

## TRI-CITY PUBLIC LIBRARY DISTRICT

### LIBRARY POLICIES

#### LIBRARY CARD POLICY

##### Section A: Registering New Patrons for Tri-City Public Library District

1. All residents who reside in a permanent abode in the Limits of the Tri-City Public Library District may receive a free library card for a 3-year period if proper proof of residency is provided.
2. Each resident must complete the registration card in person. Photo identification (Illinois driver's license, state ID, or passport acceptable) with at least one form with resident's current address which is machine generated and current within the last 60 days must be presented as proof of address (current utility bills or tax bill acceptable). P.O. boxes are not accepted as proof of residency.
3. A parent or guardian must consent and guaranty applications for youth ages 5 to 17. Note that some computer access is unfiltered.
4. Parents are asked to list the first and last names of each child on the back of their registration form.
5. Non-resident cards are issues for 1 year from the date of application for a resident outside the corporate limits of the Tri-City Public Library District.
6. Library cards entitle the holder to computer use, however the account must be clear of blocks.
7. Library cards are not transferable. No one may use another customer's card with the exception of picking up library material "On Hold."
8. Photo identification may be used to check out materials in lieu of a valid library card.
9. Card holders must report and provide proof of any change of residential or email address upon the next library use.
10. Materials returned late, in damaged condition or considered lost will be charged to the library card on which the items were checked out.
11. Report lost or stolen cards as soon as possible. Customers are responsible for material checked out to the library card.

##### Section B: Non-Resident Library Card Fee

Non-resident cards are issued for 1 year from the date of the application fee for residents outside the corporate limits of the Tri-City Public Library District. Annual fees are based on the tax bill of the non-resident.

1. If the non-resident applying for a card is a home owner, the public libraries tax rate is applied to the non-resident property owner's principle resident equalized assessment evaluation on an individual, case by case basis. The non-resident's most recent tax bill will be used.
2. If the non-resident is a renter, the public library will charge 15 percent of the monthly rent as the annual non-resident fee. Renters must provide the library a current rent receipt.
3. Non-resident Tri-City School District employees may obtain a library card each academic year based on school district employment and administrative approval.

## **CIRCULATION – LOAN AND RENEWAL**

### **Section A. Loan and Renewal**

The Tri-City Public Library District circulates materials in a variety of formats including books, magazines, audio books, digital media, DVDs and audio CDs. The following terms of loan are applicable as indicated:

	Length of Loan allowed	Renewals
Books	3 weeks	2 times
Juvenile books	3 weeks	2 times
Audiobooks	3 weeks	2 times
Digital media	1-2 weeks	on-line
DVD	1 week	2 times
Music CD	1 week	2 times

### **Section B. Interlibrary Loan**

When the patron wants materials that are not available within the Tri-City Public Library District, other agencies may be contacted to provide it. 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 Tri-City Public Library District. We are happy to borrow materials from other libraries for our patrons, but we ask that the dates by which those materials must be returned to their home libraries be respected. When the Tri-City Public Library District does not return materials borrowed through interlibrary loan in a timely manner, the library may lose the privilege of borrowing materials in that way for any of its patrons. Habitual failure to return interlibrary loan materials may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

### **Section C. Reserves**

Patrons may reserve materials that are not immediately available for patron use, but are in the collection of the Tri-City Public Library District or the Illinois Heartland Library System database. When the reserved materials are available to the patron who has placed the reserve (also known as a “hold”) the library will notify the patron via mail, telephone, text message, or email. The specific title of the item will not be charged to anyone other than the library patron who placed the reserve. Material will be held for the patron for a period of one week. After that period, the item will either be returned to the shelf, returned to the lending library, or sent to the next patron on the reserve list. The library will only leave one message regarding a hold on a specific item.

### **Section D. Fines**

Tri-City Public Library does not charge patrons overdue fines. Overdue notices will be generated on the following schedule:

1 <sup>st</sup> overdue notice	7 days after due date
2 <sup>nd</sup> overdue notice	14 days after due date
3 <sup>rd</sup> overdue notice	21 days after due date

Bill (when patron is charged the replacement cost)      30 days after due date

Failure to return library materials within 30 days will result in the item being considered lost and the patron will be billed for the library materials.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside the SHARE consortium will be subject to the loan period renewal and fine policies of the lending library.

