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PERSONNEL POLICIES

LIBRARY POSITIONS

Job Title: Director

A.) **Qualifications:**

Knowledge, skills and behavior needed and expected to do the job.

1.) **Knowledge:**

A Master's Degree in Library Science (MLS) from an ALA-accredited university is required. Ten or more years of progressively responsible experience in library work or a related field is required. Three or more years of supervisory experience are preferred. Excellent oral and written communications skills are required.

2.) **Skills:**

Ability to develop and maintain positive, cooperative and productive working relationships with customers, employees, volunteers, vendors, contract personnel, and board of trustees.

- Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort.
- Ability to establish and direct a comprehensive and proactive library program of service that meets the cultural, educational, informational and recreational needs of the community.
- Ability to develop and manage the library budget in an effective and efficient fashion.

3.) **Behavior:**

- Promotes and encourages a positive attitude to the library mission and its goals and objectives.
- Displays and promotes a positive attitude towards customer service and demonstrates that public service is the most important component of the job.
- Displays a high degree of loyalty to the organization, a high level of professionalism and a good work ethic.

B.) **Responsibilities:**

Representative functions and duties of the position are as follows:

- 1.) Directs, motivates and evaluates all employees. Develops, monitors and/or approves all work assignments and schedules. Develops and maintains a good customer service work climate throughout the organization. Hires, promotes and discharges all staff, with appropriate board oversight as defined in existing personnel policies.
- 2.) Prepares agenda for board meetings. Prepares informational and statistical reports to inform and update the board about all library activities. Informs trustees about matters of interest to the library and about pertinent library operations. Prepares and submits all reports required by the state and other governmental agencies.
- 3.) Prepares and presents annual operating budget. Prepares and distributes monthly financial reports. Develops and directs daily accounting functions of the library. Monitors income reports from funding sources. Prepares and submits grants.

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- 4.) Develops and presents recommendations for all library policies for the ultimate approval and oversight of the Board of Trustees.
- 5.) Administers and directs the daily operations of the library. Develops and coordinates operational procedures of the library.
- 6.) Directs and supervises the ongoing maintenance of buildings, grounds and library property. Plans and recommends improvements and alterations in library grounds, facilities and equipment for the ultimate approval and oversight of the Board of Trustees.
- 7.) Plans, directs and implements a comprehensive program of services to meet the diverse needs of the community. Oversees and conducts long-range planning for the library.
- 8.) Directs and performs the acquisition of library materials to meet community needs. Develops and recommends policies relating to library services and material selection.
- 9.) Serves as the primary representative of the library to the Chillicothe community. Represents the library in regional, state and national library organizations. Serves on appropriate local, regional, state and national committees. Attends informational meetings and conferences sponsored by appropriate organizations.
- 10.) Directs and performs all public relations and marketing activities.

Authority Limitations:

- Director may expend up to \$2,500 on any one item or service, within the general budget lines approved by the Board of Trustees. The Board of Trustees must approve expenditures exceeding \$2,500. Expenditures exceeding \$10,000 must be submitted for competitive bid, unless they qualify for waiver of bid as specialty items or services.
- Director may not engage in any legally binding contracts without board approval, unless these contracts are renewals of previously approved contracts. Director may not enter into any litigation without board approval.
- Director may not open any bank accounts or checking accounts without board approval. The Director may not change the investment guidelines and administrator approved by the Board of Trustees.

Job Title:**Cataloger (Full or Part-time)**

Responsibilities: Ensures timely processing of all library materials. Processes all new materials received in the library, including taking inventory of materials. Inputs materials into shared database. Creates Brief Record for materials not in the database and searches OCLC to find and import records into the local database. Prepares materials for circulation, including covering, stamping, adding barcodes, determines genres and labels. Monitors all materials located in library for accuracy and viability. Works in tandem with the Director regarding weeding and redistribution of materials. Cleans and re-categorizes materials as needed. Monitors and orders all library supplies needed by staff to do the business of the library. Uses networking and organization to determine what/when orders are made in the most economical manner. Represents the library in communications with vendors regarding purchases and payments, ensures vendor statements and promptly reviews current and unpaid invoices, selects vendors through knowledge of supplies and prices. Monitors budget expenditures. Assists in Circulation duties as needed, requested or assigned. Assists library users when necessary. Attends library related workshops, meetings and seminars to enhance job performance and customer service. Attends Library Board meeting on an optional basis. Supports library policy and carries out various other duties request by the Director or Board of Trustees.

Requirements and Qualifications: Knowledge, experience, skills and desire needed and expected to do the job. Minimum High School diploma (or equivalent); Associates degree in Library Sciences or Technology preferred. Organized, accurate and detail oriented. Knowledge of computer navigation and technology. Self-motivated, requiring minimal direction or supervision.

Experience: One to two years experience working in a library setting, preferably in cataloging or circulation. Experience working with the public, preferably in a library setting, but can be to the Director's discretion.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, vendors and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Ability to prioritize, organize and follow a daily duty schedule. Willingness to absorb and take on any other duties that will enhance the services of the library as a whole.

Accountable to: Library Director

4/2010

Job Title:**Circulation Coordinator (Full-time)**

Responsibilities: (Circulation Desk) Administers and supervises the Circulation Department in the most efficient and economical manner in order to enhance the assets of the library for the users. Communicates any changes in procedure, staff schedules or any other issues that affect the business of the library, users and staff. Manages and maintains patron records. Maintains circulation records and statistics. Maintains records on overdue/missing materials, including notices and fines. Oversees diligent search for materials recorded as overdue/missing. Responsible for and models a superior customer service strategy toward staff and to library users, including responding to user complaints, comments, etc. Communicates response to all library staff. Acts as the communication liaison between staff and library users. Coordinates the scheduling of and the registration for library programs/events. Attends library related workshops, meetings and seminars to enhance the operations of the library and customer service. Trains and/or coordinates training to staff on established and new library procedures, especially those duties related to Circulation. Attends Library Board of Trustee meetings on an optional basis, submitting a monthly report to the Director at least five days prior to the meeting. Supports library policy and carries out various other duties as requested by the Director or Board of Trustees. (Public Meeting Room and Study Rooms) Maintains and manages the scheduling of all rooms in the library used for library or community use. Acts as the communication liaison between staff and users concerning room scheduling and events. Communicates the requirements and rules to the users concerning room usage. Manages user requirements and payment. Approves and signs all contract agreements with users. Directly supervises the Custodian on room usage, set up/tear down and cleanliness.

