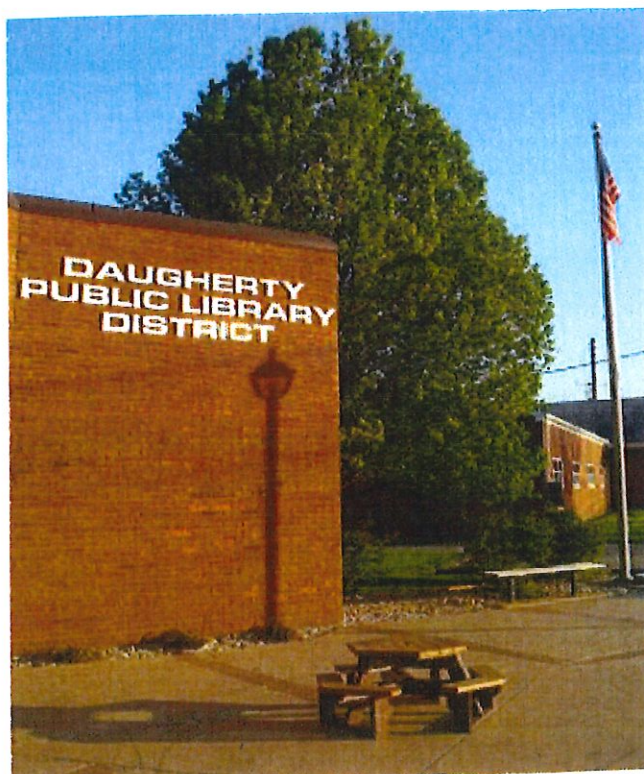


DAUGHERTY PUBLIC LIBRARY DISTRICT

POLICIES, PLANS & PROCEDURES

AS APPROVED BY
THE LIBRARY BOARD



Borrowing Privileges-Registration Requirements

The Daugherty Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Daugherty Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Daugherty Public Library District need pay no additional fee to be eligible to receive their **first** library card. Library cards are renewed every three years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Daugherty Public Library District and is a patron in good standing. There is a fee of \$2.00 to replace the first damaged, destroyed, lost, or stolen library cards and \$5.00 for each additional replacement card.

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library in the state of Illinois to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making your selections.

Individuals residing beyond the jurisdictional boundaries of the Daugherty Public Library District and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Daugherty Public Library District, may purchase a non-resident fee card for the price of **\$49.50/year**. By State Library laws they must go to the library that is physically closest to their address. This fee entitles the entire family to use the Daugherty Public Library District, but not neighboring libraries.

If you reside beyond the jurisdictional boundaries of the Daugherty Public Library District, but own property within the jurisdictional boundaries of the Daugherty Public Library District, upon presentation of a tax bill bearing your name, you may have one library card for the exclusive use of the individual whose name appears on its face without additional payment as is the case with people who reside within the jurisdictional boundaries of the Daugherty Public Library District.

Adults (patrons 18 or older) wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the Daugherty Public District Library must bring with them two forms of identification, at least one of which bears their name and address. These

forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.

Children under the age of **18** must have a parent's signature or legal guardian on any initial application for a library card. Children **18** and under may choose to provide their own proof of residency if they are legally emancipated.

BORROWING PRIVILEGES - ELIGIBILITY TO BORROW

Individuals presenting valid borrower's cards issued by the Daugherty Public Library District are eligible to borrow materials from the Daugherty Public Library District when the following condition is met:

1. No outstanding fines in aggregate excess of \$2.00 have accrued to their card.

The library staff may not waive these regulations without the specific permission of the library director, however, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Daugherty Public Library District. The card must have the name of the individual presenting it, and an expiration date in the future. The card must be either a resident borrower's card or a system borrower's card to be valid for reciprocal borrowing.

CONFIDENTIALITY OF RECORDS

The Daugherty Public Library Districts abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Daugherty Public Library District does not make available the records of patron transactions to any party except in compliance with the law. The Daugherty Public Library District does not make available lists of registered library patrons except in compliance with the law.

Fee exemptions for Nonresident Cards for Income Eligible Children:

1. The Cards for Kids program [enacted in PA 101-632] allows the library to provide no-fee cards for nonresident K-12 students whose household falls at or below the United States Department of Agriculture's Income Eligibility Guidelines. Proof of eligibility must be presented. This may include proof of SNAP or TANF benefits, or a letter from the child's school stating that this specific child is eligible for the "free lunch" program based on financial qualifications. Free nonresident cards issued through the Cards for Kids program are to be used only for the student's library materials. Free cards and borrowing privileges are not extended to the entire household.

Fee exemptions for Nonresident Cards for Qualified Veterans:

1. The nonresident fee shall not apply to veterans with a service-connected disability of at least 70% and who are exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200/15-169].
2. The nonresident fee shall not apply to the unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to his/her death.
3. The nonresident fee shall not apply to an unmarried surviving spouse of a service member killed in the line of duty.

In each instance, proof of eligibility must be presented. This may include a property tax bill showing exemption from property taxes, or official documentation from the Department of Veterans Affairs stating the individual's Veteran status, and the Veteran's percentage of service-connected disabilities. Free nonresident cards may be extended to the disabled Veteran's (or surviving spouse's) entire household.

