

KEWANEE PUBLIC
LIBRARY
DISTRICT

LIBRARY SERVICE
POLICY

Approved April 11, 2022

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ARTICLE 1

LIBRARY USE POLICY

LIBRARY HOURS

The library will be open Monday, Wednesday, Thursday, and Friday from 9:00 a.m. to 6:00 p.m., Tuesday from Noon to 8:00 p.m. and Saturday from 9:00 a.m. to 1:00 p.m. twelve months of the year.

The library will be closed the following holidays and special events:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Eve (close at 5:00)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The library may close for special circumstances or during an emergency.

USE OF MATERIALS

1. A three-year card may be issued to each person living or owning property within the library district boundaries. Identification including photo and current address is required. Children age 13 through 17 will be issued a Young Adult Card. Children in Kindergarten through age 12 will be issued a juvenile card. All children under 18 may register with a parent or guardian present.
2. Non-residents may obtain an annual family card at a price determined annually according to a formula created by the Illinois State Library. Participation in the nonresident card program must be renewed annually by the board for this provision to apply.
3. Cardholders of other Illinois libraries may use their own library cards to check out materials.
4. There is no limit to the number of items that may be borrowed, except in the case where it is made evident to the library staff that several people may wish to study the same subject. In that case, the Director may limit the number of items and/or renewals.
5. Children are not restricted from borrowing any library materials, except certain DVDs: Children under 13 may only check out G rated DVDs and children ages 13 through 17 may only check out G, PG, and PG-13 rated DVDs.
6. Any item eligible for renewal may be renewed if there is no reserve on it. Renewals may be made by in person, by telephone or online.

PRINT MATERIALS

1. The loan period for books is three weeks. **Exception:** Materials designated “New” have a loan period of one week.
2. Reference books may be checked out at the discretion of the librarian on duty.
3. The loan period for periodicals is one week. Current issues may circulate.
4. All print materials may be renewed twice unless they have a hold.
5. Print materials may be returned in the outdoor drop box unless the item is clearly marked otherwise.
6. Holds/Reserve lists are allowed for most items. Items on these lists may not be renewed.

DVD MATERIALS

1. The loan period for all DVD items is one week.
2. All DVD materials may be renewed twice unless they have a hold.
3. DVDs may be returned in the outdoor drop box unless item is clearly marked otherwise.

SOUND RECORDINGS (AUDIO MATERIALS)

1. The loan period for all sound recordings is three weeks.
2. All audio materials may be renewed twice unless they have a hold.
3. Audio materials may be returned in the outdoor drop box unless item is clearly marked otherwise.

Games and Toys

1. The loan period for all games and toys is three weeks.
2. All games and toys may be renewed twice unless they have a hold.
3. Games and toys may not be returned in the outdoor drop box.

Other Library Charges and Lost and Damaged Materials

1. Library card holders will be charged the current cost for replacing a lost library card.
2. Library card holders will be charged replacement cost plus a processing fee for lost materials and those damaged beyond repair.
3. No materials will be loaned to any person having charges of more than \$5.00 outstanding.
4. A Family Block will be placed on immediate family members of any person with \$50.00 or more in charges.
5. Materials from other libraries, library systems, or institutions may have charges or overdue fines other than those stated above.
6. Any exceptions to the foregoing policies will be made at the discretion of the librarian on duty in consultation with the Library Director.
7. Photocopies, prints, fax services, and lamination are paid services. Current fees for these services will be charged.

ARTICLE 2

GIFTS / MEMORIALS

Gifts:

The collection of the Kewanee Public Library District has been enriched and enhanced by donations of books, periodicals and many other materials. The Library is grateful for these gifts. Final decision on the acceptance of any gift rests with the Library Director and Board of Trustees.

The decision to include gift materials in the collection is based upon the Library's standards of selection, the physical condition of the material and space to house the materials. Donated items that are not added to the collection will be donated to the Friends of the Library for their books sales.