Requirements and Qualifications: Knowledge and desire needed and expected to do the job. Minimum of a High School diploma (or equivalent) with a minimum of five years library experience, specifically in Circulation. Associates degree in Library Sciences/Business Management preferred. Proven attitude and effort toward positive customer service. Excellent communication skills. Organizational and computer skills required.

Experience: Working with the public including customer service situations. At least one year's experience in a supervisory or administrative position, preferably library related.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, vendors and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Ability to prioritize, organize and follow a daily duty schedule. Willingness to be flexible in regards to schedule due to the nature of the position. Willingness to absorb and take on any other duties that will enhance the services of the department and the library as a whole.

Accountable to: Library Director

Job Title: Children's Librarian (Full or Part-time)

Responsibilities: Administrates and supervises the Children's Department in the most efficient and economical manner in order to enhance the assets of the library for the users. Submits orders for new materials located in the Children's section. Evaluates new materials for inclusion into the collection and weeds the collection as necessary. Supervises Young Adult Librarian and any volunteers regularly assisting in both sections of the library. Maintains records and statistics for the Children's Department. Plans, organizes, promotes and facilitates all Children's programs including story times, Summer Reading and promotional programs. Maintains and monitors the organization and order of the section. Works with parents, teachers and community organizations to assist in developing programs that stimulate reading, creativity, positive social interaction and communication skills, and promotes the use of the library as a community resource. Attends Library Board of Trustees meetings on an optional basis, submitting a monthly report to the Director at least five days prior to the meeting. Assists patrons as necessary. Monitors use of equipment and Youth Activity Room by the users. Attends library related workshops, meetings and seminars to enhance the Children's Department programs and customer service. Supports library policy and carries out various other duties requested by the Director or Board of Trustees.

Requirements and Qualifications: Knowledge, experience, skills and desire needed and expected to do the job. Minimum of five years experience or completion of accredited Library Science Degree with a minimum of one-year library experience preferred. Degree in Early Education or Education or School Librarian would be considered. Computer experience and knowledge required, including some clerical skills. Ability to manage a departmental budget using creativity and fiscal responsibility.

Experience: Degree from accredited institution in Library Sciences and experience working in a library is preferred. Experience working with children and families is preferred. Proven ability to deliver positive customer service in any situation. At least one year's experience in a supervisory or administrative position, preferably library related.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, vendors, community leaders, school personnel and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Ability to prioritize, organize and follow a daily duty schedule. Willingness to be flexible in regards to schedule due to the nature of the position. Willingness to absorb and take on any other duties that will enhance the services of the department and the library as a whole.

Accountable to: Library Director

4/2010

Job Title: Family/Adult Program Coordinator (Part-time)

Responsibilities: Plans, organizes, promotes and facilitates all Family and Adult Programs, including Summer Reading Program and Book Clubs. Plans, organizes, promotes and facilitates Red Cross Blood Drives in coordination with the Red Cross personnel. Maintains records and statistics for programs. Works in tandem with the Children's Librarian to plan, organize, promote and facilitate cooperative Family programs. Monitors budget in the most efficient and economical manner in order to enhance the assets of the library for the users. Monitors use of equipment and room scheduling for library sponsored events. Attends library related workshops, meetings and seminars to enhance the programs and customer service. Supports library policy and carries out various other duties as requested by the Director or Board of Trustees.

Requirements and Qualifications: Knowledge, experience, skills and desire needed and expected to do the job. Associates Degree in Library Sciences preferred. Degree in English/Literature will be considered. Minimum one year working with the public (families or adults), in a customer service or library environment.

Experience: Experience working with families and adults is preferred. Computer experience and knowledge with some clerical skills.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, vendors, community leaders, school personnel and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Ability to prioritize, organize and follow a daily duty schedule. Willingness to be flexible in regards to schedule due to the nature of the position. Willingness to absorb and take on any other duties that will enhance the services and library as a whole.

Accountable to: Children's Librarian & Library Director

4/2010

Job Title:**Interlibrary Loan/ILL Specialist (Part-time)**

Responsibilities: Downloads and prints “hold pickup list” from RSA via library Gmail account. Retrieves listed materials from stacks and process materials for delivery each day. Receive staff/user requested materials and processes for user pickup. Contacts users to alert of material arrival and **seven day** hold/pickup schedule. Places holds for user requested materials within RSA and outside RSA via World Cat. Receives and processes borrowed library materials for shelving. Manages book club orders for users. Monitors all materials received from other libraries to insure timely pickup and (if necessary) return to lending library. Notifies user of overdue ILL materials for return to lending library. Notifies user of overdue cost for ILL materials. Works in tandem with Circulation Coordinator insure that a user’s account is not blocked for check-out before ordering user’s ILL request and to insure a user pays for overdue or lost ILL materials. Completes monthly ILL statistic report and ALL other reports dealing with ILL duties and functions for submission to RSA and Library Director. Evaluates materials held in Chilli Patch for possible repair; completes repair if warranted; discharges materials for shelving. Monitor drive-up window for users; completes requests. Monitors and assists at Circulation Desk as needed, as requested or as scheduled. Assists users when requested. Attends library related workshops, meetings and seminars in order to maintain current on job expectations, changes/additions; resulting in improved job performance and customer service. Supports library policy and carries out various other duties as requested by the Director or Board of Trustees.

Requirements and Qualifications: Knowledge, experience, skills and desire needed and expected to do the job. High School diploma (or equivalent) with at least two years experience working in a library setting. Associates degree in Library Sciences or Computer Sciences preferred. Strong organizational and communication skills required.

Experience: Experience working within a library setting is preferred. Computer experience in networking and knowledge is required, including some clerical skills. Experience working with the public is preferred.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, vendors, other library personnel and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Ability to prioritize, organize and follow a daily duty schedule. Willingness to absorb and take on any other duties that will enhance the services of the library as a whole.

