii. A \$0.25 per day late fee applies up to a maximum of \$5.00.
- iv. New books cannot be renewed.

b. Regular books

- i. Regular books can be checked out for a 3 week period.
- ii. A \$0.10 per day late fee applies up to a maximum of \$5.00.
- iii. Regular books can be renewed.

c. Audio books

- i. Audio books can be checked out for a 3 week period.

- ii. A \$0.25 per day late fee applies up to a maximum of \$5.00.
- iii. Audio books can be renewed.

d. Video (DVD/Blu-Ray)

- i. Video (whether DVD or Blu-Ray) can be checked out for 1 week for new ones and 2 weeks for old ones. "New" is defined as three months from library purchase dates. "Old" would be anything longer than three months from purchase dates.
- ii. TV Series are checked out by season and can be checked out for 2 weeks, regardless of whether it is new or old.
- iii. Patrons under the age of 16 may check out G-rated movies only.
- iv. A \$1.00 per day fee applies up to a \$10.00 maximum.
- v. Video material cannot be renewed.
- vi. Video material cannot be checked out if the Patron or any family members have overdue fines.

e. Lost items

- i. If a book or audio book is lost, the patron must pay the cost of replacement as noted in our system.
- ii. Video (DVD or Blu-Ray) replacement cost is a flat fee of \$20.00. Additionally, until fines are paid, the Patron is unable to check out other video materials or use the computers.
- iii. TV series replacement is a flat fee of \$40.00.

f. Fines on Closed Days

- i. Fines on all materials include days the library is closed.
- ii. The "Drop Box" is checked at the closing of the library, and all materials are checked in at that time.

g. Faxing/Printing/Copying

- i. Faxes are \$2.00 for the first page, \$1.00 per page thereafter.
- ii. Computer printing is \$0.25 per page
- iii. Copying is \$0.15 per page.

h. Memorial/donated materials

A donor may give materials or cash for the purchase of materials for the Library. Once the gift is accepted it becomes the permanent property of

the Library to be treated as other Library material. Donors of money for memorial books will be charged the cost to the Library for those materials rather than a list price if the Library orders them.

i. Meeting room/Boardroom

See Section VIII: "Meeting Room/BoardRoom Usage"

D. Computer and Internet Usage

- a. You must have a valid Bement Public Library Card or comparable IHLS Library card in good standing or present a valid driver's license to use the Library Internet and computers.
- b. Visitors are allowed access only when accompanied by a registered Library Patron.
- c. Time is limited at each computer to 1 hour per Patron. If there are people queued up to use the computers, the time will be shortened to ½ hour per the Library Director's discretion.
- d. Registration and acceptance of the user agreement is required. Parents or guardians must come into the Library to sign the registration/user agreement for Patrons under the age of 18.
- e. Staff will provide assistance on library-owned equipment for basic start-up procedures, basic computer usage, and/or online book circulation tools.
- f. Patrons must sign in and out at the circulation desk before and after using a public computer.
- g. Public computers will only download and save files to a removable USB Flash Drive or similar hardware (SD/XD/MemoryStick/CF Readers are available on some machines). Removable devices requiring a drive are not guaranteed to work, nor will drivers be installed to allow functions.
- h. Bement Public Library cannot guarantee that services outside of basic web browsing will be available. This includes, but is not limited to social media, FTP services, and/or game servers.
- i. Patrons may not install or use personal software on Library equipment or attach equipment to Library hardware, with the exception of Flash Memory devices for document storage. Personal Music Devices and Wireless Phones with Flash Memory are permitted, but not guaranteed to function if they require a driver.
- j. Patrons using personal computers on the public WiFi network are responsible for the security and reliability of their own machines. Personal computers with software issues (included, but not limited to, virus infections, Trojan loaders, etc.) may be rejected from the network due to large bandwidth demands or to ensure the security of the network and reasonable safety for other patrons' personal equipment utilizing the public WiFi network.
- k. The network is to be used for only legal purposes. Unacceptable use includes, but is not limited to: harassment, libel, slander, destruction/damage to equipment

and/or software, data belonging to the Library or other users, disruption or unauthorized monitors, and unauthorized copying of copyright-protected material.

- l. The Bement Public Library assumes no responsibility for the quality, accuracy or appropriateness of any internet source. Despite our best efforts, we cannot guarantee the nature of online discussions, etc. Some material may be of a controversial nature. The user assumes the risk of use of a public access computer.
- m. Patrons are liable for any damage resulting from misuse or mistreatment of equipment.

