

# **DIXON**

## **Public Library**

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### **POLICY MANUAL**

**Adopted January 9<sup>th</sup>, 2017**

**Last amended January 8<sup>th</sup>, 2018**

**The Board of Trustees of the Dixon Public Library adopted this compiled policy manual at its regular meeting on January 9<sup>th</sup>, 2017.**

**Dates of subsequent amendments are noted in each section.**

**This manual replaces all previous iterations of board policy.**



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# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 1. Objectives

### A. MISSION STATEMENT

1. The Dixon Public Library is the place people turn to for the discovery of ideas, the joy of reading, and the power of information. Community needs drive our services. We take a personal interest in ensuring that they are delivered in a welcoming, convenient and responsive manner.
2. It is the mission of the Dixon Public Library to provide access to the universe of information, and especially that information which is of immediate relevance and interest, to the community it serves. Its aim is the enrichment of personal lives with library materials, programs and services available for citizens of all ages. The library provides current, high-demand, high-interest materials in a variety of formats. Special emphasis is placed on providing accurate timely and useful information for community residents.
3. The Dixon Public Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disabled status in the provision of services. The library recognizes that its major concern must be a positive contribution toward the social and intellectual development of the individual and the community.

### B. VISION STATEMENT

1. An inviting place for information, discovery, and enjoyment for a lifetime.

### C. MEANS OF ATTAINMENT

In maintaining these objectives, the following policies shall be observed by board and staff:

1. A high degree of accuracy in records maintained and information given;
2. Cooperation with other civic organizations;
3. An open-minded attitude toward new methods and improvements for better service;
4. A commitment to systematic arrangements, which allow for ease of discovery.

### D. SERVICE PRIORITIES

1. Create young readers
2. Stimulate imagination
3. Provide information
4. Satisfy curiosity
5. Connect to the online world
6. Learn to find, evaluate, and use information

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## Section 2. Library Relationships

### A. LIBRARY BOARD – DUTIES AND RESPONSIBILITIES

1. The Board serves as the basic policy-making body and as such determines and adopts written policies to govern the operation, use, and program of the library. The Board also adopts by-laws for board procedures, as allowed for by applicable law (75 ILCS 5/4-7).
2. The Board determines the objectives and goals of the library.
3. The Board shall employ a competent and qualified Library Director.
4. The Board shall be responsible for the library budget and its general administration.
5. The Board shall work with the Library Director to formulate a budget adequate to carry out the library's goals and objectives, within any limitation of the state law.
6. The Board shall explore all ways of increasing the library's revenue through tapping other sources of available funding.
7. The Board shall cooperate with and encourage full participation in the Reaching Across Illinois Library System (RAILS) and make use of the consultants of the State Library.
8. The Board shall establish, support, and participate in a planned community relations program, allocating responsibility for various tasks to the Library Director.
9. The Board shall seek to extend library service to those who have been reluctant to use it and to those unable to take advantage of customary library service.
10. The Board shall know local and state law, actively support library legislation at the state and national levels, and report regularly to the governing officials.

### B. LIBRARY DIRECTOR—DUTIES AND RESPONSIBILITIES

1. The Library Director shall provide assistance and direction to the Board in setting goals and objectives for the library.
2. The Library Director shall recommend needed policies to the Board and supply examples and sources of information to assist in their decisions regarding them.
3. The Library Director shall carry out the policies as adopted by the Board and shall interpret such policies to the staff and public.
4. The Library Director shall take the primary responsibility for the administration of the library within the framework of the library's goals and objectives, policies, budget, and capital plan.
5. The Library Director shall hire and direct subordinate staff members in line with library

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personnel policies.

6. The Library Director shall prepare an annual budget in consultation with the staff and Board.
7. The Library Director shall prepare and recommend a capital plan to the board.
8. The Library Director shall be responsible for materials selection and purchase according to the library materials selection policy.
9. The Library Director shall attend all Board Meetings and is urged to speak on all subjects under discussion, but has no vote. The Library Director shall prepare a monthly agenda and the necessary reports to present to the Board.
10. The Library Director shall cooperate with and encourage full participation in the Reaching Across Illinois Library System (RAILS) and make use of the consultants of the State Library.
11. The Library Director shall establish, support, and participate in a planned community relations program, allocating responsibility for various tasks according to available personnel and talents.
12. The Library Director shall seek to extend library service to those who have been reluctant to use it and to those unable to take advantage of customary library service.
13. The Library Director shall be knowledgeable of local and state law and recommend pending library legislation to the Board for action as it deems fit and proper.

### **C. OTHER LIBRARY RELATIONSHIPS**

1. Because of the advantages for both the library patron and library staff, the Dixon Public Library shall cooperate with the Reaching Across Illinois Library System (RAILS), participate fully in its program, and through it use the consultants of the State Library.
2. The Dixon Public Library shall cooperate with the local school libraries and any other library or agency in services, programs or undertakings of mutual benefit. Proper legal safeguards and contracts will be required where appropriate, and all such cooperatives will be subject to periodic review.
3. The Dixon Public Library shall establish, support and participate in planned community relations programs, allocating responsibility for various tasks according to available personnel and talents.

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## Section 3. Hours of Operation

### A. NORMAL HOURS

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

Monday:	9 a.m. to 8 p.m.
Tuesday:	9 a.m. to 8 p.m.
Wednesday:	9 a.m. to 8 p.m.
Thursday:	9 a.m. to 8 p.m.
Friday:	9 a.m. to 5 p.m.
Saturday:	9 a.m. to 5 p.m.

### B. CLOSED HOLIDAYS

The Dixon Public Library closes for twelve (12) observed holidays. Those holidays are:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, The Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day

### C. OTHER CLOSURES

The library director has discretion to modify the hours, without prior board approval, for exigent circumstances. Examples would include but are not limited to a power outage and threatening or inclement weather. Information regarding such closures would be publicized on the library's webpage, social media and through local media outlets.

### D. BOOK DROPS

The book drops are available for the return of all material during the hours the library is closed. The book drops are to be used in compliance with the Dixon Public Library Board's Policy on the Loan and Return of Materials.