Accountable to: Library Director

4/2010

Job Title:**Library Assistant (Full or Part-time)**

Responsibilities: Provides support to the various departments of the Chillicothe Public Library in the most efficient and economical manner for the purpose of enhancing the library for its users. Delivers superior customer service to library users by greeting users entering building, assisting users in locating materials, increasing users knowledge of library services and policy, demonstrating efficient and friendly material checkout. Answers telephone in a professional and helpful manner. Contributes to the communication among library staff regarding any library related matters. Provides coverage in Circulation, Reference, Young Adult or Children's Departments as needed. Monitors use of scheduled rooms and equipment by users. Shelves materials and maintains filing accuracy. Attends Library Board of Trustees meetings on an optional basis. Conducts tours of the library if requested. Attends library related workshops, meetings and seminars to enhance the customer service and programs delivered through the library. Supports library policy and carries out various other duties as requested by the Director or Board of Trustees.

Requirements and Qualifications: Knowledge, experience, skills and desire needed and expected to do the job. High School diploma (or equivalent); Associates degree in Library Sciences is preferred. Demonstrates maturity with strong communications, problem solving, and positive customer service delivery background. Knowledge of computers and networking preferred. Strong organizational skills and ability to multi-task.

Experience: Experience working with the public in a library setting is preferred.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, vendors and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Willingness to be flexible in regards to schedule due to the nature of the position. Willingness to absorb and take on other duties that will enhance the services of the library and the user's experience.

Accountable to: Circulation Coordinator & Library Director

4/2010

Job Title**Technical Support Specialist (Full-time)**

Responsibilities: (**Computers**) Maintains the health and integrity of all library technology, including the server and computers. Performs regular (daily, weekly, monthly) maintenance and upkeep to all computers in the library. Performs software and hardware upgrades. Assists library staff with questions and issues involving the library computers or other technology. Assists library users with questions and issues relating directly to the computers used by the public. Monitors all public computers. Collects and analyzes library computer usage data for Analytics and Sonicwall. Acts as the contact for and works to assist the IT company that provides the Library's network. Works with the company that provides the circulation software, to diagnose problems and apply remedies to said software. Must also implement updates. Provides training for staff on new hardware and software applications. (**Reference**) Provides Reference assistance to library users present in the library or over the phone. Assists users with historical and genealogy searches and technical assistance with the genealogy computer/Ancestry.com. Submits information on library activities and events to local media (newspapers, cable) for publication/broadcast. Utilizes Director's Station to access library statistics used to inform the Trustees and patrons and the State concerning the circulation and other business data/statistics affecting the library. (**Website**) Maintain and update the library website. Acts as the contact for the website provider and software managers. Applies website software updates. Acts as the contact for assisting library users with website and online card catalog issues. Acts as the contact for staff and library users with questions or problems regarding the Digital Media Library database. (Circulation) Performs regular circulation assistant duties. Makes deliveries to home bound library users.

Requirements and Qualifications: High School Diploma (or equivalent) required. Associates degree in Technology related field is preferred.

Experience: One year of library experience with technical services work, including the maintenance and ability to update a variety of hard/software relative to library business. Must have the ability to manage tasks in response to varying time pressures with shifting priorities and changing constraints. Must be able to take direction as well as provide direction to others. Evidence of ability to interact collaboratively and work effectively with cross organizational teams. Demonstrated ability to anticipate library users/staff needs and seek ways of providing satisfactory solutions. Good interpersonal skills; demonstrated ability to communicate clearly with all persons potentially affected by the scope of the duties to be performed. Demonstrated ability to pay close attention to details is essential, as is accuracy.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees, Board of Trustees and contractors. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Maintain knowledge of current issues, events and trends in the field of technology and the impact/advantages to library business.

Accountable to : Library Director

4/2010

Job Title: Chillicothe Public Library Custodian (Full Time or Part Time – requires flexible schedule)

Function: Performs housekeeping and grounds keeping duties for the Chillicothe Public Library District, in the most efficient and economical manner with the purpose of enhancing the assets of the library for the library users and staff. Reports directly to the Library Director, but may be required to take directives from library staff as requested or needed.

Qualifications:

Knowledge, experience, skills, ability and desire needed and expected to perform the required duties with minimal directions and supervision. Demonstrate motivation and observation that goes beyond the routine.

Knowledge:

A minimum of a high school diploma (or equivalent). Computer experience preferred, especially in navigation of possible vendor sites and for price comparisons. Ability to monitor the budget line item specific to building supplies and demonstrate fiscal responsibility.

Experience:

A minimum of three years experience in housekeeping and grounds keeping.

Skills:

Ability to develop and maintain positive, cooperative and productive working relationships with contract personnel, employees, vendors, Board of Trustees and library users. Follows and prioritizes daily duty schedule as submitted by the Director and Circulation Coordinator, demonstrating maximum accountability and needing minimal direction. Ability to use skills and observation in order to present the library building and grounds in optimal condition.

Responsibility:

1. Maintain and clean and/or vacuums all floor surfaces in the library building. Once a week, furniture or other items will be shifted from walls or stagnant areas for a more thorough cleaning.
2. Clean and sanitize restrooms daily, including restocking paper supplies.
3. Weekly thorough cleaning of restrooms, to include but not limited to, scrubbing floor, floor and surface corners, clean/sanitize toilet and toilet base, sinks, countertops, door handles, mirrors, etc.
4. Clean all surfaces of dust, spills and/or garbage; including desk sand counter tops, computer and other tables, windowsills, bookshelves, etc.
5. Clean and sanitize computers, including mouse and keyboard, and phones at least once a day, more if cold/flu season.
6. Monitor product usage and purchase in Chapters Café. Refill and clean area daily.
7. Clean and disinfect drinking fountains daily.
8. Water and clean plants on as needed basis.
9. Purchase cleaning supplies, paper products or other materials as needed for library. All purchases exceeding \$100.00 (at one purchase) will require prior approval from the Director. Purchases are to be as economical as possible. Keep ongoing list of needs and errands to minimize travel.
10. Clean lower and doorway windows as needed.
11. Empty indoor and outdoor garbage cans and ashtrays; cleaning the trash containers and replacing liners as needed.
12. Keep the patio and portico area inviting by sweeping, cleaning furniture and fountain as needed.
13. Set up and tear down Public Meeting Room, Youth Activity Room, Study Rooms and Genealogy Room based on scheduled events/activities. Clean rooms, including kitchen areas and appliance, after each renter's use.