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

All gifts are accepted without stipulation or limitation. The Library does not commit to perpetually housing a donation.

Memorials:

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

A bookplate will be placed in the book denoting the memorial gift details.

Donation of Art Objects and Other Types of Materials:

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

Income Tax Statements.

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision to determine the value of the donation.

ARTICLE 3

COMPUTER AND INTERNET USE

(This policy is agreed to online by those using the library's public Internet computers and implicitly agreed to by all Wi-Fi users.)

Computer & Wireless Networks

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

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

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

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

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

Computer & Internet Availability:

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

Please Note:

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

Internet Filtration:

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

Violation of Policy:

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

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

Internet Policy

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

Users Guide to the Internet as a Resource

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

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

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

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

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

Internet Filtration

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

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

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

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

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

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

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

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

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

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

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

Privacy on the Internet

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

Violation of Policy

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

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

ARTICLE 4

MEETING ROOMS POLICY

KEWANEE PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

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

THE FACILITIES

The Community Room is a large meeting room which has a capacity of 100 persons in chairs arranged auditorium style. With tables, the room has a capacity of 75. Meeting room capacity may not be exceeded. This room is located on the second floor and is ADA accessible by the elevator.

CONDITIONS

Organizations not affiliated with the Kewanee Public Library District may use the meeting rooms only when all of the following conditions are met:

1. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
2. The meeting is open to library personnel and to the public. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
3. The organization assumes all responsibility for set-up and clean-up.
4. No fee may be charged, no collection may be taken, and no purchase may be required by those who attend.
5. Meetings that begin and/or end outside of regular library hours will depend on the availability of library personnel.
6. For building security purposes, there is a \$25 fee for meetings beginning outside of regular library hours. There is an additional \$25 fee for each additional hour of use. There is a \$25 per hour fee for meetings beginning during library hours that continue past library closing. Fees are to be paid in advance.

PRIORITIES FOR USE

Priorities for granting use will be as follows:

1. Kewanee Public Library District and library affiliated/sponsored groups.
2. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who is a library district resident.
3. Non-profit educational, informational, cultural or civic groups without a library district resident.

GENERAL MEETING ROOM USE RULES

Requests for meeting room use must be made to library staff in advance. Requests may be made up to 90 days in advance. Requests will generally be honored in order of application. Requests for use by the same group in excess of once each month will only be granted if there are no conflicting requests. An application for meeting room use must be on file.

The contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by these rules.

The library district reserves the right to revise any meeting arrangements scheduled if necessary and to preempt an established reservation upon reasonable notification.

In the event of a building emergency or weather-related emergency, meetings may be canceled.

Use of the meeting room does not constitute library district endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

No publicity for the meeting will involve the library in any way other than as a place of meeting. No group or organization meeting at the library shall use the library as its official address.

No signs, posters, or announcements may be placed anywhere in the building without the express permission of the Library Director.

Groups using the meeting room must comply with all applicable State and Federal laws and regulations – such as hiring an interpreter or providing auxiliary aids required under the Americans with Disability Act when requested by the public.

Groups using the meeting room may not discriminate on basis of race, sex, color, creed, national origin, age, religious belief or handicap, against any person requesting admission to the meeting.

The group agrees to indemnify and hold the Library District harmless from any and all claims, suits, damages costs, losses, and expenses in any manner resulting from or arising out of the group's use of the room. The Library District reserves the right to require a certificate of insurance.

The organization will be responsible for any advance preparations and room set-up, and for leaving the facilities in the same order they were before the meeting. A \$50.00 clean-up fee may be imposed on any group violating this requirement.

The library does not provide porter service to carry supplies and equipment into the meeting room.

Any person or group using the meeting room will be responsible for the cost of repair of any and all damages done to library property.