Adopted by the Board of Trustees: 03/13/2017

Effective Date for new hours of operation: 05/01/2017

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## Section 4. Patron Memberships

### A. GENERAL

1. The primary purpose of this library is to provide library service to the residents of the City of Dixon. In addition, the service shall be available, with special provisions, to non-residents.
2. All information supplied for application purposes is to be considered confidential and will not be released to any individual or organization without proper legal authorization.

### B. RESIDENTS

1. Upon proper application, all residents of the City of Dixon shall be issued library cards which entitle them to use the facilities of the library and withdraw materials.
2. All children in the eighth grade or below, including pre-school children who can sign their own names, may be issued a card when the application is also signed by a responsible parent or guardian.
3. Resident library cards shall be valid for three (3) years from the date of issuance or until termination of residency in the city, whichever comes first.

### C. NON-RESIDENTS

1. Any family who does not reside in the City of Dixon may be issued a card, upon proper application and payment of the non-resident fee, which entitles the members of the family to use the facilities of the library and withdraw materials.
2. Non-resident cards are valid for one year from the date of issuance.
3. The formula to compute the non-resident fee is comparable to the costs to residents of the City of Dixon and is stated in the Illinois Revised Statutes. The fee is established by the Library Board of Trustees.

### D. NON-RESIDENT TAXPAYERS

A Dixon non-resident may apply for a non-resident taxpayer library card if:

1. The individual is not a resident of the City of Dixon.
2. The property described is subject to the library tax of the Dixon Public Library.
3. The information on the application is true and accurate.
4. The individual will not loan, transfer, or give the non-resident taxpayer card to anyone other than to the person to which it is issued. NOTE: This is not a family card, but an individual card only.
5. The applicant must submit a copy of his paid current tax bill indicating the library tax included.

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6. Non-resident taxpayer cards are valid for one year from the date of issuance.

### **E. SYSTEM MEMBERS**

1. According to the agreement signed with the Reaching Across Illinois Library System (RAILS), the Library will honor any valid library card from a RAILS member library.
2. Requests for Interlibrary Loan materials shall be referred to the member's home library. Exceptions to the policy may be made at the discretion of Dixon Public Library staff.

### **F. AGENCY MEMBERS**

1. The purpose of this section is to provide for access to library materials to the greatest number of residents and taxpayers in the library service area and to provide for an efficient method to control the distribution and return of materials to the library.
2. In order to qualify for an agency card, the agency must be a school, daycare, hospital, nursing or group home facility.
3. Each agency may apply for one card. A member of the administrative staff of the agency shall sign the application for the card and shall agree to be responsible for all materials borrowed on that card. At the discretion of the library director, other employees of the agency may use the card; however, the administrative staff person who signs the application will be responsible for all material borrowed on that card. The administrative staff of the agency shall provide a list of all employees authorized to use the card and shall insure that all employees who use the card follow all rules and regulations of the library.
4. If the agency is located within the city of Dixon, there will be no charge for the agency card. If the agency is not located within the city of Dixon, the agency will be required to pay the applicable non-resident fee.

### **G. CONFIDENTIALITY**

1. The registration and circulation records of the Library are confidential information. "Registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials. "Circulation records" includes all information identifying the individual borrowing particular books or materials.
2. No person shall publish or make any information contained in such records available to the public unless such disclosure is permitted under the Library Records Confidentiality Act. (75 ILCS 70/1 *et seq.*)
3. Any request for confidential information shall be brought to the attention of the Library Director. The Library Director may consult with the City attorney before responding to any request for confidential information.

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## Section 5. Patron Rights and Responsibilities

### A. PATRON RIGHTS

#### The individual can expect to:

1. Use the Library without discrimination
2. Receive friendly, courteous, and respectful service
3. Have free and equal access to information
4. Have a clean, comfortable, and pleasant environment
5. Use the Library undisturbed without threat of harm, invasion of property, or interference

### B. PATRON RESPONSIBILITIES

#### To ensure a clean, comfortable, and pleasant environment:

1. Food and drinks are not allowed in the library.
2. Smoking is not allowed anywhere on library premises.
3. Library patrons must not damage or deface library building, materials, equipment, or furniture.
4. Patrons are expected to wear proper attire – a shirt and shoes are required.
5. Loitering or sleeping in the library is prohibited.
6. Library bathrooms shall not be used for bathing, washing hair, shaving, or washing clothes.
7. Patrons who exhibit extremely poor personal hygiene, offensive body odor, or overpowering perfume may be asked to leave the library.

#### C. To ensure the safety of Library Patrons and Staff:

1. A responsible adult or caregiver shall accompany children under age 9 while they are using the library. While in the library, parents and caregivers are responsible for monitoring and regulating the behavior of their children. **(See also – Unattended Children Policy)**
2. All threats of violence or endangering behavior to library staff, or others are prohibited and will be reported to the police. Threatening the safety or rights of another person, violent or disorderly behavior, threats of violence, or possession of a weapon are not allowed in the library building.
3. Sidewalks outside and passageways indoors must remain obstacle-free.
4. The use of skateboards, rollerblades or scooters is not allowed in the library.
5. Library patrons shall not bring animals or vehicles into the Library except as allowed for by applicable law.

#### D. To be courteous and respectful of everyone at the library:

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1. The Library Staff tries to be patient, understanding, and helpful at all times. The same behavior is expected from the patron.
2. Patrons shall refrain from using profane, obscene or abusive language or gestures.
3. Patrons shall not disturb others with loud or disruptive conduct.
4. Library patrons shall be courteous with the use of cell phones by answering calls promptly and briefly. Library phones are for staff use only.
5. Patrons shall abide by the Library's Acceptable Use and Internet Policies when using computers.

### **E. Library Card Responsibility**

1. Patrons shall not lend their individual library card to anyone. Should a library card be presented by anyone other than the person to whom it was issued, that card will be confiscated by library staff.
2. Patrons shall notify the library staff if their library card is lost or stolen.
3. The patron to whom a library card is issued shall be responsible for all fees and charges connected with the use of the card.

### **F. ENFORCEMENT**

1. Violation of the Policy may result in limitation of the patron's library privileges, removal from the premises or criminal prosecution if the conduct constitutes a violation of local, state or federal law.
2. The Library Staff may limit or revoke a patron's library privileges. Patrons whose privileges have been denied may request a review by the Board of Trustees.