Circulation-Reserves

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Daugherty Public Library District/Illinois Heartland Library System. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone, test or email (patron's preference). The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron will be called notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relaying of messages to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

Circulation-Interlibrary Loan

When patrons want material that is not available within the Daugherty Public Library District, we ask other agencies to provide. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Daugherty Public Library District. We are happy to borrow materials from other libraries for patrons, but we ask that they respect the date by which those materials must be returned to their home libraries. When the Daugherty Public Library District is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons. If Daugherty Public Library District orders materials outside the system and there our fees for such service those fees may be passed on to the patron.

CIRCULATION-LENGTH OF LOANS

The Daugherty Public Library District circulates materials in a variety of formats including books, magazines, audio books, CD-rom and ebooks. The following terms of loan are applicable as indicated:

| Item | Length of Loan | #allowed | Renewals* |
|------------------|----------------|----------|-----------|
| Books | 14 Days | | 2 |
| Audio Books | 14 Days | | 2 |
| Magazines | 14 Days | | 2 |
| CD-Rom | 14 Days | | 2 |
| DVD | 7 Days | 5 | 2 |
| DVD-Tele. Series | 14 Days | | 2 |
| Music CD | 14 Days | | 2 |

*Renewals can be made only if there are not outstanding requests

Interlibrary Loan Items (Borrowed from other libraries) may have different loan periods. The Daugherty Public Library District will abide by those policies.

CIRCULATION-Lost and/or Damaged Materials

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost is the responsibility of any patron who borrows and loses/damages any library material. In the case of children under the age of 18, it is the parents'/guardians responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
2. Replacement cost of any item which is lost or damaged beyond repair.
3. A processing fee of \$5.00 will be added to replace an item.

CIRCULATION-Fees and Fines

The Daugherty Public Library District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Daugherty Public Library District.

Overdue materials

All materials excluding DVDs are .25 a day

DVDs are \$1.00 per day overdue

Patron will be notified (phone call, text message or email—patron preference) after materials are a week overdue. Get a second notice a week later and a bill on the third week item is overdue. Patrons have option to be notified in advance through emails/text messages when items are soon going to be overdue when they sign up for a library card.

Fees

Copies: .25 per page for black & white/.50 for each page that has color
If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.
Patron is responsible for all pages that went through printer even if they do not want those pages. (patrons are encouraged to do print preview).

Fax/transmission: \$1.00 per first page/ .50 for each additional page. The Cover sheet is excluded from fee. \$1.00 charge for 800#s regardless of how many pages

Notary: \$1.00

Lamination: \$1.00 per foot. This service is not done every day. Patrons may have to leave item here until service can be done.

*Ypasser
9/2017*

Internet Policy

In response to advances in technology and the changing needs of the community, Daugherty Public Library District endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the library district. It is within this context that the Daugherty Public Library District offers unlimited World Wide Web access to the Internet and its multitude of resources.

The Daugherty Public Library District is responsible only for data on our website. The Library is not responsible for the content, accuracy or availability of any external sites linked to these pages. The accuracy and currency of information from community and local governmental agencies is the complete responsibility of the originating agency.

Mission of the Daugherty Public Library District Access to the Internet is compatible with the Library's endorsement of the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association and with the Daugherty Public Library District's Collection Development & Materials Selection Policy and the Library's Mission Statement. All Internet resources accessible through the Library are provided equally to all library users. The Internet and the available resources in its global electronic network may be erroneous, out-of-date, illegal or considered offensive, controversial or sexually explicit. Parents or legal guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents should let their children know if there are materials which they do not want him/her to use. Parents may wish to supervise their children's Internet sessions. The user may not use the Internet for any illegal activity or place any material the Internet related to any illegal activity. It is also the responsibility of the user to respect copyright laws and Licensing agreements, and to assume responsibility for payment of fees for any fee-based service. Library staff will be allowed to monitor objectionable material on the Internet and will inform patrons when offensive materials in in public view.

The use of personal electronic devices on library property prohibits the users access to any materials deemed by library personnel to be illegal or considered offensive, controversial, or sexually explicit that may or may not be subject to public view. Violators will be asked to leave the library premises. If violators refuse to leave the police when than be called to help escort patron off property. If this patron has to be told more than once it is up to the director/library board to ban this patron from the library property.

Library staff can-not provide in-depth training concerning Internet computer jargon or personal computer skills. We may, however, be able to offer searching suggestions and answer questions.

*passed
10/17*

The Daugherty Public Library District provides free unfiltered wireless (WiFi) access for patrons to use their personal laptop computers or other WiFi enabled portable computing devices to connect to the Internet. By choosing to use the Library's WiFi service, the user agrees to abide by all relevant Library rules, regulations and policies, including but not limited to the Internet Policy.

Equipment and Computer Use Policy

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing, i.e., all fines over \$2.00 have been paid, all overdue materials have been returned, and lost materials have been paid for, and the patron has a current library card.