E. Bulletin Board

- a. All material placed on the Library bulletin board must be approved by the Library Director or designee.
- b. All material must be date stamped.
- c. Material should be removed by the person(s) responsible for putting it up. The Library Director or designee will remove and dispose of anything that is not removed in a timely manner.
- d. No material of a political nature may be placed on the Library bulletin board.

F. Confidentiality of Records

In accordance with the American Library Association's policy on the confidentiality of library records (adopted January 20, 1971), the Bement Public Library recognizes circulation records and other reports identifying the names of library users with specific materials as confidential in nature. Access to these records is restricted to Library Staff, qualified researchers as authorized specifically by the Board, and those members of the general public, as hereafter provided for.

All Library Staff are forbidden to make such records available to casual members of the public, the press, or to any agency of the State, Federal, or Local government, except pursuant to such process, order, subpoena as may be authorized under the authority of pursuant to Federal, State or Local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

On receipt of any legal process, order, or subpoena, the Library Staff will consult with the President of the Library Board and the library's attorney to insure that (a) the document is in the proper legal form and (b) there has been a proper showing of good cause of its

issuance, in a court of administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library's attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

G. Library Schedule

a. Hours:

Monday and Wednesday: 12 noon to 8 pm
Tuesday, Thursday, Friday: 12 noon to 5 pm
Saturday: 9 am to 2 pm

b. Holidays

Staff members who are regularly scheduled for days upon which a holiday falls are paid at a regular rate for the holiday.

The following are the federal holidays and will be observed by the library being closed. Christmas Eve and New Year's Eve are added at the discretion of the Board. The Library Board may authorize other special holiday observances.

Note: When a holiday falls on a Sunday, the Library will remain closed the following Monday.

New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas Eve
Christmas
New Year's Eve

H. Personnel Policies

a. Leave Time

- i. The Library Director will be allowed 60 hours PTO per year (inclusive of vacation and sick leave). Additional leave must be approved by the Board.
- ii. Part-time staff are given time off without pay pending the approval of the Library Director. Staff is expected to find coverage for their shifts in cooperation with the Library Director.

b. Jury Duty

All staff members are granted paid leaves for jury duty. They must provide proof of service to the Library Director.

c. Continuing Education

- i. Continuing Education by the Library Director and staff is encouraged as budget permits. All incurred expenses, including conference fees, room and board and time off will be granted for professional workshops, conferences, meetings, etc. providing the employee can demonstrate the continuing education's pertinence to their job.
- ii. Board members will also be compensated for an expense incurred related to attendance of such meetings. The amount allowed for mileage will be commensurate with the current IRS guidelines of mileage compensation on a per mile basis.
- iii. Employees (including the Director) will report back in writing on knowledge learned and plans to implement new knowledge/processes into the workplace.

d. Presentation for public relations

- i. Employees of the Library are ambassadors of both the Library and the Village of Bement and are expected to conduct themselves accordingly.
 1. Employees are expected to greet patrons in a friendly and professional manner.
 2. Employees should strive to help patrons with their research/library needs to the best of their ability, acknowledging their limits but

seeking new opportunities for learning for themselves and the patrons.

3. Employees are expected to dress in a professional manner (business casual) and present themselves accordingly.
4. Employees are expected to keep their conversations low enough so as not to disturb Patrons or groups meeting in the Library.
5. Employees are expected to uphold the policies of the Library, regardless of personal opinion. Employees are encouraged to contest policies they find lacking with the Library Director (not with Patrons).
6. The Director of the Library is expected to offer a corrective to poor presentation to employees at his/her discretion, providing this is done discreetly and confidentially. All such interactions should be documented carefully.
7. Employees will refer all media inquiries to the Library Director.

e. Physical Safety

- i. The Library shall be staffed with a minimum of two employees at all times. The Library will remain closed to the public until both employees are present.
- ii. Staff should remove themselves and notify the police immediately if they feel their personal safety is being threatened.
- iii. Staff should leave the building at night together.
- iv. Staff should report any unsafe work environments (lighting compromised in the parking lot, ice, etc.) to the Library Director. The Library Director will seek immediate remedy.
- v. Staff should be aware of all alarm systems and locations of trigger mechanisms.
- vi. Personal wearable alarm given to each staff member on a key chain. This creates a sound disturbance if pushed.