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## **Section 6. Loan and Return of Materials**

### **A. PURPOSE**

1. The Library's collection of materials is a shared resource purchased by the taxpayers of the City of Dixon. It is necessary to adopt a policy for the circulation of these materials in order to allow for their availability to the widest number of patrons.
2. When material is not returned in a timely fashion, other patrons are unable to access that material. When material is not returned, other patrons are inconvenienced and the library incurs additional expenses as new materials must be purchased and staff time must be used to locate, order, and catalog the replacement materials. The goal of this policy is to expedite the return or replacement of overdue materials and thereby reduce the inconvenience to other patrons and expense to taxpayers.

### **B. LOAN OF MATERIALS**

1. Loan Limits Per Library Card: 20 Books; 4 DVDs; 4 Magazines; 4 CDs; 4 Audiobooks.
2. Loan Period: All items are checked out for 14 days. All items may be renewed twice unless that item is on hold for another patron. Items may be renewed in person, by phone, or online.
3. Certain materials in the collection are restricted from circulation due to their status as a reference item, their value, or their rarity only.

### **C. RETURN OF MATERIALS**

1. The return of materials can be made by patrons at any time during the library's opening hours to either the adult or youth circulation desks. In addition, patrons may use the library's two book drops for the return of materials with the exception of audio-visual materials. Audio-visual materials must be returned to the circulation desks, due to risk of damage. The book drops are located (1: walk up only) outside the main front door of the library at the north-east corner of the building and (2: drive-up) at the north-west corner of the library building at the end of the drive-up lane at the edge of the parking lot.

### **D. NOTIFICATIONS OF OVERDUE STATUS**

1. After the material is 14 days overdue, the library staff will attempt to make a courtesy call or e-mail to the patron. The staff member will remind the patron that the material is overdue and that fines are continuing to accrue. When appropriate, the staff member will offer to renew the material for the patron. If the patron cannot be contacted by phone, an overdue notice will be mailed.
2. After the material is 28 days overdue, a letter will be sent asking the patron to return the material or pay the replacement cost. (That amount will be included in the letter.) Borrowing privileges will be suspended if not previously suspended due to fine accrual.

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3. A final letter will be sent periodically to patrons with long-overdue materials. This letter will advise the patron that further collection action may be taken if the materials are not returned or paid for.

### E. FINES

1. Fines for return of materials in breach of this policy:
  - a. 15 cents per day for books and magazines;
  - b. \$1.00 per day for all media (DVDs, CDs, Audiobooks);
  - c. \$1.00 for media items dropped in the outside drop boxes;
  - d. 50 cents per day for overdue interlibrary loan materials;
  - e. \$1.00 for unclaimed interlibrary loan materials.
2. When an adult patron's fines total \$5.00, that patron's borrowing and computer use privileges will be suspended until the fine is paid in full.
3. When a child patron's fines total \$2.00, that patron's borrowing and computer use privileges will be suspended until the fine is paid in full.
4. The library director will have the discretion to reinstate privileges before payment in full, if the director determines that special circumstances exist and appropriate arrangements have been made with the patron.

Amended and approved by the Board of Trustees: 03/13/2017

Amended by the Board of Trustees: 01/08/2018

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## Section 7. Collection Management

The Board of the Dixon Public Library, in order to serve the whole community in the diversity of its needs, declares that the selection of all materials and acceptance of gifts shall be based on the following principles:

- A. The Board expresses approval of and accepts the principles in the “Library Bill of Rights” (Appendix A).
- B. The Board upholds the principles laid out in the “Freedom to Read Statement” as endorsed by the American Library Association as they have bearing on the responsibilities and functions of libraries, their boards, and directors, (Appendix B).
- C. The Library Director shall select and discard all books and other library materials in accordance with this policy, using the assistance of the staff, without outside interference, and following good, accepted library practice.

Censorship must be exercised by the patron for himself alone. The Board of Directors and the Library Director cannot restrict the selection of the patron, and neither can the patron restrict the freedom of selection of other patrons. No material shall be removed from free circulation except by a court of competent jurisprudence. This statement refers to problems of censorship, and not to the normal practice of weeding the collection. Please refer to Appendix C for a copy of the complaint form, “Request for Reconsideration of Materials”.

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## Section 8. Gifts and Special Collections

### A. GIFTS OF MATERIALS

The Dixon Public Library (DPL) welcomes gifts and books, recordings, and other materials that may be incorporated into its collections according to the standards used by the DPL in the selection of materials. It shall be understood by the donor that the DPL reserves the right to use or dispose of any such material according to its needs for collection management and available space.

### B. SPECIAL COLLECTIONS

Such gifts are accepted only if provision for the preservation, use, and keeping commensurate with their value are arranged with the Board of Directors and the Library Director, and are appropriate with the Mission and Goals of the DPL. Collections are accepted with the understanding that they may be integrated into the general collection with the only form of donor identification being a bookplate designation.

### C. MONETARY GIFTS

These will be used in a way mutually acceptable to the DPL and the donor. Unless otherwise specified, gifts under \$200 are usually spent on books or materials. Undesignated gifts over \$200 may be used for furniture, equipment, or special projects.

### D. PUBLICLY TRADED SECURITIES

DPL shall, as soon as practicable, place any gifted securities in a DPL investment account for safekeeping. After evaluation of the securities, a decision will be made as to whether the securities shall be sold. Under normal circumstances, the decision will be made as to whether the securities shall be sold. Under normal circumstances, DPL will sell the marketable securities given to it at the prevailing market value as soon as practical. Exceptions may be granted with the approval of the Board of Directors.

### E. VALUATIONS

The DPL cannot assess the value of a donation of material, a specialized collection, an object of art, furniture or equipment. It will be the responsibility of the donor to list the material given and to determine the value of any donation independently, or with the aid of an appraiser. The DPL will issue a letter to the donor acknowledging the gift of any or all accepted donations of materials or monies.

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## Section 9. Disposal of Surplus Library Materials

### A. DISPOSAL OF LIBRARY PROPERTY

1. Library Property (i.e., print and non-print materials, equipment and supplies) no longer necessary or useful for library purposes may be disposed of in accordance with the Illinois Library Act (75 ILCS 16/30-55.32).
  - I. Property having a current value of less than \$100.00 may be discarded at the Library Director's discretion.
  - II. Items having a current value of more than \$100.00 but less than \$1,000.00 the board may authorize disposal of in accordance with the provisions of the Illinois Library Act.
  - III. Any items valued in excess of \$1,000.00 will be displayed at the Library. A notice of its availability and terms of the proposed sale shall be posted.