Anyone under the age of 10 must be accompanied by a parent or legal guardian while using the library equipment or computers. The usage of equipment or computers is on a "first come, first served" basis. All patrons shall log in at the circulation desk prior to use. If a user has not logged in at the circulation desk, that user will be required to give up the usage. In addition, these rules apply for library computer (non-internet) use. Usage is limited to two ½ hour blocks a day, however, it is up to the library clerk to allow the patron to continue to use the computer until another patron wishes to use it and there are no other computers available. The library staff is the only ones allowed to actually touch the copier. Patrons must have library personnel make copies for them along with faxing and scanning. Copyright laws forbid duplication of copyrighted software. The library may restrict the use of personal software on library computers

Security Cameras

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

The library posts **signs** at all the doors and windows of the facility. These signs are to alert patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

Live surveillance and recorded data are accessible in staff areas only. The library director/and or library board members are permitted to release recorded archival data to law enforcement.

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

Hours of Operation

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

| | |
|-----------|---------|
| Monday | 9am-8pm |
| Tuesday | 9am-8pm |
| Wednesday | 9am-8pm |
| Thursday | 9am-8pm |
| Friday | 9am-4pm |
| Saturday | 9am-4pm |
| Sunday | CLOSED |

The bookdrop is available for the return of all material (not dvd, videos) during hours the library is closed. The bookdrop is located in the front of the library.

Service to Patrons with Disabilities

The Daugherty Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Daugherty Public Library District acts as facilitator between the patron and services to the blind and physically handicapped, and welcomes service animals in the library.

*Passed
June
2010*

Library Programming Policy

The Daugherty Public Library District will provide programming to further our mission of promoting an educated citizenry and enriching personal lives. These programs are provided to help meet the educational, informational, cultural, and recreational needs of the residents of the Community. Programming is provided to appeal to citizens of all ages but individual programs may be designed for a specific audience based on age. Programs targeting a specific age group will be promoted as such. All library programs are open to the general public.

When grant sponsored programs are held, dictates and rules of the grant will be followed. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit. In addition, library programming shall not exclude topics or speakers because they may be controversial. Acceptance of a program does not constitute endorsement by the library of the individual presenter's policies or beliefs. Library-initiated programs will provide for the "interest, information, and enlightenment of all people of the community the library serves" as outlined in the American Library Association's *Library Bill of Rights*.

The Daugherty Public Library District promotes its programming opportunities through local media and the library web page. Presenters may not publicize their programs without approval of the Library Director. No fees will be charged to people attending library programs except with the approval of the library director and/or the library board.

Programs could include storytime events at local preschools or presentations to community groups or organizations for the purpose of providing or promoting library services.

Library programs or classes may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers.

The Daugherty Public library District is handicapped accessible.

Approved: 6/2018

Library Facilities Policy

Meeting Room Policy

Use of the meeting room by civic, cultural and educational groups who have members/clients residing in the Daugherty Public Library District is governed by the conditions listed below. The following regulations apply to the Meeting Room unless otherwise noted in separate policy statements.

Types of Meetings and Priorities

Priority for use of the meeting room will be given in the following order:

1. Library-sponsored meetings or programs
2. Library-related meetings or programs such as professional committee meetings
3. Educational, cultural or civic meetings or programs co-sponsored by organizations with the Daugherty Public Library District
4. Other meetings or programs which, in the opinion of the Library Director, are appropriate to the library

Types of Meetings which May Not be held in the library meeting room

1. Purely social or religious meetings and private parties
2. Meetings featuring music, crafts, or other activities which, by their nature, may be disruptive to the library
3. Strictly commercial meetings in which products or services are solicited
4. Partisan political meetings or rallies
5. Groups who have no members/clients residing in the Daugherty Public Library District

Restrictions

1. Admission may not be charged by any group for any group for any meeting held in the meeting room

approved
10/13/09

2. Literature, pamphlets, or merchandise may not be sold on the premises
3. All press releases, promotional materials and other forms of publicity must be approved by the Library Director at least seven days before publication or distribution and must contain the following statement "This is not a library sponsored program." Failure to comply with the approval process or to include the above statement may result in cancellation of reservation
4. The sponsoring group is responsible for insuring that their meeting complies with requirements of the Americans with Disabilities Act
5. Light refreshments, on the order of coffee, tea, non-alcoholic beverages, cake or cookies (supplied by the organization) may be served
6. Alcoholic beverages will not be permitted. Each group must provide its own food and beverage preparation and serving equipment
7. Users of the meeting room are responsible for their own set-up and clean-up. Adequate time for set-up and clean-up must be included in the time reserved by the organization or group. If a group does not leave the room in a clean and orderly condition, future reservations will be denied
8. Children's groups, under age thirteen (13) must provide adult sponsors at a ratio of one (1) adult for each ten (10) children
9. High school groups, with members under eighteen (18) years of age must have an adult sponsor who, in turn, must be present at the meeting
10. Attendance must be limited to 25
11. Smoking is not permitted
12. Meetings generating noise or any other distractions which might interfere with normal library operations cannot be permitted
13. Organizations meeting in the library may not use the library as a mailing address, nor may library personnel be asked to take attendance reservations for any organization engaging the meeting room

14. Organizations using the meeting room must reimburse the library for any damage that may occur to the library building, furniture. And/or equipment. The meeting room will be checked before and after each program
15. Library personnel are not permitted to act in a porter capacity. Any room arrangements, such as seating, must be made by the group wishing to use the meeting room
16. Meetings may be scheduled within the library's normal hours of operation only
17. No meetings shall be planned for the evenings of the regularly scheduled board meetings or library sponsored meetings
18. The Board of Trustees of the Daugherty Public Library District shall reserve the option to preempt any meeting, giving as little as 48 hours advance notice
19. The library's audio visual equipment may be available for use by outside organizations; library staff members are not available to operate equipment for outside groups

Library-sponsored programs and programs and activities sponsored by the Friends of the Library are exceptions. Any organization wishing to use the library meeting room should reserve it in advance for the approval of the Library Director.