Groups agree to pay for any security measures that the Library District or law enforcement officials determine are reasonably required in connection with any meeting proposed by the group. At least 48 hours prior to the meeting, groups shall deposit funds with the Library District, as the Library District reasonably deems necessary in light of the relevant circumstances, to cover the cost of such measures.

Refreshment supplies such as paper supplies, kitchen utensils, table service and any foods or beverages are not provided by the library.

Library District audiovisual equipment may be available for use with proper advance request. Library staff is not available to operate equipment.

Smoking and alcoholic beverages are not allowed in any area of the Library.

Groups younger than 18 years old must have adult supervision who assumes responsibility for the group's activities and for the care of property and facilities.

The library is not responsible for lost or damaged items used or left in the building by the group. No items may be stored at the library.

Future use of the meeting room may be restricted or denied for any violation of these rules.

PROHIBITED USES

Gambling activities, including, but not limited to, bingo, raffles and games of chance for monetary prizes or other things of value.

Strictly social functions including, but not limited to weddings, anniversaries, showers, card parties, birthday and social club parties.

Any other activity which, in the judgment of the Library District would materially and substantially interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property.

REVIEW PROCESS

Groups may appeal any decision of the Library District under this Meeting Room Policy to the Board of Trustees.

Such an appeal shall be filed in writing with the Library Director within 10 days after notice of the decision is given to the group. Such notice will be deemed to have been

given to the group when the decision is personally delivered in writing to the group or when notice is sent to the user by first class mail to the registered address.

In the event of such an appeal, the Board of Trustees may hold a hearing for the purpose of hearing evidence relevant to the appeal.

Within 30 days the Board of Trustees will make a final decision regarding the matter.

APPLICATION FOR USE OF MEETING ROOM

Name of Organization_____

Purpose of Meeting_____

Name & Position of Contact Person_____

Address and Phone Number of Contact Person_____

Date(s) of Meeting(s) _____

Time of Meeting (Beginning and Ending) _____

Expected attendance for statistical reporting _____

Agreement

I have received and understand the policies governing use of the library meeting room. I accept responsibility to see that the organization I represent abides by the established rules and regulations.

Signature of Contact Person

QUIET STUDY ROOM

1. The Quiet Study Room may be used for 2 hours. After 2 hours, patrons may continue to use room as long as no one is waiting or requesting the room.
2. Patrons should sign in and out of the quiet study room at the front desk.
3. No loud noise or inappropriate behavior is allowed in the quiet study room.
4. The quiet study room may be used for tutoring on a first come, first served basis.
5. If not being used for programs or other library uses, the Community Room may be used as a quiet study room when necessary.

ARTICLE 5

DISPLAYS & EXHIBITS

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

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

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

ARTICLE 6

KEWANEE PUBLIC LIBRARY DISTRICT

KEWANEE, ILLINOIS

Policy on Confidentiality of Library Records

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

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

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

ARTICLE 7

CODE OF CONDUCT / RULES OF CONDUCT

CODE OF CONDUCT

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

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

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

LIBRARY RULES OF CONDUCT

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

RULES OF CONDUCT

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

ARTICLE 8

SUPERVISION, SAFETY, AND BEHAVIOR OF CHILDREN IN THE LIBRARY

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

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

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

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

ARTICLE 9

INTERLIBRARY LOAN POLICY STATEMENT

The Library endorses and abides by the most recent statewide Interlibrary Loan Code as follows.

Interlibrary Loan Code, 2015

ILLINET INTERLIBRARY LOAN CODE

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

I. Definition

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

II. Scope

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

III. Ethics and Responsibilities of ILLINET Member Libraries

1. Interlibrary loan is a mutual relationship, and libraries are strongly encouraged to supply materials as freely as they request materials.
2. Each library shall develop collections in response to local needs. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries.
3. To expedite State and nationwide resource-sharing initiatives, every ILLINET member library shall strive to enter and maintain its collection and holdings in a regional, statewide and/or national bibliographic database.