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### Section 10. Summer Temporary Cards

- A. Library cards are based on residence. If a child is living with a Dixon resident for the summer, they can get a temporary summer card at no charge to participate in the Summer Reading Program.
- B. A temporary library card is available for any child up to the age of 18 living outside of the Dixon city limits \* **who wish to participate in the Summer Reading Program**. This card is valid from May through August. The cost is \$10 for each child. A family membership may be purchased for \$60 for a full year (effective 1-1-16).
- C. If the child has a library card from a library that is part of the RAILS system, they may register as a **reciprocal borrower** to check out books from our library. If the child is unable to attend the Summer Reading Program at their home library, they may pay the \$10 temporary fee to participate in our program.
- D. The Dixon Public Library is a municipal library and is supported by a portion of property taxes paid by those who live within the city limits of Dixon.

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## Section 11. Unattended Children

### A. PURPOSE

The Dixon Public Library is a valuable community resource of materials, information services, and programs. As a public institution, its doors are open to all regardless of origin, age, background, and views. Staff members are concerned when parents leave their young children alone or in the care of a slightly older sibling or friend. A slightly older child left in charge can be easily burdened by this responsibility. Sometimes children stay at the library for many hours or wait here after school until a parent picks them up. Often, they become bored or restless which leads to disruptive behavior that interferes with the legitimate library business of other patrons and staff. While we try to create a safe, enjoyable library experience for our youngest patrons, the staff should not be placed in the position of supervising children who are too young to be unattended or whose behavior indicates that they have stayed at the library for too long a time. For the safety and protection of young children and for the benefit of all, the Dixon Public Library has developed the following rules.

### B. CHILDREN, AGES 8 AND UNDER

These children must be accompanied by an adult caregiver. The library assumes no responsibility for an unattended child. The caregiver must stay with the child, unless the child is participating in a program. In that case, the caregiver must stay in the library.

### C. SELF-SUPERVISED YOUTH, AGES 9 AND UP

These children are welcome to use the library as long as their behavior is in accordance with the behavior policy. Parents should not view the library as an alternative to daycare. Unlike a daycare facility, the library is not a closed environment. Staff cannot monitor everyone who enters, and all patrons are free to use any public area within the library. For safety's sake, parents should make sure that their children are sufficiently mature before allowing them to visit the library by themselves. Parents should be advised that if their children misbehave, they might be told to leave the library and the library grounds. Parents should further realize that, even in their absence, they are legally responsible for their children's behavior.

### D. CLOSING TIME

Children must leave the library at closing time. The staff is not responsible for the safety of a child once the library has closed. If a child is at the library after closing time and attempts to contact the parent have failed, the Dixon Police Department will be called to take responsibility for the child.

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## Section 12. Displays and Exhibits

### A. PUBLIC USE OF LIBRARY DISPLAY SPACE

1. Display space may be available for public use to promote the welfare or educational enlightenment of the community.
2. Arrangements for displays should be made in advance with the person responsible for the calendar of displays to insure continuity, variety, and seasonal appropriateness.
3. The usual time limit for displays is four weeks, but this can be extended or limited at the discretion of the Library Director.
4. Placement of displays or exhibits must be mutually agreeable to both the Library Director and the exhibitor, and should in no way interfere with the normal operation of the library.
5. All materials displayed will be given reasonable care and protection, but the Library does not assume responsibility for damage or loss, nor for the costs of insurance coverage.

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## Section 13. Faxing and Scanning

### A. PUBLIC ACCESS SCANNING

1. The Dixon Public Library at the discretion of the Director of the Library or designees may accommodate a request of a Dixon Public Library Patron to send a scanned document by email.
2. Scanning Fee: \$2.00 for the first page and \$1.00 for each additional page (up to 11 x 17 inch sheet) to defray the cost of staff time.
3. Library staff may review scanned documents for copyright compliance.

### B. PUBLIC ACCESS FAXING

1. The Dixon Public Library at the discretion of the Director of the Library or designees may accommodate a request of a Dixon Public Library Patron to send a document by facsimile transmittal.
2. By prior arrangement and at the discretion of the Director of the Library or designees, the Library may accommodate a request to receive documents via fax. A cover sheet specifying the name, address, and phone number of the intended receiver should accompany each document sent to the Library facsimile machine. In the absence of name, address and phone number of the intended recipient and prior arrangement with the library, no facsimile messages received will be forwarded. Fax messages will only be held at the Library for three days after receipt.
3. Any library patron wishing to take advantage of the fax services must be aware that library services are the library's first priority. Any public access faxing will be done at the convenience of the library staff.
4. To send or receive a fax costs \$2.00 for the first page and \$1.00 for each additional page within the United States, to defray telephone expense and staff time.
5. Any library patron who requests that a document be faxed or that the Library receive a faxed document should be aware that:
  - i. The library shall not be responsible in any way for the failure of the document to be received by the intended recipient, whether by reason of transmission error or otherwise;
  - ii. The privacy and security of the faxed transmission cannot be guaranteed.

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## Section 14. Internet and Computer Use

### A. PURPOSE

1. The Dixon Public Library (the “Library”) offers public access to computers and the Internet in order to fulfill its mission of providing access to information in a wide range of formats. The Internet offers access to many valuable local, national, and international sources of information. Additionally, the Library maintains a Web Page at, [www.dixonpubliclibrary.org](http://www.dixonpubliclibrary.org), to assist patrons with selection of accurate, authoritative information.
2. The purpose of this Policy is to set conditions under which patrons may utilize the Library’s public access computers (the “Library’s computers”) and the Library’s public access wireless network (the “Library’s Wi-Fi”) to connect to the Internet.

### B. SCOPE

1. This Policy applies to all of the Library’s computers and to all personal devices connected to the Library’s Wi-Fi, except that the enumerated time limitations shall not apply to personal devices.
2. Use of any of the Library’s computers or the Library’s Wi-Fi constitutes acceptance of this Policy.