Donations Policy

Members of the community can support the mission of the Daugherty Public Library District through gifts in the form of materials or financial support. Monetary gifts are welcome and are used to advance the Library's reach and enhance its services, not to fund normal operating expenses. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Collection Development and Management Policy. Artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with the prior approval of the Director.

Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements will be evaluated carefully before the gift is accepted. All gifts become property of the Library. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Inquiries about naming Daugherty Public Library district as the beneficiary of a will or trust should be directed to the Director and/or the Library Board.

Guidelines

Library staff will evaluate donated materials to decide which are appropriate to add to the collection; other materials will be put in the book sale or discarded. Proceeds from the Library book sale benefit the Library collection in general and/or other Library projects and services via The Friends of Daugherty Library.

Acceptable donations

- Financial support
- Local history materials
- Hardcover or paperback books and audiovisual materials in good condition (DVDs, CDs, and videos must be in the original packaging)

Unacceptable donations

- Old editions of standard encyclopedias
- Reader's Digest Condensed Books
- Items that are marked, yellowed, musty or damaged

A letter of acknowledgment will be sent to the donor if desired. However, the Library cannot appraise books or indicate a dollar value for the donation.

*passed
6/20/18*



DAUGHERTY PUBLIC LIBRARY DISTRICT

Your Key to Knowledge 

220 South Fifth Street Dupo, IL 62239

Phone: 618-286-4444 FAX: 618-286-3636

www.dupolibrary.org

ENDOWMENT FUND

FEIN #37-0987477

Receipt/Acknowledgement of Donation

Donor Name _____

Donor Address _____

On behalf of the Daugherty Public Library District thank you for your donation. We appreciate your support of the library.

Date of donation _____

Amount of Donation _____

Daugherty Public Library District acknowledges that no goods or services were provided in exchange for this donation. Please keep this letter as a receipt for your donation for tax purposes.

Received by

In the absence of any direction by the donor, the donation to the Daugherty Public Library District will be put in the Daugherty Endowment Fund and will be used only on the building or equipment and never be used on salaries.

Thank you,

The Board of Trustees for the Daugherty Endowment Fund

*approved
5/21*



DAUGHERTY PUBLIC LIBRARY DISTRICT

Your Key to Knowledge 

220 South Fifth Street Dupo, IL 62239

Phone: 618-286-4444 FAX: 618-286-3636

www.dupolibrary.org

FEIN #37-0987477

Receipt/Acknowledgement of Donation

Donor Name _____

Donor Address _____

On behalf of the Daugherty Public Library District thank you for your donation. We appreciate your support of the library.

Date of donation _____

Description of donation (Add Quantity in the blank space in front of the item description)

_____ Hardcover Books

_____ Softcover Books

_____ DVDs

_____ CDs(Audiobook or Music)

_____ Other (Use these lines to describe the donation) _____

Daugherty Public Library District acknowledges that no goods or services were provided in exchange for this donation. Please keep this letter as a receipt for your donation for tax purposes.

Received by

Staff Member

*Approved
5/2024*

Collection Development and Management Criteria Policy

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item may not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection
- Relation to the other material on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by the public

Content Criteria:

- Authority
- Comprehensiveness
- Skill, competence, and purpose by author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information

approved
11/09

- Effective characterization
- Authenticity of history or social setting

Special considerations for electronic information sources:

- Ease of use of the product
- Availability of the information to multiply, concurrent users
- Technical requirements to provide access to the information
- Technical support and training

The Library materials collection, one of Daugherty Public Library Districts major assets, is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of library customers in the library's district. Library staff builds and maintain a customer-focused collection by anticipating and responding to needs and expectations. Staff recognizes the necessity of balancing budget, staffing, and building concerns when making decisions either to acquire or provide access to materials and information. Materials budget allocation is set annually. Allocation decisions are based on factors including demand, cost of materials, publishing trends and changes in the marketplace. Daugherty Public Library District allocation formulas overarching goals, especially the following:

1. People of all ages are engaged learners supported by knowledgeable staff, a dynamic and broad collection of books, magazines, and audio visuals, with state of the art electronic resources.
2. People achieve life success by relying on libraries to meet their information needs through essential collections, information services, reader advisory, school support initiatives, classes and programs.
3. Children's early literacy, teen and adult reading and writing skills, and information services are supported through library resources and collections designed to reach citizens of all ages and skill-levels through an informed staff, electronic databases, community outreach, and programs.

Purpose

This policy guides staff in and informs the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making the decision, first on their inclusion, and, second, on their retention. This policy describes the role of collection development and management in achieving the Library's mission and strategic objectives. It defines the scope of the collection, provides a plan for the continuing development of resources, and identifies collection strengths. It outlines the relationship of collection development and management to the library's goals and intellectual freedom principles.