14. Set timers on indoor/outdoors lights, irrigation system as needed. Demonstrates on going effort to gain knowledge (through contracted personnel or instructional manuals) toward the most thorough understanding and efficient operation of each system.
15. Monitor HVAC (geothermal system) operations for efficiency and building temperature. Demonstrates on going effort to gain knowledge (through contracted personnel or system instruction manuals) toward the most thorough understanding and efficient operation of the system.
16. Spot clean carpeted surfaces as needed, with a thorough shampoo of heavy traffic areas (PMR and Circulation Desk) twice a year.
17. Strip and wax tile once a year or as directed.
18. Act as liaison between contracted maintenance personnel and library. Keep files of all scheduled visits and maintenance completed. Keep calendar of maintenance visits made throughout the fiscal or calendar year. Shadow contracted personnel when requested by Director or worker.
19. Follow seasonal maintenance of fountain, patio, irrigation and geothermal system.
20. Shovel and salt the main and staff entryways and all other exits for safety purposes. This may require flexibility of schedule depending on the weather situation.
21. Mow, trim, sweep and weed all property areas not included in the lawn care contract.
22. All routine duties will include an hourly (daily/ongoing) inspection of entire property (inside/outside) for trash, spills, cleanliness, safety issues (snow, ice or other debris) and sanitation.
23. Supports library policy and carries out various other duties requested by the Director.
24. All other duties as assigned by the Director or Circulation Coordinator or Board of Trustees.

Revised: 4/2010

Job Title: Building Attendant

Responsibilities: Attends to the use of the Chillicothe Public Library property during non-regular business hours to monitor all activity/events/functions in the Public Meeting Room. Assures that the Library's facilities, including furnishings and equipment are properly used; attends to the security of the facilities; properly handles accidents, injuries and other emergencies as they arise. Attends to proper locking-up duties. Supports library policy and carries out various other duties requested by the Director or Board of Trustees.

Requirements and Qualifications: Knowledge, experience, skills and desire needed and expected to do the job. High School Diploma (or equivalent). Knowledge of building operations, including fire and building alarm systems. Knowledge of occupational hazards and standard safety practices.

Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Experience working with the public.

Skills: Ability to develop and maintain positive, cooperative and productive working relationships with library users, employees and Board of Trustees. Ability to motivate employees to achieve and maintain a high level of public service, teamwork and work effort. Ability to work independently in the absence of supervision. Ability to make sound decisions in the event of an emergency situation while attending library property. Ability to communicate clearly and concisely. Willingness to absorb and take on any other duties that will enhance the services of the library as a whole.

Accountable to: Library Director

4/2010

SALARIES

Salaries and hourly wage rates may be adjusted effective with the beginning of the next fiscal year. The Library Board of Trustees will approve these rates that will be based on a proposed salary schedule from the Library Director.

Proposed Updated Salary Scale for Salaried Positions (Last Updated 6/13/02)

Library Director (with MLS/MLIS Degree)	\$40,000 - \$50,000/year
Library Director (with other Master's Level Degree)	\$33,000 - \$43,000/year
Library Director (with BA/BS Degree)	\$30,000 - \$40,000/year
Assistant Director (with MLS/MLIS Degree)	\$28,000 - \$38,000/year
Assistant Director (with other Master's Level Degree)	\$23,000 - \$33,000/year
Assistant Director (with BA/BS Degree)	\$20,000 - \$30,000/year
Assistant Director (with LTA)	\$18,000 - \$28,000/year
Children's Librarian (with MLS/MLIS Degree)	\$26,000 - \$36,000/year
Children's Librarian (with other Master's Level Degree)	\$22,000 - \$32,000/year
Children's Librarian (with BA/BS Degree)	\$18,000 - \$28,000/year
Children's Librarian (with LTA Degree)	\$16,000 - \$26,000/year
Children's Librarian (with no Degree)	\$14,000 - \$24,000/year
Reference Librarian (with MLS/MLIS Degree)	\$26,000 - \$36,000/year
Reference Librarian (with other Master's Level Degree)	\$22,000 - \$32,000/year
Reference Librarian (with BA/BS Degree)	\$18,000 - \$28,000/year
Reference Librarian (with LTA Degree)	\$16,000 - \$26,000/year
Reference Librarian (with no Degree)	\$14,000 - \$24,000/year

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Chillicothe Public Library District joined the Illinois Municipal Retirement Fund (IMRF) in July of 2008. All full-time employees (40 hours) and part-time employees (20 hours) that are employed with the library are mandated to participate. Information regarding IMRF and the employer/employee contributions is in the back of the policy manual.

INTRODUCTORY PERIOD

- All full-time employees and salaried non-Director personnel shall be given paid vacation during his/her anniversary year following a ninety (90) day probationary period.
- All personnel evaluations done by a departing Director will be sealed and after 10 years destroyed. Evaluations may be reopened only in the presence of the Board and the employee.

EMPLOYEE PERFORMANCE REVIEW

- The Library Director shall be responsible for evaluating all other staff on a yearly basis, however newly hired staff shall be evaluated after three (3) months, six (6) months, twelve (12) months and then yearly.
- The Library Board of Trustees, as a whole, will evaluate the job performance of the Library Director on an annual basis.

TERMINATION

Any time that a support staff or custodial staff does not satisfactorily perform his/her work he/she may be dismissed at the Library Director's discretion.

RESIGNATION

- Thirty (30) days notice is requested if the Library Director wishes to terminate his/her employment.
- Fourteen (14) days notice is requested if a full-time employee wishes to terminate his/her employment.