4. Each library shall offer and promote the availability of interlibrary loan service to its patrons.
5. Personnel responsible for interlibrary loan in each library shall be familiar with relevant interlibrary loan documents and aids, including interlibrary loan codes and procedures, bibliographic tools, and services.
6. Libraries shall comply with current Copyright Law (17 USC) governing both print and digital resources.
7. Each library shall ensure the confidentiality of the patron (see the Library Records Confidentiality Act [75 ILCS 70]).
8. Each library shall annually review and update its profile in the Resource Sharing Directory in Library Learning (L2) and, if applicable, the Online Computer Library Center (OCLC) Interlibrary Loan Policies Directory.
9. Each library shall have its borrowing policy readily available.
10. Each library shall clearly identify its materials with a current ownership mark.
11. Each library shall collect and annually submit its interlibrary loan statistics to the ISL.

IV. Rights and Responsibilities of the Requesting Library

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

9. The requesting library assumes full responsibility for patron-initiated transactions.

V. Rights and Responsibilities of the Supplying Library

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

VI. Rights and Responsibilities of the Library System

The library system shall:

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

VII. Rush and Urgent Requests

1. "Rush" service requests are those in which the requesting library designates the request to be "Rush" and requires the item to be processed and sent within 24 hours/one working day.

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

VIII. Fees

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

IX. Delivery

1. Primary shipping and transmission:
 - a. Returnables: Every ILLINET member library shall use either the library system delivery service or the ILDS as their primary shipping service for "returnables" within Illinois.
 - b. Non-returnables: Every ILLINET member library shall transmit non-returnable items electronically; however, they shall use alternative options when electronic transmission capabilities are impractical or unavailable.
2. Every ILLINET member library, using either the Library System Delivery service or the ILDS, shall comply with the USPS Private Express Statutes (39 CFR 310.3(a)) and the Letters Carried out of the Mail (39 USC 601(a)). Refer also to the Secretary of State's memorandum "Delivery of Library Materials", November 27, 2012, as the guidelines for determining delivery compliance.
3. Materials shall be packaged to prevent damage or loss in shipment. The supplying library shall notify the requesting library of any special packaging and shipping requirements. The requesting library shall comply with the requirements as stipulated.
4. If the supplying or requesting library chooses not to ship materials via the library system delivery service or ILDS, the libraries shall negotiate alternate shipping methods and conditions prior to shipment of the item.

X. Cooperative Agreements

1. ILLINET member libraries shall comply with the ILL Code.

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

XI. Violation of the ILL Code

1. When violations of the ILL Code initially occur, these procedures shall be followed:
 - a. Library A shall inform Library B about the violations and Library B's failure to comply with the ILL Code.
 - b. Library B is responsible for responding to all notifications on a timely basis and working towards resolution.
 - c. Both Library A and Library B shall document all exchanges.
2. Library A may suspend the interlibrary loan privileges of Library B if Library B fails to correct violations of the ILL Code after having been informed of the violations.
 - a. Such action requires written notification by Library A to Library B, specifying the violations, the terms and duration of the suspension, and a course of action in compliance with the ILL Code that would restore borrowing privileges. A copy of all documentation shall be sent to the library systems of both libraries.
 - b. Library A is responsible for reviewing ongoing circumstances and evaluating reinstatement of Library B's suspended interlibrary loan privileges. Reviews shall be completed on a quarterly basis.
 - c. Library A shall provide written notification of the review and the ensuing decision to Library B and the library systems of both libraries.
3. If violations of the ILL Code continue, the following procedures shall be followed:
 - a. Either Library A or Library B shall request that its library system serve as mediator. The request shall be in writing and sent to the libraries and to the library systems involved.
 - b. The library system acting as mediator shall document:
 - i. The continued ILL Code violations, with copies sent to all libraries and library systems involved.
 - ii. Its role as mediator of the complaint, with copies sent to all libraries and library systems involved.
 - iii. Its negotiation efforts and the results of these efforts, with copies sent to all libraries and library systems involved.
 - c. Ineffective negotiations and continued disregard of the provisions of the ILL Code shall result in the initiation of the suspension process from library system membership (23 Ill. Adm. Code 3030.205).
 - d. The ISL shall act on the recommendation of the library system recommending suspension of system membership.
 - e. Library systems may initiate resolutions of the ILL Code violations independent of notification from member libraries.