COLLECTION RESPONSIBILITIES

Staff responsibility for the collection rests with the Library Director, who operates within the framework of the Daugherty Public Library District Board's Collection Development and Management Policy. Securing funds for materials is included in the Library's annual budget process. The Director delegates to staff members the authority to interpret and apply this policy in daily operation.

All staff contributes to the development of a collection driven by customer needs and expectations by:

- Engaging in open, continuous two-way communication with customers and other staff
- Recognizing that individuals have different ways of expressing their needs because of age, language, economic status, culture, or other characteristics
- Interacting with understand, respect, and responsiveness to all
- Handling all requests equitably
- Working in partnership with one another to understand and respond to needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes

- Recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- Balancing individual and community needs
- Seeking continuous improvement through ongoing measurement

The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback.

ACCESS TO COLLECTION MATERIALS

All library materials are available for use by all customers. Access to materials is ensured by the way materials are organized, managed, and displayed, through staff interaction, and through the delivery of materials.

The Library organizes its collection through a standards-based cataloging and classification system. Staff is available to assist customers in the selection and location of materials of interest. The Library participates in interlibrary loan networks to make materials not in the collection available to customers. Electronic resources are also accessible through web-based environments.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

RECONSIDERATION OF LIBRARY MATERIALS

Individuals may request reconsideration of a selection decision of library material by submitting a written request for reconsideration to the Daugherty Public Library District using established Library procedures and guidelines. The Library Administration will respond in writing to an individual's written request.

The Daugherty Public Library Board, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material,

and the Daugherty Public Library Board policies including: This policy, the Library Bill of Rights, the Right to Read and the Right to View, the American Library Association and the Illinois Library Association guidelines on intellectual freedom. The final decision on appeals rests with the Daugherty Public Library Board.

Reconsideration of Library Materials

Request for Reconsideration of Library Resources

Daugherty Public Library District

The board of Daugherty Public Library District has delegated the responsibility for selection and evaluation of library resources to the library director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of the libraries resources, please return the completed form to the Daugherty Public Library District's Director, at 220 South Fifth Street; Dupo, IL 62239. The library director will present your concerns to the library board and will inform you in writing their decision.

Name _____

Date _____

Address _____

Phone _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

Type (book, video, etc.) _____

Title _____

Author/Producer _____

Reference Policy

Reference service is a major role of the Daugherty Public Library District. The following policy is designed to ensure that all patrons receive the highest possible level of service.

Goals

The goal of reference is to provide accurate answers to the library patrons' questions by trained staff members during all hours the library is open.

- To provide materials and services to meet user's needs for timely, accurate, and useful information
- To provide trained staff to assist patrons and facilitate access to the library's collections and cooperative resources
- To assist patrons in the use of reference resources, library materials and in the development of research strategies
- To provide readers' advisory services
- To provide efficient referral and effective follow through including interlibrary loan and supplementary reference services to Daugherty Public Library District cardholders
- To keep the community well informed about the reference services and resources available and encourage them to make use of them

Ethics and Standards

The staff of the Daugherty Public Library District strives to handle all inquiries with impartiality and confidentiality in a courteous and efficient manner. Effort is made to answer all kinds of questions. No distinction is made about the purpose of the inquiry or the use of information. The library subscribes to the American Library Association's Code of Ethics.

*approved
11/09*

Availability of Service

The Daugherty Public Library District provides reference assistance to any patron requesting it, regardless of residency. Reference service is provided by trained staff during all hours the library is open. The entire collection – juvenile and adult, circulating and non-circulating – is available to patrons of all ages to answer reference questions. Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests.

If information appropriate to the patron's need is not available in the library, referral will be made to local or regional resources. Whenever possible, answers to questions will be provided during the patron's visit or telephone call. When other patrons are waiting, staff may have to limit the initial amount of time spent serving an individual patron but will follow-up attention will be given. Staff will attempt to answer a patron's question within a required deadline. Otherwise, question usually will be answered, referred or a status report given within 24 hours. A longer response time will be negotiated with the patron when staff needs additional time to locate the needed information.

Provision of Service

Reference staff will use all available sources of information to answer questions. This includes, but not limited to books, periodicals, electronic databases, the Internet, government agencies, associations, and organizations. Long distance telephone calls and/or email may be used to answer questions. Citations to sources of information will be given when questions are answered.

The librarian's personal opinion will never be given as fact. While the librarian will provide sources of information, information will not be interpreted and the librarian will not offer legal, medical, or tax advice. If it is not possible to answer a question by the above means, questions will be referred to another agency, when appropriate. Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the patron's responsibility.

Service to Schools

In recognition of the library's role as an educational support center, the Daugherty Public Library District will cooperate with local elementary and secondary schools, along with area colleges.

Fees

Most reference service at the Daugherty Public Library District is delivered without charge. Patrons using photocopiers and/or printers will be charged a per page fee. Any fees charged by the lending institution will be incurred by the patron.

Service to Non-Daugherty Public Library District Patrons

The Daugherty Public Library District does not provide Interlibrary Loan Services (OCLC) to cardholders from other libraries. Remote access to some databases is reserved for Daugherty Public Library District Cardholders.