'AT WILL' EMPLOYMENT

It is the policy of the Chillicothe Public Library District that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the library 'at will', with or without cause. Nothing in these personnel policies shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

TRAVEL AND OTHER EXPENSES

Any staff or board member requiring reimbursement for travel or other library related expenses are required to complete an expense report detailing the expenses incurred with receipts attached. See Expense Report form which follows.

Chillicothe Public Library District
Expense Report

Employee Name: _____

Purpose of expense: _____

Date	Business	Description	Expense #	Amount
* TOTAL TO REIMBURSE				\$

Receipts must be attached to the back of expense form.

Employee signature: _____

Date: _____

Approved by: _____

Date: _____

PAGE TOTAL	
Expense Acct#	Total
*TOTAL REIMBURSE	\$

GRIEVANCE PROCEDURES

If an employee feels he/she has been unjustly treated or has a work related problem, he/she should present their concern to his/her immediate supervisor. If an employee is involuntarily terminated or suspended, he/she has the right to know why and appeal the action if they feel the termination or suspension is unjustified.

The following procedure is outlined for any complaint or appeal.

- 1) The concern or complaint should be presented to his/her immediate supervisor in writing. The supervisor will respond in not more than three (3) working days after your presentation.
- 2) If the problem cannot be solved satisfactorily, or the supervisor does not respond within three (3) working days, the employee may take his/her grievance to the Library Director. The employee should contact the Library Director in person and a mutually agreed upon time will be set to discuss the problem. After the discussion, the Library Director will respond in writing within five (5) working days.
- 3) If the employee still feels there is an unresolved problem, he/she may make a written request (TABLE I) to the Library Director for a review by the Grievance Committee of the Board of Trustees. The Grievance Committee shall consist of the Vice President of the Board, who shall serve as Chairperson of the Grievance Committee, and two other members of the Board of Trustees who volunteer to serve on the Grievance Committee. The Library Director shall forward a copy of the written request to the Chairperson of the Grievance Committee. The Chairperson of the Grievance Committee will schedule a meeting within ten (10) working days of the receipt of the request with the employee, committee members and the Director. The Grievance Committee will discuss the problem with the employee and make a recommendation to the full Board of Trustees at its next scheduled meeting. If the situation merits it, the Grievance Committee will recommend that a Special Board meeting be called.
- 4) Confidentiality will be observed at all times. Due to the nature of the matter, if an employee feels they have a concern that they prefer not to discuss with their immediate supervisor, he/she may contact the Library Director initially for advice. Only staff with a need to know will be advised of the situation. If the grievance is with the Library Director, the employee may contact the Chairperson of the Grievance Committee for advice.
- 5) If an employee skips a level of authority in the grievance procedure, the advice that will be given either by the Library Director or the Chairperson of the Grievance Committee will be:
 - a) You have a complaint based on library policy, put it in writing and process it through the established grievance procedure;
 - b) Your complaint does not tie in directly to library policy. Either try to resolve it yourself or exercise your right to file a complaint by using the established grievance procedure;
 - c) The Board of Trustees decision will be final and binding. A copy of the decision will be distributed to you, your immediate supervisor, and the Library Director and placed in your personnel file.

APPROVED ON - June 1996; amended April 2000

OUTLINE OF GRIEVANCE PROCEDURE:

CHILDREN AND ADULT DEPARTMENTS

- 1) Employee submits written complaint to their Supervisor.
- 2) Written response to employee within 3 working days from Supervisor
- 3) If employee still not satisfied, he/she makes a personal request to Library Director to set a meeting date
- 4) Library Director and employee meet
- 5) Written response from Library Director to employee within 5 working days of their meeting.
- 6) Employee still not satisfied he/she submits signed form requesting review from Board of Trustees' Grievance Committee along with copies of written complaint and written response.
- 7) Employee, Director and Grievance Committee meet within 10 working days of the Chairperson of the Grievance Committee's receiving the written request.
- 8) Grievance Committee resolves situation or waits for next scheduled Board Meeting to seek full Board advice or calls for a Special Board Meeting if the situation merits it (time limit varies).
- 9) Written FINAL DECISION from the Grievance Committee given employee, Director and to those involved on a NEED TO KNOW basis and a copy placed in the employee's personnel file.

LIBRARY DIRECTOR

- 1) Employee submits written complaint to Library Director.
- 2) Written response to employee within three working days from Library Director.
- 3) If employee still not satisfied, he/she makes a personal request to Library Director to set a meeting date.
- 4) Library Director and employee meet.
- 5) Written response from Library Director within three working days of their meeting.
- 6) Employee still not satisfied, he/she submits signed form requesting review from Board of Trustees' Grievance Committee along with copies of written complaint and written response.
- 7) Employee, Director and Grievance committee meet within ten working days of the Chairperson of the Grievance Committee's receiving the written request.
- 8) Grievance Committee resolves situation or waits for the next scheduled Board Meeting to seek full Board advice or calls for a Special Board Meeting if the situation merits it (time limit varies).
- 9) Written final decisions from the Grievance Committee given to employee, Director and those involved on a NEED TO KNOW basis and a copy placed in the employee's personnel file.

GRIEVANCE MEETING REPORT FORM

NAME _____

DATE _____

THOSE PRESENT _____

GRIEVANCE RESOLUTION:

I respectfully request that the decision be reviewed at the next level of authority.

NAME _____

DATE _____

HARASSMENT POLICY

The Chillicothe Public Library District's business shall be conducted in a professional manner and in a work place free of problems created by non-business related concerns. It is against District policies and a violation of law for any employee to engage in conduct that may be constituted as personal, ethnic, religious, or sexual harassment. Harassment refers to behavior of any nature that is not welcome, is personally offensive, or interferes with the work performance and effectiveness of other individuals. Objectionable conduct shall encompass verbal, written, graphic, and physical forms.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes harassment when:

- 1) Submission to such conduct is made 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 for an employment decision affecting such individuals.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct which may constitute sexual harassment include but are not limited to: unsought and unwelcome sexual flirtation, advancement, or propositions; verbal abuse of a sexual nature; unnecessary touching of an individual's body; sexually degrading words used to describe an individual; display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Procedures for handling harassment complaints:

A. Reporting by Employees

If an employee feels that harassment is taking place or that District policies are being violated, the incident should be reported immediately to a supervisor and/or the Library Director. In cases where the supervisor is involved, the incident should be reported directly to the Library Director. If the Library Director is involved, the incident should be reported to the Vice President of the Board of Trustees. The person reported to shall conduct an investigation discreetly into the matter. All reports will be kept confidential. Appropriate action will be taken to resolve the incident if District policies have been violated.

