

Smithton Public Library District Policy Book

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Adopted by Resolution of the Board, September 15, 2011.

Social Media Policy and revisions to the Illinois Freedom of Information Act and LED Sign
Non-Library Message Policies adopted by resolution of the Board,
November 15, 2012.

Illinois Freedom of Information Act edited to reflect current Fiscal Year.



TABLE OF CONTENTS

| | |
|--|-----------|
| Introduction..... | 3 |
| Mission Statement..... | 3 |
| Vision Statement..... | 3 |
| Values Statement..... | 3 |
| Governance | 3 |
| Organization | 3 |
| SPLD Memberships..... | 4 |
| Illinois Public Library Core Standards..... | 4 |
| <i>ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.....</i> | <i>4</i> |
| Authority to Close the Library During Normal Operating Hours..... | 5 |
| Authority to Spend | 5 |
| Bloodborne Pathogens Policy | 6 |
| Circulation Policy | 7 |
| Loan Period and Fines Schedule..... | 7 |
| Claims Returned..... | 7 |
| Failure to Return Library Materials / Pay fines and fees..... | 7 |
| Borrowing Limits..... | 7 |
| Collection Development and Management | 8 |
| Guiding Collection Development Philosophy | 8 |
| Responsibility for the Selection of Library Materials..... | 8 |
| Collection Organization..... | 8 |
| <i>Specific guidelines in Addition to the Guiding Collection Development Philosophy</i> | <i>9</i> |
| <i>Audio, Video, and other formats.....</i> | <i>9</i> |
| Collection Maintenance and Weeding..... | 9 |
| Interlibrary Loan | 10 |
| Donation Policy | 10 |
| Challenges..... | 10 |
| Display Space and Exhibits | 11 |
| Equipment and Computer Use | 12 |
| Internet Use Policy..... | 12 |
| Fees for Library Services..... | 14 |
| Holidays..... | 15 |
| New Year’s Day | 15 |
| Veteran’s Day | 15 |
| Hours of Operation | 16 |
| The Illinois Freedom of Information Act..... | 17 |
| LED Sign Non-Library Message Policy | 19 |
| Meeting Space | 20 |

| | |
|---|-----------|
| Obtaining a Library Card | 21 |
| Requirement of a Card..... | 21 |
| Obtaining a Card | 21 |
| Procedure for Issuing a Borrower's Card..... | 21 |
| <i>Taxpayers and residents of a taxpayer's household of the Smithton Public Library District.....</i> | <i>21</i> |
| <i>Non-Residents</i> | <i>21</i> |
| <i>Staff and Volunteers.....</i> | <i>21</i> |
| <i>Students of Smithton Public Grade School and St. John the Baptist Catholic</i> | <i>21</i> |
| Responsibility | 22 |
| Unauthorized Use | 22 |
| Invalid Cards..... | 22 |
| Lost Cards | 22 |
| Privileges..... | 22 |
| Patron Conduct..... | 23 |
| Library Rules..... | 23 |
| Routine Banking Procedures | 24 |
| Safe Child Policy..... | 25 |
| Unattended Children Parental Notification Letter | 25 |
| Social Media Policy | 26 |
| Procedures | 26 |
| Staff Responsibilities..... | 27 |
| Public Terms of Use..... | 27 |
| Presence | 28 |
| Volunteers | 29 |
| Appendix | 30 |
| The Freedom to Read..... | 30 |
| Freedom to View..... | 33 |
| Library Bill of Rights | 33 |
| Patron Confidentiality | 34 |
| See Also | 34 |
| Bylaws of the Smithton Public Library District Board of Trustees..... | 34 |
| Illinois Library Laws and Rules : In Effect January 2010 | 34 |
| Smithton Public Library District Employee Handbook | 34 |

Introduction

These policies, in conjunction with the Smithton Public Library District Employee Handbook (Personnel Policies) and the Bylaws of the Smithton Public Library District Board of Trustees, approved by the Board of Trustees of the Smithton Public Library District, in addition to applicable library law found in the Illinois Compiled Statutes, serve as the governing documents for the operation of the Smithton Public Library District.

Mission Statement

The Smithton Public Library District provides a gateway to information resources with the goal of building community, promoting education, and nurturing a lifelong love of reading.

Vision Statement

The Library is a primary resource for the pursuit of lifelong learning and knowledge.

Values Statement

Access • Intellectual Freedom • Outreach • Service • Stewardship

Governance

The Smithton Public Library District (SPLD) incorporates territory in and around the village and township of Smithton, Illinois. The governing body of the Smithton Public Library District is the Board of Trustees, composed of seven board members elected to four-year terms. The SPLD derives its authority to operate from the Public Library District Act of 1991 (75 ILCS 16) and other provisions found in the Illinois Compiled Statutes (See *Illinois Library Laws & Rules : In Effect January 2010*).

Organization

The Board of Trustees is responsible for levying taxes, approving budgets and appropriations, adopting policies, ordinances, and resolutions, hiring a qualified Library Director to implement policies and carry out day-to-day operations of the library, evaluate the director, and if necessary, dismiss the director.

The Library Director is responsible for all day-to-day operations of the library, including but not limited to: hiring, evaluating, and dismissing staff, collection management decisions, library programming, library technology, and library promotion. The Library Director reports to the Board of Trustees.