Policies on Literature Racks, Bulletin Boards, Exhibit Space

The Daugherty Public Library District welcomes the opportunity to allow community groups, organizations, or individuals to use the designated bulletin boards, literature racks, and exhibit space for not-for-profit educational, cultural, intellectual, or charitable activities.

Service

No fees are charged for the public use of display areas. However, public use of display areas is subject to limitations of space and security of property. Library sponsored use of display areas has priority over all other uses.

Library Bill of Rights

The uses made of display areas shall conform to the Library Bill of Rights: Article 1 states, "Materials should not be excluded because of origin, background, or view of those contributing to their creation. Article 2 states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval. "Article 6 maintains that exhibit spaces should be made available 'on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of Display Areas by the library-In developing library exhibits, printed materials, and publications, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. The library should not shrink from developing exhibits, printed materials, and publications because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as the library does not endorse the viewpoints of those whose works are represented in its collection, the library also does not endorse the beliefs or viewpoints of topics that may be subject of library exhibits, printed materials, and publications.

*approved
April
2010*

Use of Display Areas by Others

The library makes available literature racks, bulletin boards, and limited exhibit space for use by individuals or community groups engaged in not-for-profit educational, cultural, intellectual, or charitable activities. Displays must relate to the Daugherty Public Library District's mission and goals.

Administrative Rules and Regulations

The Library Director may establish administrative rules and regulations regarding the time, place, and manner of use of exhibit spaces, bulletin boards, and literature racks, so long as the rules are content-neutral and are applied in the same manner to all groups wishing to use such display areas. Criteria for the use of these spaces may include (but not limited to) the size of materials to be displayed, the length of time materials may remain on display, the frequency with which materials may be displayed or posted for the same group, and the geographic area from which notices and literature will be accepted.

WEAPONS POLICY

No library patron shall possess any weapon or look-alike weapon within the library with the exception of law enforcement officials. In addition, no patron shall threaten another patron with any weapon or look-alike weapon. A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage.

A patron who is in possession of an illegal weapon shall be reported to law enforcement officials immediately by library staff and will be banned from the library for one year after which the patron may make a formal written appeal to the Board of Trustees to rescind the ban.

Exceptions to this policy may be made as determined by the board of trustees after a written appeal.

PATRON CONDUCT ORDINANCE

The Daugherty Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

The Board of Library Trustees of the Daugherty Public Library District establishes its conduct ordinance as follows:

Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel. Prohibited activities include, but not limited to:

- a. Brawling or fighting
- b. Disturbing assembly
- c. Engaging in offensive, obscene, abusive language which may harass or arouse alarm, anger, or resentment in others
- d. Also any action, event, or group of events that constitutes a violation of Federal, State, or Local Law

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive manner, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Section 4.

Library personnel will record instances in which patrons are required to leave the library in an *Occurrence Report* maintained by the library for that purpose. Upon the third recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Library Director can bar the patron from use of library premises for a period of sixty days. Parents or guardians of minors will be notified in writing after the recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.

The Director will inform the Library Board of such instances.

Section 5.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron or other legal action.

Section 8.

Nothing in this policy is to prevent the Director or staff of the Daugherty Public Library District from requesting the intervention of the appropriate law enforcement agency when a threat to life, safety, or library property is considered probable.

In order to allow all patrons of the Daugherty Public Library District to use its facilities to the fullest extent during its regularly scheduled hours, the Library Board of Trustees has adopted the following guidelines. These guidelines are to be used as such and or not to be limited to the following:

1. Patrons shall be engaged in activities associated with the use of a public library while in the building.
2. Patrons should turn off cell phone ringers upon entering the Daugherty Public Library District
3. Appropriate use of cell phones, pagers, and similar electronic devices as well as any other noise, such as loud conversations, should be governed by common sense and the courtesy of others using the Library.
4. Patrons shall not sell, solicit, panhandle or loiter on the Library premises.
5. Patrons shall not smoke or use tobacco or tobacco, e-cigarettes and vape products on the Library premises.
6. Patrons shall not consume food in public areas of the Library, except in the context of Library programs and special events. This includes no drinks around or near computers.
7. Patrons shall be under the influence of alcohol or drugs on the Library premises.
8. Patrons shall not engage in any illegal activity while on Library premises.
9. Patrons shall respect the rights of other patrons and shall not harass or annoy through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person around the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing, by talking loudly to others or in monologues, or by behaving in a manner which reasonably can be expected to disturb other persons.
10. Patrons shall not interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties.
11. Any materials removed from the Library must be checked out on a valid library card.
12. Patrons shall not deface or mar books, magazines, newspapers, recording or other items of the Library collection nor shall they deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.
13. Patrons shall not be permitted to enter the building without a shirt or other covering of their of their upper/lower bodies or without shoes or other footwear.
 - a. Face coverings may be required in public spaces by all Patrons and staff during a time such as a pandemic type situation. Therefore, everyone over the age of 2 must wear a mask covering their nose and mouth at all times. The Library will have available masks.
14. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons shall be required to leave the building.
15. Each patron shall be responsible for any fines, fees (such as copies, faxes) or other charges due in accordance with the Library's standard policies. Failure to pay these costs will result in the suspension of borrowing privileges and computer usage.
16. Patrons shall not bring pets or animals into the Library, other than those necessary for physically disabled or service animals.