B. Report by Patrons

Any patron who suspects that he/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.

1) 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.

Sexual harassment of a patron by a Library employee means:

- a) Any sexual advance by an employee toward a patron,
- b) Any request by an employee to a patron for sexual favors,
- c) Any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
- d) 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 or, if not immediately available, to her 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 or to their immediate supervisor.

2) 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.

3) 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 or to their immediate supervisor.

- a) 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 within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Director may also have a representative; such meeting, however, shall be informal. The Library Director shall issue a written decision within five (5) days of the meeting.
- b) If the complainant is not satisfied with the Library Director's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board Vice President or his/her designee (hereinafter the words "Board Vice President" shall include designee).

- c) If the complainant is not satisfied with the Vice President's decision, then within ten (10) days, a written appeal of that decision may be made to the Grievance Committee, setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Grievance Committee shall meet with the complainant, the Library Director, and any representatives to discuss the allegations of discrimination. The hearing with the Grievance Committee shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Grievance Committee 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.

Within ten (10) days after the hearing, the Grievance Committee shall issue its written recommendation to the Board of Trustees. The Board, within ten (10) days of receiving the Grievance Committee's recommendation, shall render a final decision.

4) 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. Investigative and complaint process assistance is also available through the Illinois Department of Human Rights and the Illinois Human Rights Commission. Contact the Department by calling (217) 785-5100 and the Commission by calling (217) 785-4350. Or you can write to:

Illinois Department of Human Rights
222 S. College, Rm. 101A
Springfield, IL 62700

Adopted 9/21/04

DRUG, TOBACCO AND ALCOHOL FREE LIBRARY

The possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statute is not permitted during library operating hours. Any exemptions to this policy regarding alcohol must have prior approval by the Board.

Adopted 6/27/02

The use of tobacco products is prohibited in all "Library locations" except where designated.

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

Any employee who violates the term of the Library's Drug, Tobacco and Alcohol Policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library's employees as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, or any criminal drug or alcohol statute conviction, for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

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

The Library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations and where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.

In order to make patrons and employees aware of the dangers of drug, tobacco and alcohol abuse, a notice of the Standard of Conduct imposed by this policy, and the sanctions imposed for violation of this policy, shall be distributed to all employees and prominently posted at the Library for patrons and employees to see.

Adopted 3/16/04

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the Chillicothe Public Library's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and supervision at all employment levels.

The Chillicothe Public Library's own best interest lies in ensuring fair treatment of employees. The major purpose of any disciplinary actions is to correct a problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Chillicothe Public Library is based on mutual consent and both the employee and the Chillicothe Public library have the right to terminate employment **at will**, with or without cause or advance notice, Chillicothe Public Library may use progressive discipline at its discretion.

The employee is expected to be at his/her assignment at the designated time. In the case of habitual tardiness or excessive absences, the 3, 6, 9, 12 form of progressive discipline will be enforced. A total of 3 late arrivals or unexcused absences (within a fiscal year) will result in a verbal warning/documented; 6 will result in a verbal warning/documented; 9 will result in a written warning/documented; and 12 will result in immediate dismissal. The employee shall notify the Library (by phone) if late. Absence due to sickness must be reported (by phone) no less than one hour prior to the employee's scheduled time of arrival. Documentation will be reviewed during annual staff assessments. Exceptions will be made only at the discretion of the Director.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when, at the director's sole discretion, based upon circumstances, one or more steps are bypassed. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a written warning may follow a next offense; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

The Chillicothe Public Library recognizes that there are certain types either of employee problems that are serious enough to justify a suspension, or, in extreme situation, termination of employment without going through the usual progressive discipline steps. This decision will always rest with the Director, with guidance from the President and Staff Liaison appointed through the Board of Trustees. The Director's judgment and determination of discipline will be final.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Chillicothe Public Library District's policy includes job descriptions/duties and expected staff behavior. Violation and/or dereliction in expected professional job behavior or duties can and will result in disciplinary action, including progressive discipline or, in some instances, immediate termination. By using progressive discipline, the Chillicothe Public Library hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the Chillicothe Public Library.

(Passed 8/17/2010)

In regards to the Chillicothe Public Library's Progressive Discipline Policy,
I, the undersigned, have read and understand the Chillicothe Public Library's
Progressive Discipline Policy and agree to adhere to the professional expectations of
behavior and job duties specified in the Chillicothe Public Library's Policy manual.

Staff Name: Printed

Staff Signature/Date

*Witness Name: Printed

* Witness Signature/Date

*document must have a witness name and signature

EMPLOYEE BENEFITS

MEDICAL INSURANCE

The Chillicothe Public Library District will offer life insurance and provide health insurance for full-time employees under the provisions listed in Library Procedures.

The Chillicothe Public Library District will pay 80% of the life and health insurance premium for full-time employees. There will be 50% coverage for dependants of full-time employees. There will be a waiting period of 90 days before a new full-time employee and/or dependants may be enrolled in the program. Employees may choose not to be a part of the plan or may choose either life or health insurance. No compensation will be made for non-participants.

Medical insurance for full time employees who have been approved for unpaid leave ceases. These individuals may choose the option of COBRA (thru insurance company).

VACATION

The purpose of a vacation is to give an employee time away from work.

Preference for vacation time will be granted at the discretion of the Director and based on library staffing issues. Based on length of employment (Section B-2) employees will be eligible to take any earned vacation time within the year of their anniversary date of employment.

- The Library Director shall be given paid vacation during any one anniversary year as follows:

0 to end of anniversary year one: 10 days

Beginning anniversary year 2 to end of anniversary year four: 15 days

Beginning anniversary year 5 to end of anniversary year fourteen: 20 days

Beginning anniversary year 15 to termination of employment: 25 days

- All full and part-time employees shall be given vacation based on the following schedule:

One year of service: 5 days

Beginning anniversary year two to end of anniversary year four: 10 Days

Beginning anniversary year five to end of anniversary year of fourteen: 15 Days

Beginning anniversary year fifteen: 20 Days

“One week” equals the number of hours currently worked in one week.