### C. USER RESPONSIBILITIES

The Library is committed to providing an appropriate environment for its patrons and employees. In order to support this commitment, all patrons shall:

1. Refrain from distributing unsolicited advertising.
2. Refrain from saving files or software to the Library’s computers. Files may be saved to the patron’s personal USB storage device or to a cloud account from the Library’s computers.
3. Respect intellectual property by downloading only information or computer files with proper permission.
4. Use electronic information networks according to the requirements of state and federal law, including copyright law.
5. Respect the privacy of others.
6. Refrain from misrepresenting themselves or attempting to gain unauthorized access either inside or outside the Library.
7. Refrain from installing any software on the Library’s computers.
8. Refrain from altering, removing, or damaging configurations, software, hardware, or other facilities of the Library.
9. Refrain from using the Library’s computers and the Library’s Wi-Fi for any unauthorized,

## DIXON PUBLIC LIBRARY POLICY MANUAL

illegal, or unethical purpose, including, but not limited to, the harassment of others.

10. The Library reserves the right to take action to ensure compliance with this policy. Such action
11. includes, but is not limited to, immediate termination of a patron's use of the Library's computers or connection to the Library's Wi-Fi and the temporary or permanent suspension of a patron's future privileges to utilize the same.

### D. COMPUTER AND INTERNET ACCESS

1. **General Use:** Access to the Library's computers is a limited resource at the Library. Therefore, patrons are encouraged to use the Library's computers for educational and informational purposes and not recreational use. Patrons are limited to 1.5 hours of use per day in the Adult Department. Additional time may be granted at the discretion of Library staff. Library staff may assist patrons with technical support for the Library's computers as time and skill allows. The Library accepts no responsibility regarding the ability of patron-owned devices to connect to the Library's Wi-Fi. Library staff shall not change settings or otherwise provide technical support for patron-owned devices. In order to promote an environment free from disturbing or distracting sounds, patrons shall refrain from using device or computer speakers without headphones. Headphones are available at \$1.50 for purchase. Printing services are available to patrons using the Library's computers. Printing costs are twenty (20) cents per page for black and white pages and twenty-five (25) cents per page for color pages.
2. **Use by Minors:** The Library affirms and acknowledges the responsibility of parents, legal guardians and adult caregivers (collectively, "Responsible Parties") to determine which Library materials and resources are appropriate for their own children. Responsible Parties are expected to guide their children in the use of the Internet and inform them about materials and resources to avoid. While the Library affirms, and acknowledges the rights and responsibilities of Responsible Parties to determine their children's access to Library materials and resources, including those available through the Internet, the Library has the following policies and procedures designed to assist in the safe and effective use of the Library's computers and the Library's Wi-Fi by minors:
  - i. Minors under age 14 are not allowed on the Library's computers in the Adult Department.
  - ii. Any minor aged between 14 and 18 must have a signed parental release on file to use the Library's computers in the Adult Department without a Responsible Party present.
  - iii. Minors between the ages of 9 and 14 may use the Library's computers in the Children's Department independently.
  - iv. Minors under age 9 must be directly supervised by a Responsible Party when using the Library's computers in the Children's Department.

## DIXON PUBLIC LIBRARY POLICY MANUAL

- v. Minors' use of the Library's computers is limited to total of one (1) hour per day. Individual sessions are allocated in one (1) hour increments. Computer time may be limited to thirty (30) minutes if other children are waiting. Computer time may be reserved in advance, but reservations will be held for no longer than ten (10) minutes.
- vi. Minors who do not comply with this Policy shall have their privileges suspended, among other possible penalties. A first offense results in a one-month suspension. A second offense results in a one-year suspension.
- vii. The Library's computers in the Children's Department will be visible to Library staff at the circulation desk.
- viii. Responsible Parties should be aware that the Library uses technology protection measures to limit access to inappropriate content in accordance with CIPA, but these protection measures do not and cannot eliminate all inappropriate content. Ultimately, Responsible Parties are solely responsible for the content accessed by their minor children.

### E. DISCLAIMER

1. Patrons should be aware that the Internet, the Library's computers, and the Library's Wi-Fi are not secure media and that third parties may be able to obtain information regarding the activities of patrons. Patrons using the Library's computers and the Library's Wi-Fi for personal transactions, such as banking, do so at their own risk. The Library does not and cannot guarantee privacy and the security of any personal information when using the Library's computers and the Library's Wi-Fi. Further, to the extent required by law or as determined necessary for the proper operation of the Library, the Library reserves the right to release any information relating to the use of the Library's computers or the Library's Wi-Fi by patrons.
2. The Library does not and cannot guarantee the validity or accuracy of information found on the Internet. Library patrons are advised, as with all Library resources and materials, to exercise judgment and discretion when evaluating the usefulness and reliability of information found on the Internet.
3. Although many valuable sources of information are located throughout the Internet, some resources and websites contain material that some patrons may find offensive or inappropriate. There are websites that are inappropriate for use or viewing in a public setting. The Library does not and cannot control the content of resources and websites found on the Internet. As a result, patrons are solely responsible for evaluating the validity, acceptability and desirability of the information found. The Library is not responsible for Internet content, for changes in content of the sources to which the Library Web Page links or for the content of sources accessed through secondary links. The Library does have some technology protection measures in place on the Library's Wi-Fi. These protection measures, however, are imperfect and may restrict access to certain valid resources or reduce the effectiveness

## DIXON PUBLIC LIBRARY POLICY MANUAL

of the network for patrons while at the same time failing to block other invalid or inappropriate resources or websites. The connection speed to Internet resources may also be limited for the Library's Wi-Fi.

4. Any patron who uses their personal device on the Library's Wi-Fi is subject to the same filtering as the Library's computers. Unfortunately, there are other wireless networks and cellular connections within range of the Library, which are beyond the control of, and the restrictions imposed by, the Library. As a result, these non-Library connections are not subject to the same technology protection measures as those controlled by the Library. Patrons who are found to be accessing inappropriate information through these connections while on the Library premises are subject to the suspension or loss of Library privileges, among other penalties. For Responsible Parties, please be aware that your children could have access to inappropriate information when using an Internet connection other than the Library's computers or the Library's Wi-Fi, and the Library is not responsible for such access.
5. Although the Library utilizes virus-checking software, such software does not guarantee absolute protection from viruses. The Library is not responsible for any loss or damage to personal storage when downloading or to a patron's own device. Further, the Library is not responsible for any loss of data, damage, or liability that may occur from a patron's use of the Library's computers or the Library's Wi-Fi.
6. Violations of the Dixon Public Library Internet and Computer Use Policy may result in suspension or loss of privileges to use computer and Internet resources at the Library, among other penalties. Copies of the policy can be found at [www.dixonpubliclibrary.org](http://www.dixonpubliclibrary.org). Any illegal activity involving the use of the Library's computers or the Library's Wi-Fi, including the Internet, will be subject to prosecution by the appropriate authorities. In addition, by use of the Library's computers or the Library's Wi-Fi, patrons shall be deemed to agree to hold harmless, indemnify, and unconditionally reimburse the Library and the City of Dixon for any damage, liability, costs, claims, or expenses that the Library or the City of Dixon may incur that arises in any manner from any use or misuse of the Library's computers or the Library's Wi-Fi by a patron.