17. Patrons shall not use roller blades, "Heely's", or skateboards anywhere inside the library or on library property.

Situations involving patrons not abiding by these or other policies or guidelines will be handles at the discretion of the Library Director and staff by reporting on a Library Occurrence Report Form

Additional Rules of Conduct During A Pandemic

Scope

This policy is supplemental to the Daugherty Public Library District Conduct Ordinance and applies to all visitors to the Daugherty Public Library District during a pandemic. Parents or caregivers are responsible for the behavior of minor children in their charge. We are reopening our facilities with Additional Rules of Conduct to protect the health and safety of our visitors and staff. While we are taking reasonable precautions to promote and protect health and safety, we cannot guarantee an environment free from the risk of exposure or illness. Therefore, please note that every person who enters our facilities voluntarily assumes all risks related to exposure.

Policy Conditions

Daugherty Public Library District has expanded its list of expected behavior to comply with directives, mandates, orders or other guidance from federal, state or local public health authorities.

The directives, mandates, orders and guidance for responding a Pandemic situation will evolve as we move through this public health emergency. Therefore, our Rules of Conduct will be updated regularly to reflect current public health guidance.

Daugherty Public Library District will clearly post behavior expectations, specific to the pandemic, at the entrance to the library as well as on our social media. Visitors unable to comply with posted pandemic safety requirements may access services through remote or outdoor options.

1. Face coverings are required

Face coverings are required in public spaces. Therefore, everyone over the age of 2 must wear a mask covering their nose and mouth at all times. This rule applies to all Adult and child-sized masks are available for those who forget to bring them.

- Food and drink are not allowed in our facilities to support masks being worn properly
- If you are unable to wear a mask for any reason, the following accommodations are available to allow you to continue to access Library services:
 - Curbside pickup of holds
 - Online or virtual resources and services

2. Public access to the library is limited

Building occupancy may be reduced based on guidance from public health or government authorities.

- Visitors that are sick, or have a fever, or are actively coughing or sneezing shall not enter library buildings, even if they are wearing a face covering

- Staff will monitor the number of occupants in the building to ensure that we do not exceed the maximum number of visitors and staff at any given time
- Visitors may need to wait for others to exit before being allowed to enter
- Visitors may be required to limit their time in the library to allow others access
- Visitors may need to maintain appropriate distance from other users and staff
- Some areas of the facility, seating and equipment may be unavailable
- Visitors must keep their personal belongings with them all times, unattended items will be removed

3. Services may be limited

Some Library services may be available only online, by phone or email.

Computer usage may be suspended or limited time, or number of computers to be used to ensure social distance.

4. Library staff and director are empowered to stop any activity which they consider harmful to the safety, well-being and security of patrons, staff or library operations.

- A visitor who does not comply with these rules will be notified that their behavior is inappropriate and unacceptable.
- If their behavior continues, they will be asked to leave the facility immediately.
- If the visitor does not leave when requested, law enforcement officials will be called and the visitor will be trespassed from the Library.
- A visitor's library privileges may be limited or revoked for non-compliance with posted expectations.
- These rules will be enforced in a fair and reasonable manner.

DAUGHERTY PUBLIC LIBRARY DISTRICT

LIBRARY OCCURRENCE REPORT FORM:

Date: _____ Time: _____

Person Reporting Incident: _____

Library Staff on duty: _____

Reported Incident Type:

Theft Illness/Injury Assault Vandalism Disruptive Behavior

Maintenance Open door Alarm Problem Problem Patron

Other _____

Brief Description of Incident: (name, address, phone # of person/s if applicable)

Follow-up Actions:



Dear

On **INCIDENT DATE**, you **INSERT THING THEY DID**. This in violation of the Library's Conduct Policy.

Specific rule violations include:

- **POLICIES BROKEN**

Due to the severity of this misconduct, you are hereby excluded from using the Daugherty Public Library District and excluded from the Library Property for a period of **TIME FRAME** and may not return until **RETURN DATE**. Should you enter Library property or facilities during this time the police will be summoned to respond to this trespassing violation. The Dupo Police Department has been made aware of this situation.

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


To view the full Library policies, please visit <https://charlestonlibrary.org/library-policies>.

Sincerely,

Carol Brockmeyer
Library Director



DAUGHERTY PUBLIC LIBRARY DISTRICT

Your Key to Knowledge 

220 South Fifth Street Dupo, IL 62239

Phone: 618-286-4444 FAX: 618-286-3636

www.dupolibrary.org

Unattended Children Parental/Guardian Notification Letter

Date _____

Dear _____

The Daugherty Public Library District has recently experienced an incident involving your child, _____, where they were on Library grounds unattended by you or a responsible caregiver.

A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make an effort to follow it.

We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

Library Director

*approved
7/09*

AFTER SCHOOL CHILDREN POLICY

At the Daugherty Public Library District we understand during the school year that families with children in two different schools may have a conflict with supervising their younger children, with Elementary School getting out a half an hour earlier than the high school. The library will make exception from 2:30-3:00 for those under ten waiting for older siblings. It will strongly be encouraged by the library to enforce all children coming into the library have a library card with a current address and phone number on file so that a parent can be notified when a problem arises. If no phone is available the police will be contacted and said "student" will be taken to the police station until parent/guardian can pick them up. All children entering the library from 2:30-5:00 will sign in at the circulation desk. Any child who is asked to leave the library will not be allowed back until parents comes in to talk to the director.