Pages and temporary employees are exempt from vacation time.

Adopted 7/11/02

Vacation may not be carried over from year to year; it must be taken within twelve (12) months of the expiration of the anniversary year in which it was earned or be forfeited.

Adopted 10/10/02

PAID HOLIDAYS

The following is a list of official paid holidays for full-time library staff:

- 1) New Year's Day
- 2) Memorial Day
- 3) July 4
- 4) Labor Day
- 5) Day before Thanksgiving (1/2 day)
- 6) Thanksgiving Day
- 7) Friday after Thanksgiving
- 8) Christmas Eve
- 9) Christmas Day
- 10) New Year's Eve (1/2 day)

IMRF SERVICE CREDIT

For all employees eligible for Illinois Municipal Retirement Fund participation: All unused sick leave beyond 20 days (160 hours) for full-time employees can be banked up to 240 days to be used for retirement service credit under the provisions established by Illinois Municipal Retirement Fund. The library will maintain records of all unused sick leave for the purposes of retirement service credit.

MEDICAL LEAVE

Medical leave may be used when employees are incapacitated by a short term illness, short term injury, birth of a child or adoption of a child. Medical Leave may also be used when an employee needs to care for a family member (immediate family or family by marriage). The Library Director may grant an unpaid Medical Leave up to 45 with the proper documentation. Written Doctor's documentation must be presented every 10 days to the Library Director to continue Medical Leave. For all employees eligible for Illinois Municipal Retirement Fund (IMRF) participation: once all paid time off is used IMRF will pay employees (short term disability) during their approved time off. *Benefits do not continue to accrue during Board approved unpaid leaves of absence.*

MATERNITY LEAVE

The Library Director should be notified as soon as an employee is certain she is pregnant.

Accrued sick leave may be used for medical examinations or for any period which a doctor certifies the employee cannot or should not work for medical reasons. Up to thirty (30) accrued days sick leave may be taken for immediate pre and post delivery care and recovery. A doctor's statement at this time is necessary for health reasons and may be requested during this use of sick leave. Refer to Sections B-4 (Medical Leave) and B-6 (Unpaid Leave) for further information.

PAID TIME OFF

Vacation and personal time should be planned ahead and must be approved by the Library Director, who will first consider the needs of the library. As a general rule, staff should provide one month's notice for requests of vacation leave of one or more consecutive weeks, and at least one week's notice for vacation leave scheduled in eight hour segments.

Personal Day

Full-time employees shall be entitled to four (4) personal days per anniversary year with three (3) days advance approval of the Library Director. Reimbursement will not be given for unused days, nor will they be carried over to the next anniversary year.

Funeral Leave

Full-time employees may take up to three days leave with pay in the case of a death in the immediate family or family by marriage. This includes immediate family or family by marriage.

In case of death of other family members, (aunt, uncle, niece, nephew) one day of paid leave will be allowed to full time employees. Other requests for funeral leave will be considered on an individual basis by the Director.

The Director should be notified as soon as possible when funeral leave is needed.

Adopted 7/26/01

Jury Duty

Full-time and Part-Time employees will be given time off with pay for jury duty.

Compensated Time Off

Full-time staff members will be given compensated time, hour for hour, for attending meetings during non-working hours. Mileage will be reimbursed for meeting attendance.

Appropriate types of meetings are:

- Board approved meetings of a professional nature

- Training courses

- Conferences

- Workshops

- Other meetings deemed by the Director to be of value to the library.

Compensated time must be used within one month of origin and a monthly accounting must be given.

Paid Birthday

Full-time and part-time staff members are granted paid time off for their birthday.

Easter Holiday

Full-time employees whose work schedule includes Sundays will be given holiday pay (Easter holiday only).

Sick Days

Full-Time employees shall be entitled to 10 (ten) Sick Days per fiscal year. Sick Days may be used when employees are ill and or need to be absent for medical exams or medical treatment which cannot be scheduled during non-working hours. Sick Days may also be used for the employee's immediate family or family by marriage. The employee must produce a doctor's 'excuse' in writing for Sick Days taken that accumulate to 3 (three) days in a row.

* The Library Director may request unpaid time off with the decision being solely at the discretion of the Library Board. A request for unpaid time off by any other employee will be subject to the discretion of the Library Director. Medical Leave granted to an employee will be given with the understanding that the employee may be replaced if it is not in the best interest of the library or the community it serves, to hold the position open for that person. (See Family Leave Act rules – Section A).

TimeOff Request Form

Staff name: _____

Requested Date(s): _____

Type of time off requested (check):

_____ Birthday

_____ Compensation Time

_____ Funeral Leave

_____ Jury Duty Leave

_____ Medical Leave

_____ Paid Leave

_____ Personal Day

_____ Sick Day

_____ Vacation Leave

Staff Signature

Date Submitted

Supervisor's Signature

Date Authorized

*Leave taken for Birthday and/or Personal Day **must** be taken as a whole.

*Vacation leave **and Sick Days** will only be recorded by ½ day or whole day requests.

*Compensation time must be approved by supervisor/director prior to earning and approved for request within the earned pay period

*To insure that requests are granted, a form must be given to the supervisor/director at no less than 7 business days prior to date(s) requested. Emergencies exceptional.

*Copies of forms will be returned in mail box(es) with approval signature within 24 hours of the request (if possible)

*It is the requester's responsibility to assure that there is adequate library staff (available or substitution) when request is made.

*Consult the Circulation Coordinator or check the current month's work schedule and the staff work schedule posted on the staff bulletin board for more information.

PROFESSIONAL DEVELOPMENT

The Library Board encourages professional development by all members of the Library Staff.