SPLD Staff is generally composed of the following full and part-time positions:

Library Director
Assistant Librarian
Circulation Clerk
Periodicals Clerk
Accounting / Bookkeeper
Page / Library Assistant

All SPLD staff report directly to the Library Director unless otherwise specified *explicitly* by the Library Director.

SPLD Memberships

In order to provide patrons with the greatest possible resources, the Smithton Public Library District is a full member of the Illinois Heartland Library System and OCLC.

The Smithton Public Library District is also an institutional member of the Illinois Library Association and a member of the Smithton Chamber of Commerce.

Illinois Public Library Core Standards

The Smithton Public Library District affirms and adheres to the Illinois Public Library Core Standards found on p. 2 and 3 of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. These standards are considered essential to the foundation of quality library service to Illinois residents by the Illinois Library Association and the Illinois State Library.

ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement

In compliance with Core Standard 5, The Smithton Public Library District affirms and adheres to the American Library Association's statements regarding the Freedom to Read, the Freedom to View, and the Library Bill of Rights (see Appendix).

Adopted by Resolution of the Board September 15, 2011. Mission Statement, Vision Statement and Value Statement updated per Strategic Plan wording, passed by board resolution on Oct 20, 2016.

Authority to Close the Library During Normal Operating Hours

The Library Director or his or her designee may, at his or her discretion, may close the library to the public during normal operating hours for the purposes of: adverse weather, carpet cleaning, all-staff meetings, or during instances where the staff and public's safety would be endangered through their presence in the library building.

In the event of adverse weather, the Library Director (or designee) will determine whether the Smithton Public Library District will close early, open late, or close for the day.

Road conditions as reported by the Illinois State Police and/or closings of Smithton and Freeburg school districts will be taken in to consideration in adverse weather events.

In the event of closure or reduction of hours, all employees scheduled to work that day will be contacted by the Library Director (or designee). Local media will be contacted by the Library Director (or designee) to list the Library as closed and/or events cancelled. An employee who lives within Smithton may also be asked to go to the library to place a notice of closure "due to weather conditions" on the door if possible.

Authority to Spend

In carrying out the day-to-day operation of the Library, the Library Director expends funds in a judicious manner. The authority to spend tax monies is vested with the Board of Trustees through the Budget and Appropriations Ordinance, passed annually.

As such, the Library Director of the SPLD is authorized to spend up to \$500.00 on any single item without prior board approval.

The Library Director of the SPLD is authorized to spend up to \$1,500.00 on any single item with the approval of the finance committee.

The Library Director of the SPLD is authorized to spend up to \$20,000.00 on services, materials, equipment, or supplies only with the approval of the full board.

The SPLD may spend in excess of \$20,000 with a single vender only after completing the formal bid process as described in Illinois State Law.

In the case of extreme emergency, the Library Director of the SPLD may spend, with the approval of any two library board members, an amount not to exceed the threshold requiring a formal bidding process (\$25,000 as of 2017).

Bloodborne Pathogens Policy

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Smithton Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
- B. Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
- C. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
- D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.
- E. Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

The Bloodborne Pathogens Policy was adopted
by the Smithton Public Library District Board on June 16, 2016.

Circulation Policy

The Smithton Public Library District will abide by all circulation and resource sharing policies and requirements put in place by the Illinois Heartland Library System and OCLC. If the requirements of the IHLS or OCLC are contradicted by a local policy, the IHLS or OCLC requirement shall take precedence.

Loan Period and Fines Schedule

Books, general material: 3 week loan period, 15 cents per day late fee

Videos, Video Games* and Fishing Poles*: 1 week loan period, \$1.00 per day late fee

Music recordings: 1 week loan period, 50 cents per day late fee

Equipment: 2 week loan period, \$5.00 per day late fee

Items must be returned to the library by closing time on the due date for late fees not to be incurred. Fines will total no more than the replacement cost of an item.

Lost or damaged items will result in a charge for the replacement value of the item.

A balance of \$5.00 or more on a patron account will result in the suspension of library privileges until the fine is paid **in full**.

Claims Returned

If a patron claims an item is returned, but the item cannot be located, the item will be marked as “claims returned.” If an item is later found at the library, the “claims returned” status will be removed. If the item is later returned by the patron, it shall be treated as a normal overdue item. After 3 “claims returned” items are posted to a patron’s record, additional “claims returned” items will be treated as lost items and the patron’s account will be charged for replacement.

Failure to Return Library Materials / Pay fines and fees

Failure to return library materials or to pay charged fines and fees may result in collections proceedings. Theft of or failure to return library materials will be prosecuted to the full extent of the law. Patrons will be responsible for any collection and/or court cost incurred by the library in its efforts to secure the return of material or payment of fines.

Borrowing Limits

At any one time, a patron may borrow up to 15 books, 5 videos, 5 audio recordings, and 5 magazines.

A household may check out 2 fishing poles and 2 video games at any one time.*

Adopted by Resolution of the Board September 15, 2011

*Revised January 15, 2015 per SPLD Board Resolution.