GLOSSARY

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

Borrowing Library — See Requesting Library.

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

CARLI — Consortium of Academic and Research Libraries in Illinois.

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

See also CONTU Guidelines.

CCL (Copyright Clearinghouse Legislation) — The requesting library's indication on a photocopy request that the request conforms to the U.S. Copyright Law (17 USC).

Compliance means that the library subscribes to the journal or publication date of the article is more than five years old. No limit on the number of copies requested. The library is still subject to subsection

108(g)(2) of the copyright law that prohibits systematic photocopying of copyrighted materials in such aggregate quantities as to substitute for purchase of or subscription to the magazine.

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

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

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

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

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

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

Copyright Law — The United States copyright law is contained in chapters 1 through 8 and 10 through 12 of title 17 of the United States Code. The Copyright Act of 1976, which provides the basic framework for the current copyright law, was enacted on

October 19, 1976, as PL 94-553. Copyright law is intended to bring about a balance between the rights of creators and owners of copyrighted works and the needs of patrons of those works. Copyright law limits what may be copied, sold and distributed with and without the consent of the copyright owner. The rights of owners are enumerated in section 106, and the limitations on the owner's rights are listed in sections 107-118.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Lending Library — See Supplying Library.

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

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

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

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

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

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

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

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

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

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

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

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

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

Resource Sharing — Making the collections of one library available to the patrons of another library efficiently and effectively. Resource sharing encompasses the technical capabilities, staff expertise and policies necessary to achieve that objective. Resource sharing incorporates activities related to automated discovery tools (including

bibliographic library databases), collection management, bibliographic description, delivery, interlibrary loan, reciprocal access and reciprocal borrowing. Resource sharing is a core system service.

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

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

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

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

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

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

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

User-initiated Transaction — See Direct Borrowing.

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

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

ARTICLE 10

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

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

I. FINDINGS.

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

II. COORDINATOR.

The Director, is designated as the Coordinator to implement the Act and the Rule.

III. THE GRIEVANCE PLAN

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

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

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

- A. The complainant's name, address and phone number;
- B. The relationship of the complainant to the Library;
- C. The basis of the complaint;

- D. The provisions of the Act and implementing regulations allegedly violated;
- E. The date(s) of the alleged violation;
- F. The remedy or relief sought.

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

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

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

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

ARTICLE 11

TEST PROCTORING

General Proctoring Policy

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

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

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

All proctoring must be pre-arranged.

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

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

The library is not responsible for any exam deadlines.

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

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

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

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

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

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

Librarians will not grade examinations.

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

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

PROCEDURES

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

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

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

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

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

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

REAL ESTATE EXAMS

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

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

Adopted: 3/19/12

ARTICLE 12

Library Photography and Video Policy

The library district has significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library district to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library district has adopted the following policy regarding the taking of photographs or videos inside the library building.

1. General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment are to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

2. Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

3. Commercial Photography and Videos

The library district may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library district and is in accordance with the rest of this policy. The library district will charge a fee to offset costs incurred by the library district to provide access to the facility and prior permission must be sought at least one week in advance.

4. Photography and Videos of Materials and Resources

The library district permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

5. Library Photography, Videos, and Recording

The library district may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library district reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

6. Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5ILCS 120/1et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

7. Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library district undertakes no responsibility for obtaining these releases or permissions.

8. Right Subject to Compliance

The library district reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

9. Photographing and Recording

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

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

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

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

Adopted December 8, 2014

Revised Policy Adopted October 2019