Payment of all fines for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under age 18, the parent or guardian). Patrons who have lost or damaged materials will be charged the lost price of the materials. The Tri-City Public Library District will not reimburse replacement costs of items after payment is received.

Accounts with balances of \$100 or more may be referred to a collection agency.

## **HOURS OF OPERATION**

The Tri-City Public Library District maintains consistent, posted hours of service during which all services of the Tri-City Public Library District are available to patrons. The hours are, effective July 1, 2016:

Monday	11:00 am – 7:00 pm
Tuesday	11:00 am – 7:00 pm
Wednesday	11:00 am – 7:00 pm
Thursday	11:00 am – 7:00 pm
Friday	10:00 am – 4:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	CLOSED

A book drop is available for the return of all materials during the hours that the library is closed. The book drop is checked once a day at the beginning of the business day. Overdue materials should be returned to the circulation desk if the library is open to avoid weather related damage.

The Library may also be closed for federal and state holidays throughout the year. These holidays include: New Years Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas. The Board reserves the right to allow early closings before or after major holidays. The Library may also be closed on short notice in times of snow or other weather emergencies. Attempts will be made to provide information on library closings through local media outlets and the Library website.

## **MATERIAL SELECTION/COLLECTION DEVELOPMENT POLICIES**

### **A. Objectives**

The purpose of the Tri-City Public Library District is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The material selection/collection development policy is used by library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Tri-City Public Library District Board of Trustees and are integral parts of the policy.

The material selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the Head Librarian who operates within the framework of the policies determined by the Tri-City Public Library District Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Head Librarian must be available to the Library Board and the general public for actual selections made, the Head Librarian has the authority to reject or select any item contrary to the recommendation of the staff.

### **C. Criteria for Selection**

1. The main points considered in the selection of materials are:
  - Individual merit of each item
  - Popular appeal/demand
  - Suitability of material for the clientele
  - Existing library holdings
  - Budget
2. Reviews are the major source of recommendation of new materials. The primary sources of reviews are Internet-based review sites and professional journal.
3. The lack of a review shall not be the sole reason for rejecting the title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed in the public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D. Interlibrary Loan**

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

In return for utilizing interlibrary loan to satisfy the needs of our users, the Tri-City Public Library District agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state. The Tri-City Public Library District also agrees to follow the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. The Library agrees to be a responsible borrower, including responsibility for items borrowed, including materials lost in transit or by the patron.

#### **E. Gifts and Donations**

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate or needed. Other materials may include other physical items, such as furniture, accent items, artwork or children's materials such as games and toys. If they are not added to the collection, it may be due to duplication, condition, or dated information. The Head Librarian can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials will be applied to gifts. Specific memorial books can be ordered for the library on request of a user if the request meets the criteria established by the Library Board. It is desirable for gifts of specific titles to be offered after consultation with the Library Director. The Tri-City Public Library encourages and appreciates gifts and donation.

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

#### **F. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent on current demand, usefulness, more recent acquisitions, and availability of newer editions. The ongoing process of weeding is the responsibility of the Head Librarian and is authorized by the Board of Trustees and the Library Director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

#### **G. Potential Problems of Challenges**

The Tri-City Public Library District recognizes that some materials are controversial and that any given items may offend some users. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered except to protect it from damage or theft.

#### **H. Challenged Materials**

According to Illinois Public Act 103-0100, to be eligible for state grants a library shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval, prohibiting the practice of banning books or other materials within the library or library system. Tri-City Public Library District has voted to adopt both the ALA Library Bill of Rights as well as the ALA Resolution on the Right to Read.

#### **CONFIDENTIALITY OF RECORDS**

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

#### **COPYRIGHT RESTRICTIONS**

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and video recordings to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or video recording or redistributes the loaned copy or publicly performs or displays the computer program or video recording, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

The Tri-City Public Library District reserves the right to refuse to fulfill a loan request if, by its judgement, fulfillment of this request would lead to violation of the copyright law.