- vii. Routine maintenance and testing of alarms will be conducted per manufacturer's recommendations.

f. Health safety

The Bement Public Library will follow the guidelines of the Piatt County Health Department and the CDC regarding any specific pandemic outbreaks or other urgent health concerns. We recognize that recommendations change quickly as knowledge is gained and reserve the right to update our policies on health issues and interventions as local, state, and federal agencies' recommendations warrant. Public safety and the safety of our employees is our primary concern.

g. Performance Reviews

- i. The Library Director will receive performance reviews on the following schedule:
 - 1. 3 months after hire date.
 - 2. Annually thereafter.
 - 3. And at the Board's discretion.
 - 4. It is up to the discretion of the Library Director to solicit anonymous reviews by his/her staff. These shall be submitted to the Board for their review and to assist in the Board's appraisal.
- ii. The Staff will receive annual performance reviews by the Library Director. The Library Director can then make bonus or merit increase recommendations to the Board based upon these reviews as well as current wage rates and cost of living.

Section VII: Displays and Exhibits

The Bement Public Library is delighted to provide space, as available, for timely, educational, historic and/or artistic displays. Of particular interest is local themes, authors, artists, history. Displays and exhibits should be appropriate for general public viewing, and will not usurp exhibits sponsored directly by the Library.

Arrangements for such displays are made through the office of the Library Director. Please note the following stipulations:

A. Space

As space is limited, only temporary displays (30 days suggested) may be used at the discretion of the Library Director.

B. Responsibility

All materials displayed in the Library will be given reasonable care and protection within the general operation of the Library, but the Library and Board does not assume responsibility of the organization or individual providing the display or exhibit.

C. Sign off

Signature on this statement releases the Library from responsibility.

Name

Date

Section VIII: Meeting Room/Boardroom Usage

The Bement Public Library Board of Trustees has made the multi-purpose meeting room (Boardroom) available to the people of the Village of Bement, IL. Educational, civic, cultural, and public information meetings are welcome. Seating capacity is limited to a group of 15 persons. All groups are subject to the following regulations;

- A. The meeting room may be scheduled by an adult group for a day or night meeting, with programs sponsored by the Library taking precedence. Youth groups must be accompanied by an adult who must sign the policy contract and assume responsibility.
- B. Scheduling use of the room must be done at least 5 days in advance with the Library Director during regular hours.
- C. No fee will be charged for the use of the room for a day meeting during regular Library hours, however a \$50 deposit will be required. Evening meetings have a fee of \$20 per hour. The \$50 refund can be picked up pending assessment of cleaning/damages. Renter must pay for any damages incurred during the use of the room.
- D. The room must be left in the condition in which it was found: mini kitchen cleaned, trash bundled, chairs put back, etc.
- E. Smoking and alcoholic beverages are not permitted on the premises.
- F. The Library is not responsible for any materials or equipment left in the room.
- G. Users shall pay the cost of any repairs or damages to the room that exceed the deposit amount.
- H. The fact that a group is granted use of the room in no way constitutes endorsement of the Library of the policies or beliefs of that group. The room may not be used for profit-making purposes, and no admittance fee may be charged.
- I. Requests for use of the room should be made as early as possible to assure availability and to settle any questions that may arise. Any questions not defined in this policy shall be answered at the discretion of the Library Board at its regularly scheduled meeting.
- J. Failure to abide by the rules will result in cancellation of or refusal of future reservations.

I understand that it is my responsibility to see that all of the above regulations are followed.

Name of Group

Signature of Responsible Party

Date

Date and time of reservation

Section X: Materials Selection Policy

A. Criteria for selection

The criteria which are used, where applicable, in materials selection are listed below in alphabetical order:

- Appropriate physical format
- Artistic excellence
- Award winning or 'classic' titles
- Contemporary or historical significance
- Current interest
- Entertaining presentation
- Favorable reviews in reviewing sources
- Inclusion in indexes or bibliographies
- Intended age and reading/listening/viewing level
- Patron requests
- Price
- Relation to other materials in order to maintain impartial but comprehensive collection
- Scarcity of materials on a subject/author/performer
- Subject area and collection development value
- Technical quality
- Value as source/reference materials

B. Types of Materials provided by the Bement Public Library

Materials currently provided for Library Patrons include hardback books, paperbacks, sound recordings, video (DVD and Blu-Ray), magazines, newspapers, audio books, and microforms. As additional Patron needs are recognized and technology develops, the Library will accommodate as we are able.