# **DIXON PUBLIC LIBRARY POLICY MANUAL**

## **Section 15. Social Media and Networking**

### **A. PURPOSE**

The Dixon Public Library uses various social media to inform and/or engage its public, including but not limited to Facebook and Twitter.

### **B. POLICY**

While the library encourages comments from the community, the library will remove comments, posts, links, photos, or other content for reasons including harassment and personal attacks, derogatory or defamatory comments, vulgar or profane language, commercial promotion, improper use of copyrighted material, or other inappropriate content.

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 16. Meeting Room Use

### A. USE OF THE MEETING ROOM

1. The Meeting Room is primarily to be used for library activities.
2. Special meetings relating to activities in the field of education, arts, literature, and local history (if they are library oriented) or the interests and welfare of the library may be held subject to the approval of the Library Director.
3. No regularly scheduled meetings of a club or organization will be allowed.
4. All meetings held in the Meeting Room will be limited by its seating capacity.
5. Use of the Meeting Room should not in any way interrupt normal library activity. Library usage has priority over other groups.
6. Meetings must be scheduled only during those hours when the library is normally open to the public. No fee will be charged for its usage.

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 17. Test Proctoring Service

### A. PURPOSE

Test Proctoring by Dixon Public Library staff is available for students taking correspondence, distance education, or professional development courses who are in need of having a written examination proctored.

### B. ARRANGEMENTS FOR TEST PROCTORING

1. Test Proctoring Services are available at the Library's convenience.
2. Testing dates shall be scheduled at least three days in advance.
3. One Adult Services staff member will be designated as exam proctor for each student.
4. The proctor and student will follow all rules established by the educational facility providing the test materials.
5. The proctor will verify the student by viewing a picture identification card.
6. The student will leave all study materials at the Circulation Desk for the duration of the testing period.
7. The student will complete the test in a location visible from the Circulation Desk.

### C. FEES

A \$10.00 fee will be charged to the student for each test administered unless the educational institution makes payment.

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 18. Public Comment and Correspondence

### A. PURPOSE

The purpose of the Public Comment and Correspondence section of the meeting is to provide a time for the Dixon Public Library Board of Trustees to receive comments from the public and respond to them as appropriate. This policy will apply to Board meetings subject to the provisions of the Open Meetings Act.

### B. POLICY

1. Public comments are permitted during the time designated on the meeting agenda.
2. Speakers must identify themselves and the topic(s) before speaking.
3. The time allowed for each person to speak will be three (3) minutes. Groups are asked to designate a single spokesperson.
4. Cumulative public comment will be limited to thirty (30) minutes.
5. Speakers may provide written copies of their concern to the Board.
6. Abusive language and/or personal attacks will not be permitted.
7. Correspondence directed to the board by mail, or by email will be brought to the meeting and read.
8. Responses to comments and correspondence will be at the discretion of the President of the Board of Trustees or the presiding officer.
9. The Board of Trustees will not take action on any public comments until the next Board meeting or later.

# **DIXON PUBLIC LIBRARY POLICY MANUAL**

## **Section 19. Custodianship of the Library Fund**

### **A. POLICY**

The Dixon Public Library Board of Trustees designates the Treasurer of the City of Dixon as custodian of the library fund. All expenditures from the library fund shall be under the direction of the Dixon Public Library Board of Trustees and in accordance with the Illinois Local Library Act.

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 20. The Drug and Alcohol Free Library

### A. PURPOSE

The Dixon Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal.

### B. SCOPE

The manufacture, use, possession or distribution of alcohol, controlled substances, including marijuana and its derivatives, look-alike drugs and drug paraphernalia, the manufacture, use, possession or distribution of which is illegal under any city, state or federal law, ordinance, rule or regulation, is not permitted at any Library location.

### C. DEFINITION

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district, or is otherwise engaged in library business.

### D. PATRONS OF THE LIBRARY

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

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 21. Telephone Calls for Library Patrons

### A. POLICY

The Dixon Public Library will not accept incoming telephone calls for library patrons or confirm their presence in the library.

### B. APPLICABILITY

All library patrons, adults and children.

### C. OBJECTIVE

1. To protect our patrons right to privacy and for their safety and security, personal information will not be made available over the telephone.
2. To provide an environment that is comfortable but conducive to study, patrons are asked to minimize noise from cell phones and pagers.

### D. PROCEDURES

If a caller asks for verification or to speak to someone in the library, staff will:

1. Ask for a number where the caller can be reached, along with the name and description of the person they are seeking;
2. Tell the caller that you cannot be sure of locating the person but if the person is located, you will deliver the message;
3. Attempt to locate the person and deliver the message if workflow allows; or
4. Keep the information at the desk in case the person comes to the desk.

### E. EXCEPTIONS

1. Staff, volunteers, official visitors or speakers may receive phone calls.
2. In the event of an emergency, staff may take additional steps to locate a library patron for a phone call.

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 22. Travel Expenses

### A. PURPOSE

To Comply with The Government Travel Expense Control Act (50 ILCS 150)

### B. GENERAL POLICY

It is the policy of the Dixon Public Library to comply with the Local Government Travel and Expense Control Act.

### C. DEFINITIONS

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel expense” means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Library for a specific Library purposes.

### D. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED

The Library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library in some capacity.