## **INTERNET USE POLICY**

The Tri-City Public Library District provides access to the Internet as a means to enhance the information and learning opportunities for the citizens in the library's service area. The Board of Trustees has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for the children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

### **A. Expectations**

Users must be aware that the inappropriate use of electronic information can be a violation of local, state, or federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

### **B. Warnings**

The Internet is a decentralized, unmoderated global network; the Tri-City Public Library District has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

Library computer users should be aware that the wireless network is an open network and not password protected. Users should be careful in the information they share on the Internet and make sure that they clear their applications and personal information before leaving the computer.

The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

### **C. Guidelines**

- Users may use the Internet for research and the acquisition of information to meet their educational, vocational, cultural, and recreational needs.

- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as the use a free-email service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
- Library computers used to access the Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session – if there is no patron waiting for service at the end of the session, the user can have another session, but once having had the service for 30 minutes, the user must abandon the use of the Internet if another patron requests the use of the service.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use if for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree to incur any costs for the library through their use of the Internet service.
- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.



**INTERNET USE AGREEMENT  
TRI-CITY PUBLIC LIBRARY**

**I understand and will abide by the Tri-City Public Library District's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate legal action may be taken.**

**User's Name:** \_\_\_\_\_

**User's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**As the parent or guardian of this individual, I accept full responsibility for my child's use of the Tri-City Public Library District's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended for educational and information purposes. I will not hold the library responsible for materials and information acquired by my child through the use of the library's Internet service. I hereby give permission to use the library's network for Internet access and certify that the information contained on this form is correct.**

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONDUCT ORDINANCE**

The Tri-City Public Library District 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 Tri-City Public Library District Board of Trustees establishes its conduct ordinance as follows:

### **Section 1.**

A patron who engages in activity which materially disrupts the use of library facilities, collection, or services by patrons or materially disrupts the ability of staff to perform its duties shall cease such activity immediately upon request by library personnel.

### **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 fashion, 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 policy will be summoned.

### **Section 4.**

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained in 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 Head Librarian shall bar the patron from use of the library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the first recorded instance in which the minor is required to leave the library and advised of the consequences of further recorded instances.

### **Section 5.**

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

### **Section 6.**

In the event a patron is barred from the use of the library and attempts entry to the library during any 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 Head Librarian shall report to the Library Board of Trustees such conduct prior to exclusion and the Board will consider a long-term exclusion of that patron.

## **DISCIPLINE POLICY**

To ensure that all patrons may have considerate use of the Tri-City Public Library District, appropriate behavior is expected. Violation of any of the following will result in a warning and/or expulsion from the property. Whenever necessary, police will be contacted. The Library Director and staff have authority to carry out all powers in this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.)
2. No food or drink may be consumed in the library (except with prior approval of the Library Director).
3. No destruction or mutilation of library property.
4. No smoking is allowed.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. No conduct which is disruptive to the operation of the library or threatening to parents, staff, or library property.
7. Cell phones shall be used outside of the library.
8. No sleeping in the library.

## **UNATTENDED CHILDREN**

Parents are responsible for the behavior of their children while they are at the library. The Tri-City Public Library District staff is committed to help children with activities related to the library. However, library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the library staff will notify the parent of incidents involving an unattended child.

Children under the age of 10 must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the library is closing, library staff is authorized to call the police and stay with the child until the police arrive.

From time to time, the Tri-City Public Library District schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then supervision is required. When so indicated, if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children over the age of 10 may use the library unattended by an adult, subject to other library rules and policies concerning behavior, conduct, or demeanor.

**UNATTENDED CHILDREN PARENTAL NOTIFICATION LETTER  
TRI-CITY PUBLIC LIBRARY**

Dear \_\_\_\_\_,

The Tri-City 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 the policy and make every effort to follow it. We do not wish to suspect Library privileges for you or your family., but 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.

Respectfully,

\_\_\_\_\_  
Board President or Library Director

## **FIREARM CONCEALED CARRY ACT POLICY**

The Tri-City Public Library District follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library posts at all entrances to the building, driveways, and parking areas of the Library the required signs approved by the Illinois State Police. Any violators will be reported to law enforcement and prosecuted to the full extent of the law.

**Revised and approved November 19, 2024**