Collection Development and Management

This policy must be reviewed biennially per 75 ILCS 16 §30-60

Guiding Collection Development Philosophy

As a small public library, the Smithton Public Library District (the library) strives to maintain current, relevant, and unbiased general-interest collections to satisfy the information and entertainment needs of our patrons. General purpose reference collections are also developed and maintained for the basic research needs of our patrons, and the library will develop finding aids for freely available on-line reference and entertainment content (which may included, but is not limited to: websites, research guides, open-access gray literature repositories, podcasts/vodcasts, U-Tube videos, etc.) and open-access research material to serve patrons who would like to carry their research further.

The library will consider one or a combination of factors when selecting material for collections, including but not limited to: patron demand, availability; suitability of subject, format, and level for intended audience; published and/or broadcast reviews; authority and significance of the author, composer, filmmaker, etc.; reputation of the publisher or producer; timeliness and/or permanence; quality of writing, design, illustrations, or productions; relevance to community needs; potential and/or known demand; comparison with our existing materials on the same subject; accessibility of the same material in the geographic area or through the local consortia ; placement on best seller lists, and cost.

The Smithton Public Library District supports the ALA's Freedom to Read policy and Library Bill of Rights (see **Appendix**).

Responsibility for the Selection of Library Materials

The Library Director is responsible for the selection of library materials. Selection duties may be delegated, in part, to appropriate staff members whose selections will then be approved by the Director before purchase is made. Input from the public regarding the selection of materials is encouraged and efforts will be made to acquire requested materials if they are not available through the consortia and are appropriate for the library collections.

Collection Organization

The collection is organized as follows, and developed within these divisions:

- Special Collections - Local History
- Reference
- Adult Non-fiction
- Adult Fiction
- Children's Non-fiction
- Children's Fiction
- Young Adult Non-fiction
- Young Adult Fiction
- Periodicals
- Electronic Databases and Resources

Specific guidelines in Addition to the Guiding Collection Development Philosophy

Special Collections - Local History : The library will collect material, including ephemera, relating to local history as space allows.

Reference : Certain ready-reference materials such as almanacs, atlases, dictionaries, encyclopedias, etc. will be maintained on a non-circulating basis. In effort will be made to discovery of freely-available electronic resources and developing patron usage of these materials where available.

Adult Non-fiction : General interest collecting should be considered with priority given to current popular titles. Additionally, the library will maintain current and relevant collections in the topics of: Cookery, Genealogy, and Local Interest.

Children's and Young Adult Non-fiction : Collections relevant to school work and homeschooling activities will be maintained and kept current. A collection of college-prep and college-search materials will be maintained and kept current as well.

Electronic Databases : The library will provide access through its website to databases provided through agreements with the Illinois State Library, GateNet, and the Illinois Heartland Library System

Audio, Video, and other formats

The library will maintain a collection of audio books, videos, etc. in the format appropriate to prevailing technology to support the collection as a whole as the Library Director sees fit. Due to space limitations, the library cannot maintain comprehensive collections in these formats and priority will therefore be given to popular materials as determined by: patron requests, reviews, awards, etc.

The library may develop other supporting collections for use within the library for circulation, including but not limited to: board games, toys, video games, technological hardware (computers, video cameras, iPods, etc.), and so forth.

Collection Maintenance and Weeding

The condition of material is to be evaluated by library staff when material is returned to the library. If the condition of an item has deteriorated in such a way that the condition discourages use of the item, library staff will determine if the item is to be repaired or replaced. Unless an item is out-of-print, it will generally be replaced if the required repair work is extensive.

Circulating material that has not circulated for two years is to be considered for removal from the collection, with exceptions made at the discretion of the Director for canonical literature and non-fiction materials. Reference and non-fiction material whose information has become out-of-date or shown to be inaccurate is to be removed from the collection and discarded.

Periodicals are kept for one year and then discarded.

Final decision to discard items from the library collection rests with the Library Director.

Items removed from the collection that are not out-of-date or shown to be inaccurate will be placed in the next library book sale. Any books remaining at the end of the sale are to be donated to charitable organizations.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Smithton Public Library District agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

This is in accordance with the library's membership in the Illinois Heartland Library System and OCLC.

Donation Policy

The library may accept donations of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she sees fit. Donated materials are subject to the same discard policies as other library materials. The same criteria of selection which are applied to purchased materials are applied to donations. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by this policy. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the Director if no specific book is requested. The Smithton Public Library District encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Challenges

Citizens wishing to comment on the appropriateness of a specific item in the collection may submit a "Request for Reconsideration" letter. This letter is to be submitted to the Library Director, who will refer the matter to the appropriate library staff member for consideration. The library staff member will examine the item and gather reviews and other pertinent information and recommend to the director what further steps should be taken. The director will make a written response to the patron within thirty days. If not satisfied, the patron may appeal to the Smithton Public Library District Board, which makes the final decision. Neither the Library Director nor the Board are under any obligation to remove challenged materials from the library collections.

Display Space and Exhibits

The Smithton Public Library District maintains bulletin boards and display cases for the exclusive purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes, or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.

A public announcement bulletin board is located in the library foyer. The public is welcome to post materials on this board as space allows. Library legal documents will take precedence over all other materials and library staff may decide, without notice, to remove postings to this board.

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library, and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library, and will take no extraordinary measures to insure its safety.