C. Responsibility for Selection

The Board of Trustees of the Bement Public Library delegates the Library Staff to suggest titles for consideration with the Library Director bearing the final responsibility for the selection of the Library's materials.

D. Method of Selection

Reviews published in professional, literary, or general periodicals are used as the primary basis of selection, however Patron requests (including those made by the Bement School District based on curriculum needs) will also be seriously considered.

E. Gift Materials

- a. The library encourages and accepts gifts with the understanding the gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials which do not meet those standards, are out-of-date, are unneeded duplicates, or are in a format unsuitable for Library use may be sold, exchanged, or recycled. Gift items may be marked with an appropriate book plate. A letter for tax purposes will be sent to the donor if requested at the time of donation. Wherever a gift is no longer needed or useful, it will be disposed of in a manner as materials purchased.
- b. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection. The only form of memorial identification will be a gift book plate.

F. Withdrawal of Materials (AKA 'weeding')

The Library's collection is one that is intended to be active, useful and circulating. The criteria for discarding materials are continuing accuracy, historical significance, frequency of use, physical condition, and relevance. Replacements and updated editions are purchased when warranted.

G. Censorship

The Library Staff will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities.

The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access by the public to allow points of view. The addition of an item to the collection in no way represents an endorsement by the Library of any theory, idea or policy contained therein. In the collection of the Library all sides of controversial issues will be represented as far as budget, space, and availability of materials allow. Selection will be based upon criteria given throughout this policy statement. The race, religion, nationality, orientation, or political views of an author, the frankness or coarseness of language, the controversial

content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.

Processing and shelving of materials in no way reflects a value judgment of the materials. There will be no labeling of items or catalog to indicate a point of view or bias. All materials will be shelved in their proper order on open shelves.

H. Request for Reconsideration

A "Request for Reconsideration Form" is available to all Bement residents for comments concerning the presence or absence of any library materials. A copy of the form is attached to this policy.

Following receipt of a formal complaint the Library Director and Board of Trustees will review the title in question. The Director shall promptly notify the individual making the formal complaint about the decision relative to the material in question. In the event that the decision does not satisfy the individual making the complaint, the Board further adopts the statement on "Non-Removal of Challenged Materials." This statement (copy attached) provides legal recourse through the courts and states that the Board will abide by any appropriate judicial decision which may be rendered concerning the removal of materials from the Collection.

Request for Reconsideration of Library Material Form

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Citizen represents:

- Self _____
- Organization _____
- Other _____

Author/Composer/Performer: _____

Title: _____

Publisher: _____ Copyright date: _____

Department (ie. Children, Adult, etc.): _____

Are you familiar with the Bement Township Library's material selection policy, The Freedom to Read, and the Freedom to View statements. If not, copies are available.

- Yes
- No

Why do you wish the material to be reconsidered? _____

Did you listen/view/read the entire item? _____

Do you object to the item as a whole? _____

If not, which parts are objectionable to you? (Please specify pages, etc.) _____

What are the good or worthwhile aspects of this material? _____

What do you believe is the purpose or theme of the material? _____

Have you checked authoritative sources for a better understanding of the item? _____

Please list: _____

Would this material be less objectionable to you if access to it was controlled? _____

What would you like the Library to do with this material?

- Re-examine/re-review it
- Restrict its use
- Withdraw it from the collection

Can you recommend material that would convey the same value and perspective of our society that the Library could consider for purchase? _____

Signature: _____

Date: _____

Section XI: American Library Association Statements

The Library Board adopts as part of its policy the following American Library Association Statements.

I. 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.

1. 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Material should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. 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.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980,
by the ALA Council.

II. Challenged Materials

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the materials selection policy of the Library should not be removed under any legal or extralegal pressure. The Library Bill of Rights states in article 1 that "Materials should not be excluded because of the origin, background, or view of those contributing to their creation;" and in article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally

protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searching on the challenged expression before it can be suppressed. An advisory hearing is part of this procedure.

Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

III. Freedom to Read

One of the more widely known documents supporting intellectual freedom is the "Freedom to Read Statement", issued jointly by ALA and the Association of American Publishers. Following is a summary of its important concepts:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgement of a label characterizing the book or author as subversive or dangerous.
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 taste upon the community at large.
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, book men can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good idea.

IV. Freedom to View

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

1. It is in the public interest to provide the broadest possible access to films and other audio-visual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide films and other audio-visual materials for our audiences, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraints of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.