### E. TYPES of EXPENSES ALLOWED AND PROHIBITED

1. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
2. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
3. The costs of meals while traveling are allowed.
4. The costs of conference fees, supplies and books for educational purposes are allowed.
5. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

### F. MAXIMUM ALLOWABLE REIMBURSEMENT WITHOUT BOARD ACTION

1. Library employees and officers may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.
2. The Board will post the maximum allowable reimbursement for food, lodging, and transportation in the office of the Library Director which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine

## DIXON PUBLIC LIBRARY POLICY MANUAL

the maximums:

3. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile).
4. Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
5. Cost of lodging should be reasonable and customary for the area where the traveler is staying.
  - a. The total maximum for any travel for Library purposes allowed is \$3,000.
  - b. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

### G. PROCEDURE FOR REIMBURSEMENT

No expenses shall be reimbursed without a reimbursement request form (as included here) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the Library within 30 days.

### H. EXPENSES INCURRED BY BOARD MEMBERS

Expenses may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.”

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 23. Security Camera Policy

### A. PURPOSE

The Dixon Public Library uses security cameras to help document events involving the safety and security of Library users, staff, and property. The security camera installation consists of dedicated cameras which provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

### B. SIGNAGE

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

### C. CAMERA LOCATION

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms.

### D. ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images is available to staff at services desks in order to monitor current activity. Access to recorded video data is limited to the Library Director and staff.

### E. RETENTION OF DIGITAL IMAGES

Surveillance video recordings constitute government records and shall be kept and disposed of in accordance with directions from the Records Management Section of the Illinois State Archive. Surveillance videos containing probative evidence in criminal and civil litigation will be retained for thirty (30) days after final judgment is entered and all appeals exhausted. The storage media shall be kept in a secure area.

### F. ACCESS BY LAW ENFORCEMENT AND PATRON PRIVACY

1. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review.
2. Video data will be made available to law enforcement officials or agencies upon written request to the Library Director. The Library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois state law and the Library's policies with respect thereto.

## **DIXON PUBLIC LIBRARY POLICY MANUAL**

### **G. DISCLAIMER OF LIABILITY**

Any patron or staff member shall be given a copy of this policy regarding use of the security cameras upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

### **H. DAMAGES AND LIABILITY**

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the Library Conduct Policy.

### **I. APPEAL AND REVIEW**

1. The Board of Trustees of the Dixon Public Library will review the Security Camera policy and regulations periodically and reserves the right to amend them at any time.
2. Any appeals for changes to, or exceptions to, any portion of the Security Camera policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

Approved June 12<sup>th</sup>, 2017

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 24. Local Records Retention

### A. PURPOSE

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

### B. POLICY

1. It is the policy of the Dixon Public Library that its records be retained only so long as they are necessary to the current conduct of the Library, required to be retained by statute or government regulation, or relevant to pending or foreseeable investigations or litigation.
2. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.
3. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.
4. This policy includes all records maintained on electronic data processing storage media as well as printed records.
5. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.
6. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.

Approved August 14<sup>th</sup>, 2017

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Section 25. Freedom of Information Act (FOIA)

### A. PURPOSE

1. The purpose of this policy is to assist in providing convenient access to records created and held by the Dixon Public Library, subject to the provisions of the Illinois Freedom of Information Act.

### B. AMENDMENTS TO THE POLICY

1. The Director shall amend Section C 4 after any staffing changes and Section D 1 at the beginning of each fiscal year. All other amendments will be made by the Board of Trustees.

### C. DESCRIPTION OF THE PUBLIC BODY

1. The Dixon Public Library was established by the Municipal Corporate Authority the City of Dixon. Our purpose 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 office of the Dixon Public Library is located at this address: 221 S. Hennepin Ave., Dixon, IL, 61021.
4. We have the following number of persons employed:
  - i. Full-time: 8
  - ii. Part-time: 7

### D. FINANCIAL ARRANGEMENTS

1. The total amount of our operating budget for FY 2017/18 is: \$599,799.75.
2. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations.
3. Tax levies are levied by the City of Dixon, as below:
  - i. Corporate purposes (for general operating expenditures);
  - ii. IMRF (provides for employees' retirement and related expenses);
  - iii. Social Security (provides for employees' FICA costs and related expenses);
  - iv. Audit (for annual audit and related expenses);
  - v. Maintenance (for maintaining the building);
  - vi. Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment and workers' compensation insurance);
  - vii. Debt Service (for bond and interest payments).

### E. ORGANIZATION

1. The following organization exercises control over our by-laws, policies, and procedures: *The Dixon Public Library Board of Library Trustees*, which meets monthly on the second Monday of each month, at 5:30 p.m., at the library. There are nine members with the following elected officers: President; Vice President; Secretary; Treasurer.

## DIXON PUBLIC LIBRARY POLICY MANUAL

2. Details of current trustees and how to contact the board can be found at: [www.discoverdixon.org/library/about-the-library/library-board-of-trustees.html](http://www.discoverdixon.org/library/about-the-library/library-board-of-trustees.html)
3. The Dixon Public Library is a member of the regional library system, known as RAILS.
4. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian (Secretary of State); the Director of State Library and various other staff.