Equipment and Computer Use

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing, i.e. all fines have been paid, all overdue materials have been returned, and any lost materials have been paid for.

Anyone under the age of 10 must be accompanied by a parent or guardian while using library equipment or computers. Reservations for equipment or computer use can be made at the circulation desk on a “first come, first served” basis. However, all patrons shall log in via the PC Reservation software to use the computers.

Copyright laws forbid duplication of copyrighted software and recordings. The Library restricts the use of personal software on library computers.

Internet Use Policy

1. While Internet service is provided on Library computers, the Library makes no guarantee that Internet service will be available at any given time. If the Library's Internet service is unavailable for a known reason, users will be notified, if possible.
2. Library Internet computers are available for use on a first-come first-served basis. Patrons may sign-up at the Circulation Desk if there are no computers available.
3. Use of computers is limited to one person per computer at a time. Exceptions may be granted by library staff.
4. Patrons are to read the Internet Use Policy and abide by it. The Library reserves the right to restrict computer use based on violation of the Internet Rules.
5. There is a 30-minute per session limit on the use of the computers. The Library's software manages patron sessions on the computers and patrons will be notified of the time remaining in their session. Sessions may be renewed for an additional 30-minutes if no one is waiting. Parents are responsible for children 15 and under using Library Internet computers. There are very limited exceptions to the library's time limits on the Internet computers.
6. The library is not responsible for the content of any materials accessed through the Internet. Parents or guardians, NOT the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parental supervision of children searching the Internet is advised.
7. Use of headphones is permitted at Library computers, however, you must maintain a volume low enough not to disturb others. If Library staff receives complaints, or if your audio can be heard at the Circulation Desk, you will receive one warning to turn down the headphones. If not compliant, your session will be terminated without further warning and you will be unable to use the Library computers for the remainder of the day.

8. Inappropriate use of the Internet may result in suspension or revocation of Internet use.

The following activities are unacceptable:

- Use of the Internet for any purpose that results in the harassment of others.
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or security procedures.
- Downloading (FTP) any software to library computers or to a disc.
- Contacting a source that contains lewd, obscene, and/or pornographic material.
- Participating in and/or observing a chat and/or instant messaging session that contains lewd, obscene, and/or pornographic material.
- Copying a program from the hard drive for personal use--this is a violation of federal law.
- Introducing viruses into the library's software, databases, or e-mail in any way, re-arranging the computer desktop, or harming any library computers, networks, software, or automation systems in any way.
- Violating federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

9. Cost for printing materials from the computer shall be \$0.15 (fifteen cents) per page for black and white copies and \$0.50 (fifty cents) per page for color copies. Double-sided black and white copies are \$0.20 (twenty cents) per page, and double-sided color copies are \$0.75 (seventy-five cents) per page. ***No exceptions will be made to this, even if you supply your own paper.***

10. The Library also provides a wireless network for public use. Appropriate use of this network is subject to the same rules as use of the library's computers.

Additionally, the Smithton Public Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. **Unsupervised minors must have a valid library card to use the library's computers.** Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

Adopted by Resolution of the Board September 15, 2011; Revised on October 19, 2017.

Fees for Library Services

Certain library services are offered on a fee for service basis. The fee schedule is as follows:

Copies: 15 cents per page.

Computer printouts: 15 cents per page for black ink printing or 50 cents per page for color. Providing your own paper is permitted, however the same fee applies.

Fax/transmission: 50 cents per page send or receive. Faxes cannot be sent to non-US telephone numbers.

Library staff will make every effort to ensure that faxes are sent properly, however, the Smithton Public Library District assumes no liability for proper transmission. If your recipient does not receive your fax, we will resend it at no further cost.

The Smithton Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Laminating: 50 cents charge per linear foot.

Holidays

The following legal holidays will be observed by the Smithton Public Library District. The library will be closed, no open meetings conducted, and salaried employees will receive compensation:

New Year's Day

Martin Luther King Day

Lincoln's Birthday* (Library open, no open meetings conducted)

Washington's Birthday (President's Day)

Memorial Day

Independence Day

Labor Day

Columbus Day

General Election Day* (Library open, no open meetings conducted)

Veteran's Day

Thanksgiving* (Library closed Thanksgiving Day, library open the Friday following, though no open meetings will be conducted)

Christmas Eve – The library will be open 9 AM – 12 PM.

Christmas

New Year's Eve – The library will be open 9 AM – 5 PM.

When a legal holiday falls on a weekend (Saturday or Sunday), the Illinois State Calendar will set precedent for observance dates.

Adopted by Resolution of the Board September 15, 2011; Revised on February 20, 2014.

Hours of Operation

The Smithton Public Library District maintains consistent, posted hours of service during which all services of the Smithton Public Library District are available to patrons. Those hours are:

| | |
|-----------|-----------------------|
| Monday | 9:00 a.m. – 8:00 p.m. |
| Tuesday | 9:00 a.m. – 8:00 p.m. |
| Wednesday | 9:00 a.m. – 8:00 p.m. |
| Thursday | 9:00 a.m. – 8:00 p.m. |
| Friday | 9:00 a.m. – 6:00 p.m. |
| Saturday | 9:00 a.m. – 5:00 p.m. |
| Sunday | Closed |

A book drop is available for the return of material during the hours the library is closed.