Visitors who do not follow these Rules and Regulations shall be subject to the following sanctions:

1. The patron may be asked to refrain from the offending activity. If the patron persists in the offending activity, or if the activity involves any illegal activity, viewing pornography, threatening patrons or staff, or intoxication, the patron will be asked to leave the library for the day. The Director or designee may ask a minor to return with a parent.
2. If a patron continues to violate these rules and regulations or if the offending activity includes any illegal activity, viewing pornography, threatening patrons or staff, or intoxication, the patron's Library privileges will be suspended by the Library Director or her designee. Further, the patron's Library privileges may be revoked by the Library Board of Trustees upon notice and an opportunity to be heard by the patron.
3. A patron who has had his Library privileges suspended or revoked may appeal to the Library's Board of Trustees requesting that the privileges be reinstated.
4. If a patron's privileges are suspended, the patron may not enter the library during the term of the suspension. If the suspended patron does enter the library they will be asked to leave. If the patron refuses to leave the police will be contacted.
In addition, law enforcement may also be notified in situations that warrant it.

*approved
6/12/08*

Parental Responsibility Statement

Access to resources

The role of library staff is to guide and assist young people in finding and accessing any resources appropriate to particular interests and inquiries. Parents/caregivers are responsible for setting any boundaries or restrictions for their child.

Library collections are available to all library users without restriction. It is not the responsibility of the Daugherty Public Library District or its staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access. The Library encourages parents/caregivers to set their own family rules in consultation with their child. It is the responsibility of parents/caregivers to monitor young people's selection and use of library resources.

The Library exercises no limitation on access. The Library has no censorship role in its choice of the library resources that form the collection.

Unattended Children

Parents should not view the library as an alternative to daycare. Staff will not be placed in the position of supervising children except when in scheduled library programs. Staff members are concerned when parents leave their young children alone or in the care of an older sibling or friend. They become bored and restless leading to disruptive behavior. Therefore, for the safety and protection of all patrons, the Daugherty Public Library District has developed the following policy.

- All CHILDREN UNDER THE AGE OF 10 MUST BE ACCOMPANIED BY AN ADULT OR A RESPONSIBLE Adult CAREGIVER AT LEAST 18 YEARS OF AGE.
- YOUTH, AGED 10 AND UP, ARE WELCOME TO USE THE LIBRARY AS LONG AS THEIR BEHAVIOR IS IN ACCORDANCE WITH THE BEHAVIOR POLICY.
- PARENTS SHOULD BE ADVISED THAT IF THEIR CHILDREN MISBEHAVE THEY WILL BE TOLD TO LEAVE THE LIBRARY.
- PARENTS SHOULD REALIZE IN THEIR ABSENCE THEY ARE LEGALLY RESPONSIBLE FOR THEIR CHILDREN'S BEHAVIOR.
- CHILDREN MUST BE PICKED UP BY PRIOR TO CLOSING MONDAY THROUGH SATURDAY.
- POLICE WILL BE CALLED FOR CHILDREN LEFT WAITING AT CLOSING TIME.

*approved
6/2018*

Sexual Harassment Policy

Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all gender and gender identities (One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.) It is the policy of Daugherty Public Library District to prohibit harassment of any person by any library official or employee on the basis of sex or gender. All library officials and employees are prohibited from sexually harassing any person, regardless of employment relationship or lack thereof.

Sexual Harassment Policy

The Daugherty Public Library District strongly opposes sexual harassment in any form. Sexual harassment is against library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

Work Environment

It is the policy of the Daugherty Public Library District Board of Trustees that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. Any employee, who believes that he or she is being subjected to sexual harassment, whether from an employee or a patron, is urged to report such conduct immediately to the Director in accordance with the Sexual Harassment Reporting Procedure.

Library Employee/Patron Relationship

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by library employees as an abuse of authority and, therefore, such harassment will not be tolerated. Likewise, sexual harassment of library employees by patrons will not be tolerated. Sexual harassment of a patron by a library employee or of an employee by a patron means:

*Passed 1/2018
Amended
7/2019*

- Any sexual advance
- Any request for sexual favors
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron
- Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Library Director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a library employee against a patron shall immediately report it to the Library Director. Any employee who is being sexually harassed by a patron shall immediately report this to the Director.

Examples Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits. Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material. Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the Library Director.

Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

Sexual Harassment Reporting Procedure

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

Step 1 Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a library employee or a fellow patron should report it to the Library Director as soon as possible.

Reporting by Employees

A complaint by a library employee that sexual harassment has occurred shall first be presented to the Library Director. If the Director is the subject of the complaint, then the complaint should be presented to the President of the Board of Trustees.

Step 2

If the alleged perpetrator of sexual harassment is a library patron, normal disciplinary procedures should be followed. In all other cases, the Library Director shall meet with the complainant to discuss the allegations.

Step 3

If the complainant is not satisfied with the Library Director's decision, an appeal of that decision may be made to the Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. The Board or a committee hereof shall meet with the complainant, the Library Director, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts. The Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Legal Recourse, Investigative, and Complaint Process Available through the Illinois Department of Human Rights and Human Rights Commission

Any library patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission. The address and telephone n