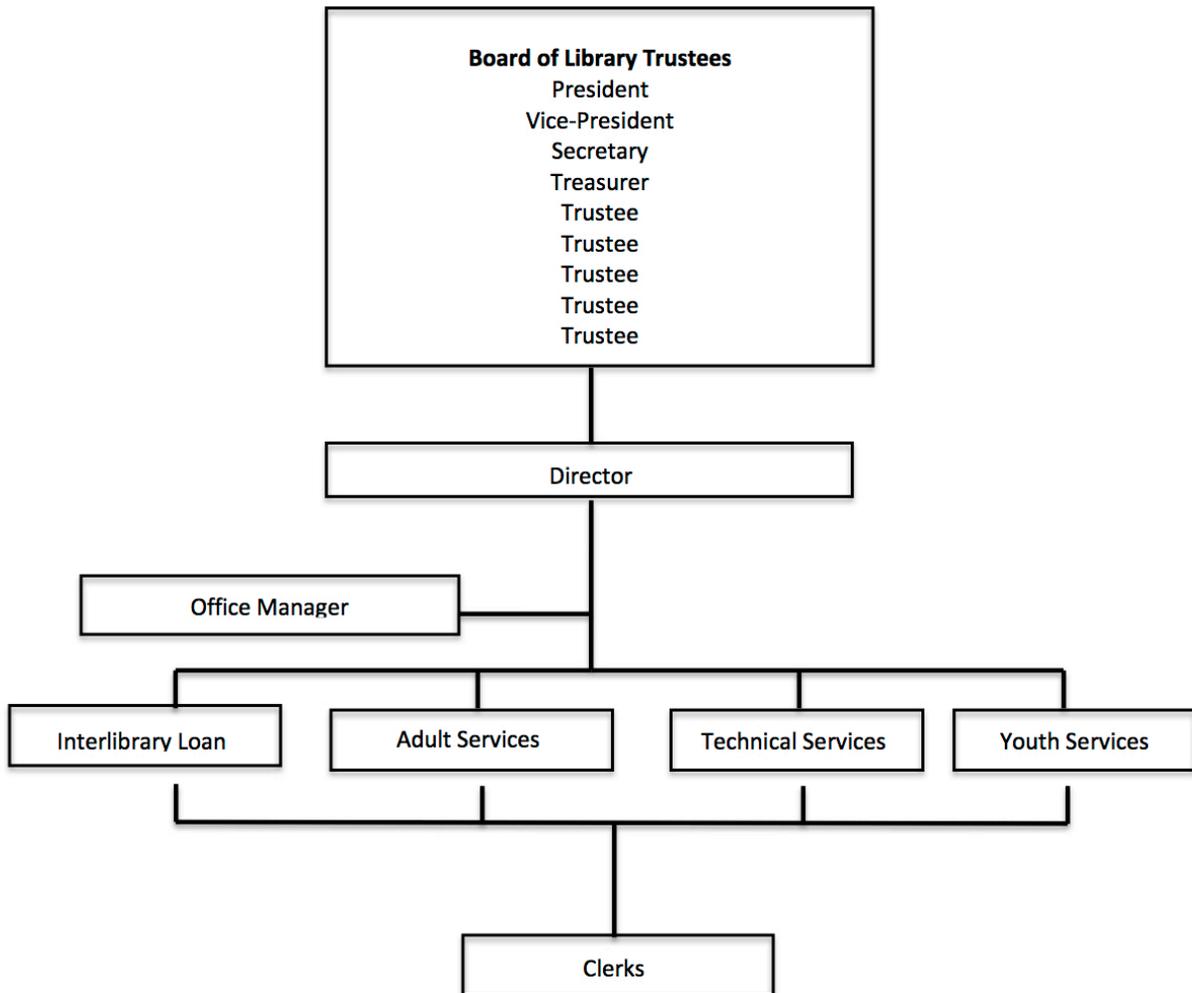
### F. FOIA REQUESTS

1. You may request the information and the records available to the public in the following manner:
  - i. You must submit your request in writing.
  - ii. Use the request form (see attached), or make your written request in another manner.
  - iii. Your request should be directed to the following FOIA officers:
    1. Antony Deter, Director, Dixon Public Library, 221 S Hennepin Ave, Dixon, IL, 61021, 815-284-761 ext.5, [antony.deter@dixonpubliclibrary.org](mailto:antony.deter@dixonpubliclibrary.org); or
    2. Becky Fredericks, City Clerk, City Hall, 121 W First St, Dixon, IL, 61021, 815-288-2628, [becky.fredericks@discoverdixon.org](mailto:becky.fredericks@discoverdixon.org).
  - iv. You must indicate whether you have a "commercial purpose" in your request.
  - v. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
2. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
  - i. There is a \$1.00 charge for each certification of records.
  - ii. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size;
  - iii. There is a \$.15 per page charge for copied records in excess of 50 pages;
  - iv. The actual copying cost of color copies and other sized copies will be charged.
3. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
4. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond. Commercial requests will be responded to within the separate time frames set forth in the Freedom of Information Act.
5. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. The place and times where the records will be available are as follows: 9 a.m. to 5 p.m. Dixon Public Library, Administrative Offices or City Hall, City Clerk's Office.

# DIXON PUBLIC LIBRARY POLICY MANUAL

6. Certain types of information maintained by us are exempt from inspection and copying, as specifically exempted by the Freedom of Information Act, or other applicable law.

**Dixon Public Library Organizational Chart**



Approved September 11<sup>th</sup>, 2017

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Dixon Public Library Freedom of Information Act Request Form

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address		Certification requested: Yes          No
City	State	Zip
Description of Records Requested:		
Is the reason for this request a "commercial purpose" as defined in the Act?          Yes          No		

***Library Response (Requestor does not fill in below this line)***

Approved	<input type="checkbox"/> The documents you requested are enclosed. <input type="checkbox"/> You may request the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____. <input type="checkbox"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
Denied	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. We are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____  Individuals that determined request to be denied and title _____  In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second Street, Springfield, IL 62705 OR you have the right to judicial review under Section 11 of FOIA <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA: _____). You will be notified by the date of _____ as to the action taken on this request.

FOIA Officer	Date of Reply
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# DIXON PUBLIC LIBRARY POLICY MANUAL

## Appendix A

### Library Bill of Rights

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

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

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

# DIXON PUBLIC LIBRARY POLICY MANUAL

## Appendix B

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative

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culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
4. 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.
5. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will

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not listen, whatever they may have to say.

7. 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.
8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
9. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
11. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self - censorship.
13. 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.
14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that

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

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

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

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

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**Appendix C**

**REQUEST FOR RECONSIDERATION OF MATERIALS**

AUTHOR \_\_\_\_\_  Book  Audio

TITLE \_\_\_\_\_  Video  Digital

PUBLISHER: (if known) \_\_\_\_\_  Other

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Patron represents \_\_\_\_\_ Himself or Herself, or

Name of organization \_\_\_\_\_

1. To what in the material do you object? (Please be specific, cite pages, for example)  
\_\_\_\_\_

2. What do you feel might be the result of reading, viewing, or listening to this material?  
\_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_

4. Is there anything positive about the material? \_\_\_\_\_

5. Did you read, view, or listen to the entire material?  If not, which parts? \_\_\_\_\_

6. Are you aware of the judgment of this book by literary critics? Yes  No

7. What do you believe is the theme of this material? \_\_\_\_\_

8. What would you like your library to do with this material?

Do not assign it to my child.

Withdraw it from the library.

Return it to the library staff for re-evaluation.

Other (Specify) \_\_\_\_\_

9. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated? \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_