The Illinois Freedom of Information Act

5 ILCS 140

This policy must be revised at the first Board Meeting of every fiscal year to reflect current information and the revised information then be physically posted and made available on the library website.

Whereas the Smithton Public Library District (hereafter referred to as SPLD) is a public body and subject to the Illinois Act 140, namely the *Freedom of Information Act*, the SPLD is required to provide the following information for inspection, review, and copying, pursuant to 5 ILCS 140 §4.

5 ILCS 140 §4 (a)

1. The purpose of the SPLD is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is attached.
3. The total amount of operating budget for Fiscal Year 2018 is **\$209,932.63**.
4. The SPLD maintains one (1) office, the location of which is: 109 S. Main Street, Smithton, IL 62285.
5. The SPLD employs one (1) full-time employee and approximately ten (10) part-time employees.
6. The SPLD is governed by an elected Board of Trustees, numbering not more or less than seven (7) members. Board members are: Ronald Mense (President), Donna Reifschneider (Vice President), Steven Jines (Secretary), Ann Hart (Treasurer), Jacquelyn Billings, Brett Clasquin, and Anthony Gilbreth.

5 ILCS 140 §4 (b)

Any person may request the information and the records available to the public in the following manner.

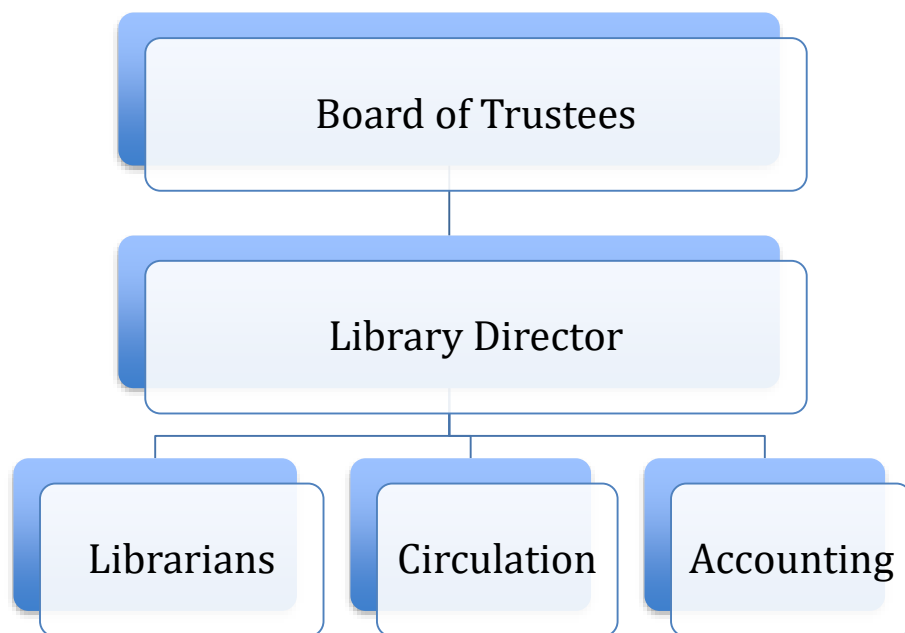
- Use request form. (FOIA request form)
- Your request should be directed to the FOIA Officer, Library Director Jenna Dauer or Board Vice-president Donna Reifschneider.
- To reimburse the SPLD for actual costs for reproducing the records.
- Records which exist in electronic format will be supplied in electronic format specified by requester, if feasible. The cost of recording medium to store the electronic records for the requester will be charged to the requester.
- There is no fee for the initial 50 pages of black and white copies requested. Additional pages shall be 15 cents per page.
- The office will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to properly respond.

- Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- You may appeal the decision of the FOIA officer to the Library Board of Trustees.
- The place and times where the records will be available are as follows:

9 a.m. to 4 p.m.

Monday thru Friday

Smithton Public District Library, Administrative Offices



Smithton Public Library District Organizational Chart

Adopted by Resolution of the Board September 15, 2011, updated at every August Smithton PLD Board meeting.

LED Sign Non-Library Message Policy

The primary purpose of the Smithton Public Library District's LED sign is to promote library events. As a service to the community, a limited number (no more than 2 at a time) of non-library messages may also be displayed at the Library Director's discretion. However, non-library messages must not detract from the library's messages and must follow the guidelines listed below:

- Messages must be of benefit to entire community
- Messages must not be religious in nature (however, messages about church events for the community are permissible, such as Trunk-or-Treat)
- No political messages allowed
- No personal messages allowed (Happy Birthday, Congratulations, etc.) unless the message pertains to library staff, volunteers, or trustees
- Messages advertising non-library fundraisers or fundraising events are prohibited (To be considered a fundraiser, an admission charge, donation, or purchase would be required for any participation. If participation is possible without making a purchase, donation, or payment of admission to a particular organization, then the event is not classified as a fundraiser.)
- No message meant to advertise for a business or other for-profit organization will be allowed.

All messages are subject to approval by the Library Director and limitations of space available on the sign. Messages will be accepted on a first-come, first-serve basis.

Messages should be submitted in writing to the Library Director for consideration. Messages should be short and specific. Messages should include date, time, and location of event.

Examples of acceptable messages:

Tiger Cub Round-up August 20th @ Smithton School
Turner Picnic this weekend!
St. John's Picnic this weekend
4-H Fair June 8 @ Turkey Hill Grange

Adopted by Resolution of the Board September 15, 2011

Meeting Space

The Smithton Public Library District does not maintain a meeting room for public use. Therefore, use of the meeting space by an outside organization is disruptive to normal library operations and not allowed.

Outside organizations may host programs at the library that are 1) free and open to the public, 2) serve the library's mission, vision, and values.

Such programs are subject to approval by the library director or the Board of Trustees.

Obtaining a Library Card

Requirement of a Card

Books and other library materials may be borrowed for use outside the library by presenting a valid library card obtained at this library, any other GateNet member library, or any library within Illinois that maintains a reciprocal borrowing agreement with GateNet member libraries.

Obtaining a Card

Borrower's cards are issued free to an applicant who is a tax-payer, or lives in the household of a taxpayer, of the Smithton Public Library District. Cards are issued for a 3-year period and are renewable upon request.

A person who lives outside the Smithton Public Library District limits may receive a one-year borrower's card upon application and payment of a non-resident fee.

Procedure for Issuing a Borrower's Card

Taxpayers and residents of a taxpayer's household of the Smithton Public Library District

Present proof of identity, residency, and/or ownership by:

1. Presenting a photo ID
- AND
2. Real estate tax bill, lease agreement, or utility bill showing a legal residency within the Library District.

Minors age 5-15 must be accompanied by a parent or legal guardian to obtain a borrower's card.

Non-Residents

Non-residents of SPLD, who are not resident of any other Library taxing district or body, may obtain a card, valid for one year, by paying the non-resident card fee and presenting photo identification.

Staff and Volunteers

Staff and Volunteers shall be issued a borrower's card for the duration of their service with SPLD.

Students of Smithton Public Grade School and St. John the Baptist Catholic

This Section applies to students of Smithton Public Elementary School and St. John the Baptist Catholic School in Smithton, Illinois who are not residents of the Smithton Public Library District, any other Illinois library district, or resident of the jurisdiction of any Illinois municipal library.

Student cards are contingent on an established written agreement between the Smithton Public Library District and St. John the Baptist Catholic School.

Obtaining a Card

Such students may obtain a student card at the library when accompanied by their teacher OR a parent (or legal guardian) and proof of current enrollment in the stated schools.

Rights and Responsibilities

All rights and responsibilities conveyed by such a student card are the same as those stated elsewhere, except that the term of the card shall expire on the last day of the current school year, OR when the child ceases to be enrolled in one of the stated schools.

Additionally, student cards are to be used only during class trips to the library by the card-holder. Such cards **may not** be used to check out materials for family members.

Responsibility

The holder of a valid library card is legally responsible for all library materials borrowed on the card. In the event that the holder of the library card is a minor, the parents or legal guardian will be held responsible for library materials borrowed on the card.

Unauthorized Use

In the event that a valid library card is borrowed, lost, stolen, otherwise put to unauthorized use, the registered holder is held legally responsible for materials borrowed on the card until such time she/he notifies the librarian and requests that the card be invalidated. After that it shall be the responsibility of the librarian to prevent any further unauthorized use by confiscating any and all invalid cards presented to her/him.

Invalid Cards

A library card shall remain valid for 3 years (1 year for non-residents), or until such time as it is invalidated by one of the following events:

Registered holder

- (a) dies
- (b) moves out of Smithton Public Library District
- (c) returns card for cancellation
- (d) has borrowing privileges revoked
- (e) notifies the librarian that she/he is no longer responsible for use of the card.

Lost Cards

When a borrower's card is reported to be lost, stolen, or damaged, a new card may be issued. A \$2.00 fee will be charged for all replacement cards.

Privileges

Pursuant to the American Library Association's *Library Bill of Rights*, which states, in part, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views," the Smithton Public Library District will not limit the use of any library material or service by any cardholder.

Adopted by Resolution of the Board September 15, 2011
Revised October 24, 2013, April 21, 2016.

Patron Conduct

The Board of Trustees of the Smithton Public Library District 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 others or acts in a manner inconsiderate of others may be asked to leave. Should an offender not leave when asked to do so, the police will be summoned. Additionally, library privileges may be restricted at the discretion of the library director in response to violations of this policy.

These rules are effective within the library building, its grounds, and in any library-hosted event.

Library Rules

1. Loud, offensive, or threatening language or disruptive behavior will not be permitted. Any behavior that disrupts or interferes with the operation and/or use of the library is prohibited.
2. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited.
3. Soliciting, petitioning, loitering, or any other activity that would interfere with the normal flow of library business is prohibited.
4. Theft, mutilation, or vandalism of library property is prohibited.
5. Users will be appropriately attired, including shirts and shoes.
6. Food and beverages are not permitted at the library's computers. Beverages in containers with secure lids are permitted in the library generally. The definition of such beverage containers is the library director's discretion.
7. Smoking or use of any tobacco product or the use of alcohol is not permitted in the library, on library property, or within 15 feet of the building.
8. Bicycles or other vehicles may not be parked in a manner that blocks or hinders entry to the library.
9. Animals are not permitted in the library, except for companion (working) dogs for the physically disabled and/or for the purpose of library programming.
10. Parents should be aware of and comply with the library's Safe Child policy.
11. Restrooms are not to be used as a bathing facility or by more than one person at a time (except in the case of assisting a small child or where assistance is otherwise required).
12. Library telephones are not for personal use. Library staff may make an exception in case of emergencies.
13. Cell phones and other electronic devices should not be used in a disruptive manner.

Adopted by Resolution of the Board September 15, 2011

Routine Banking Procedures

The Library Director and Bookkeeper of the Smithton Public Library District are authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipt.

The designated board members of the Smithton Public Library District, Library Director, and Bookkeeper who have signed a blank signature card are authorized to transfer funds from one library account to another library account for payment of regular library bills which have been approved by the Board of Trustees. The Library Director and Bookkeeper are authorized to make payments on regular bills on behalf of the Treasurer and other payments as approved by the Board of Trustees.

For day-to-day expenses, a business credit card will be maintained for use by the Library Director in accordance with the "Authority to Spend" policy. A full accounting of charges on the card must be given each month.

Pursuant 75 ILCS 16 § 35—25, district monies shall be kept in accounts as follows:

Corporate Tax Collections (authority under 75 ILCS 16 § 35—5) shall be deposited in an account known as the "Library Fund".

I.M.R.F. Tax Collections (authority under 40 ILCS 5 § 7—105; 7—171) shall be deposited in an account know as the "I.M.R.F. Fund".

Audit Tax Collections (authority under 75 ILCS 16 § 30—45 and 50 ILCS 310 § 9) shall be deposited in an account know as the "Audit Fund".

Liability Insurance Tax Collections (authority under 75 ILCS 10 § 9—107) shall be deposited in an account known as the "Insurance Fund".

Social Security Tax Collections (authority under 40 ILCS 5 § 21—110; 21—110.1) shall be deposited in an account known as the "Social Security Fund".

Building Maintenance Tax Collections (authority under 75 ILCS 16 § 35—5) shall be deposited in an account known as the "Maintenance Fund".

Special Reserve Funds (authority under 75 ILCS 16 § 40—50, established by SPLD Ordinance 10-02) shall be deposited in the "Library Fund" or in Investment accounts in accordance with the Investment Policy.

As a minimum, the following persons shall be signatories on accounts: Board Treasurer, Board President, Library Book Keeper, and Library Director. When physical checks are commonly drawn on an account, the Board will appoint members of the Board, sufficient for convenient financial operation of the District, to be signatories.

The Bookkeeper shall establish such accounts on behalf of the Board and, when possible, within a single financial institution to allow for expedient transference of funds between accounts when necessary (investment accounts excepted).

In the case of checks, two signatures shall be required for a check drawn on a Smithton Public Library District account to be valid. Whenever possible, one signature shall be that of a member of the Board of Trustees. **Adopted by Resolution of the Board September 15, 2011**

Safe Child Policy

Parents or legal guardians are responsible for the behavior of their children while they are in the Library, on Library grounds, or participating in Library activities. The Smithton Public Library District staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers or disciplinarians. The library also cannot and does not assume responsibility for unattended children.

Children under the age of 10 must be accompanied and directly supervised at all times by a parent or other responsible caregiver (caregivers must be 13 or older). When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive. Under no circumstance will library staff drive an unattended child home.

Tweens (Children age 10-17) may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct and demeanor.

The Smithton Public Library District will not restrict access to library materials or services to anyone solely on the basis of age. Supervising the use of the library by children is the responsibility of parents or legal guardians, not library staff.

In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parents but in no instance will staff take young people home. The following letter will be sent to the child's parents or guardians in such instances:

Unattended Children Parental Notification Letter

Dear _____,

The Smithton Public Library District has recently experienced an incident involving your child, _____, where they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's Safe Child Policy is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Sincerely,

Board President or Library Director

Adopted by Resolution of the Board September 15, 2011

Social Media Policy

Definition: The Smithton Public Library District recognizes Social Media as an integral part of today's information marketplace and an essential source of information and content in many people's daily lives. For the purpose of this policy, Social Media is defined as any web-based interactive platform via which individuals and communities co-create, share, and modify user-generated content. Examples of Social Media websites include, but are not limited to: Digg, Facebook, Flickr, LinkedIn, MySpace, Pinterest, Twitter, Reddit, YouTube, Wikipedia, etc.

The Smithton Public Library District (SPLD) endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between SPLD staff, library users, and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its users.

Social media tools employed by the library will be selected to enhance or provide cost-effective means to deliver such library functions as:

- Community outreach, marketing, and publicity
- Education of the community in the use of library resources
- Reader's advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children
- Reading incentive programs for children and youth
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the library
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration.

Library social media offerings are intended to create a welcoming and inviting online space where library users will find useful and entertaining information. In some forums, users may be able interact with library staff and other library users, as detailed below.

Procedures

1. Official staff participation by SPLD in social media sites or pages and online communities (not individual posts) shall be approved in advance by the Library Director.
2. Where possible, each social media page should clearly indicate that it is maintained by SPLD and should have SPLD contact information prominently displayed.
3. Where possible, each social media page/profile should include an introductory statement that clearly specifies the purpose and scope of the library's presence on the website.
4. Where possible, social media pages should link to SPLD's official website and this social media policy.
5. If user discussion and contribution is invited on library created and maintained social media sites, it shall be subject to the Public Terms of Use found below. This shall be clearly indicated on the social media page that invites participation.

6. Whereas content posted to Social Media Sites by the library is considered public record, SPLD will make a reasonable effort to retain such content on the library's computers. Content subject to Freedom Of Information Act requests will be retained in accordance to the State of Illinois records retention policies and/or only posted to sites that maintain indefinite retention (i.e. Facebook).

Staff Responsibilities

1. When representing SPLD via social media, personnel shall:
 - a. Conduct themselves at all times as representatives of SPLD and, accordingly, adhere to all associated standards of conduct;
 - b. Identify him or herself by name as SPLD personnel;
 - c. Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of SPLD's Privacy Policy;
 - d. Not represent postings as official SPLD policy, unless this has been clearly approved by the Library Director;
 - e. Not conduct political activities or private business.
2. SPLD personnel shall observe and abide by all copyright and trademark restrictions in posting materials to electronic media.
3. In regards to personal use of Social Media, the SPLD respects the privacy and freedom of speech of all SPLD staff (including volunteers) and will therefore make no effort to monitor employee's personal use of social media. Use of social media during working hours should be limited to work-related tasks (such as following applicable trends, reading posts from other libraries, and other research activities). Other personal use of social media during working hours should be limited to breaks. Noticeable overuse of social media for personal reasons may be cause for disciplinary actions.

Public Terms of Use

1. SPLD has no affiliation with any advertisements or other material posted by third party sites or software found on social media sites and is not responsible for third party content.
2. By choosing to comment on SPLD social media sites, public users agree to these terms:
 - a. Comments are moderated by SPLD staff, and SPLD reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:
 - i. Plagiarized material;
 - ii. Copyright violations ;
 - iii. Off-topic comments ;
 - iv. Commercial material/spam ;
 - v. Duplicate posts from the same individual;
 - vi. Comments containing sexually explicit language or images, or statements that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals;
 - vii. Personal comments about individuals, including attacks, insults, or threatening language
 - viii. Unsolicited images, executable programs or any non-textual content.

- b. Persons who repeatedly violate these terms may be barred from further postings.
- c. All comments are public records, and as such, are subject to public records laws and the State of Illinois records retention schedule. Commenters are urged to protect their privacy. Commenters should not post personally identifying information, including but not limited to: last name, school, age, phone number, address, library card number. SPLD recommends use of a generic username that is not personally identifying. (Staff will use real names for transparency and accountability.)

Presence

As of November, 2012, the Smithton Public Library District maintains a presence on the following Social Media sites:

Facebook: www.facebook.com/pages/Smithton-Public-Library-District

Flickr: Smithton Public Library

Pinterest: SmithtonPublicLib

Twitter: @SmithtonLibrary (account Tweets our Facebook posts)

Volunteers

The Smithton Public Library District recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Smithton Public Library District throughout the year. Volunteers may not replace paid personnel, but may assist in the operations of the library in many ways.

Any person wishing to volunteer for the Library shall apply in person to the Library Director.

Volunteers shall be age 16 or older unless special permission is given by the minor's parents/guardians and an agreement between the minor's parents/guardians and the Library Director is reached. Under no circumstance will volunteers under the age of 12 be allowed.

The Smithton Public Library District also recognizes the risk of injury that can be a part of every activity. For that reason, the board of trustees of the Smithton Public Library District carries the necessary insurance coverage to provide insurance to volunteers who are injured while performing a task assigned by the library director or board of trustees as part of a formal program of volunteerism. This coverage is provided to the same level as accidental injury coverage provided to employees of the library.

Appendix

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

1 . It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

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

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.

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 determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 which draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to

which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

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

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. 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.

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.

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 expended on the trivial; it is frustrated 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 their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, 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 at the

American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Library Association, Association of American Publishers

Subsequently Endorsed by:

American Booksellers Association, American Booksellers Foundation for Free Expression, American Civil Liberties Union, American Federation of Teachers, AFL-CIO, Anti-Defamation League of B'nai B'rith, Association of American University Presses, Children's Book Council, Freedom to Read Foundation, International Reading Association, Thomas Jefferson Center for the Protection of Free Expression, National Association of College Stores, National Council of Teachers of English, P.E.N. - American Center People for the American Way, Periodical and Book Association of America, Sex Information and Education Council of the U.S., Society of Professional Journalists, Women's National Book Association, YWCA of the U.S.A.

Freedom to View

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression. [SEP] [SEP]
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials. [SEP] [SEP]
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content. [SEP] [SEP]
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content. [SEP] [SEP]
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

This statement was updated and approved by the AFVA Board of Directors in 1989.

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. Materials 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.

Patron Confidentiality

By law, patron records are confidential and will be treated as such. Patron information including name, contact information, money owed, items borrowed, etc., will not be given to anyone other than the patron without the patron's permission. For patrons under the age of 16, such information will be provided to parents or guardians upon request.

See Also

Bylaws of the Smithton Public Library District Board of Trustees

Illinois Library Laws and Rules : In Effect January 2010

Smithton Public Library District Employee Handbook