1. Reimbursement shall be made for library related courses successfully completed by any full-time employee with a final grade of 'A' or 'B'. Reimbursement shall be made at a rate compatible with similar courses offered by Illinois Central College or set by the Board.
2. Funds available for reimbursement shall be limited to budgetary constraints on a fiscal year basis.
3. All requests for reimbursement, made by either staff members or the Library Director must be submitted no later than April 1 for courses to be taken the next fiscal year.
4. For staff courses, an employee must request prior written approval for the Director. Board of Trustees approval must be given for courses taken by the Director.
5. Any full-time library employee who obtains an MLS degree and is reimbursed for his/her tuition with library funds will be assessed penalties should the employee either *voluntarily* or *involuntarily* terminate his/her employment within three (3) years of obtaining his/her MLS degree. An agreement to this effect shall be signed before starting the degree program.

Penalties assessed to any full-time library employee who obtains an MLS degree and is reimbursed for his/her tuition with library funds and either *voluntarily* or *involuntarily* terminates his/her employment prior to the agreed upon time, will be according to the following penalty schedule:

- Less than one year of employment after completion of degree, 100% of library funded tuition shall be repaid.
 - More than one year but less than two years of employment after completion of degree, 2/3 of library funded tuition shall be repaid.
 - More than two years but less than three years of employment after completion of degree, 1/3 of library funded tuition shall be repaid.
6. Any full-time library employee who obtains an LTA degree and is reimbursed for his/her tuition with library funds will be assessed penalties should the employee either *voluntarily* or *involuntarily* terminate his/her employment within one (1) year of obtaining his/her LTA degree. An agreement to this effect shall be signed before starting the degree program.

Penalties assessed to any full-time library employee who obtains an LTA degree and is reimbursed for his/her tuition with library funds and either *voluntarily* or *involuntarily* terminates his employment prior to the agreed upon time, 50% of library funded tuition shall be repaid.

LIBRARY OFFICE PROCEDURES

HOURS OF OPERATION

- a) Chillicothe Public Library District shall be open a minimum of five (5) days per week with the exception of holidays, as directed by the Board of Trustees.
- b) The Library Director will submit a proposed calendar for Board approval at the beginning of the calendar year.
- c) The library may be closed for repairs at the discretion of the Board of Trustees, or for emergencies at the discretion of the Library Director. (See Emergency Procedures)
- d) If the Library has to be closed during regular working hours, employees will be compensated at their regular pay for scheduled work time.
- e) The following is a list of holidays at which time the Library will be closed:
 - 1) New Year's Day
 - 2) Memorial Day
 - 2) July 4
 - 3) Labor Day
 - 4) Day before Thanksgiving (1/2 day)
 - 5) Thanksgiving Day
 - 6) Friday after Thanksgiving
 - 7) Christmas Eve
 - 8) Christmas Day
 - 9) New Year's Eve (1/2 day)

Revised 3/13/03

EMERGENCY PROCEDURES

An emergency shall be construed as a life-threatening situation effecting the normal operation of the library. The Library Director will take the appropriate steps to rectify the situation and then try to notify at least one Board member. In an emergency not constituting an immediate danger, the person in charge should try to notify a Board Member.

Revised 3/13/03

Kitchen and Room Rules

It is the responsibility of the User that each attendee to the event is aware of and abide by these rules. It is the responsibility of the User to inspect and insure that the room be left in the same condition in which it was found. Any changes from or additions to the originally agreed upon room arrangement will result in a deduction from the deposit.

1. Absolutely **NO** smoking in the building.
2. Absolutely **NO** alcohol usage in building without prior library approval.
3. Absolutely **NO candle burning with the exception of cake candles.**
4. Absolutely **NO** confetti, glitter, etc. as decoration or in celebration.
5. **All** trash must be placed in the dumpster on the northwest edge of the parking lot.
6. Furnish your own dish clothes, towels and dish soap.
7. **All** surfaces must be wiped clean of spills, crumbs, etc., including **table tops, counter tops, stove, oven, microwave and refrigerator.**
8. Please remove all food and drinks from the refrigerator and wipe clean if needed.
9. **Remove all** traces of tape used for table clothes or table decorations.
10. If a spill occurs on the carpet, please **attempt to blot the spill.** Notify staff (if available) of any spills on carpet. Excessive spillage (without attempts or notification) will result in a full forfeit of deposit.
11. Rinse (and allow to air dry) any coffee pots and pitchers used.
12. Make sure that the oven and exhaust fan is **off.**
13. Turn off all lights and close all doors before exiting the building.
14. If the event ends at least one half hour earlier than planned, please notify staff (Teresa) to let her know that the building will be vacated before the scheduled time. Leave a voice mail if necessary. It is not necessary to wait for Teresa to arrive before leaving the building. Failure to notify Teresa will result in LOSS OF THE ENTIRE SECURITY DEPOSIT. **USER** should know that he/she is financially responsible for damages to building or its contents if the call was not made and the building is 'abandoned'.

EACH of these rules must be followed – no exceptions will be given. A minimum of \$10.00 will be deducted from the room deposit for any rule violation. This will be strictly enforced. Staff will contact you the first business day after the event to explain any deductions and/or to arrange for deposit return.

Thank you for your attention and cooperation.

After library hours, in case of an emergency or **required** early departure notification, contact:

Teresa Storti - 309-369-9655 (first)

or

Chris Kent – 309-615-2719

Keep this sheet for your records and review

Unattended Children – A Statement of Purpose

The Trustees and staff of the Chillicothe Public Library District are concerned for the well-being of our community's children, and must affirm that the library staff cannot take the place of parents, nor act as a caregiver or babysitter, and cannot be responsible for the problems resulting from children being left unattended in or on Chillicothe Public Library District's property.

Statement of Purpose

As a community center for enrichment and education, the Chillicothe Public Library District is committed to providing a variety of resources to meet the lifelong learning needs of our users. Making all the library's resources available on an equal basis requires that certain rules of behavior be established and followed by all. To maintain an atmosphere in which learning and exchange of information can take place; the Chillicothe Public Library's Board of Trustees has adopted a policy concerning unattended children. The Chillicothe Public Library District's Board of Trustees recognizes that when children are left alone in the library without parental supervision, their safety may be jeopardized. Library policy defines an unattended child as any child 8 years or younger, a child unable to care for self or in need of assistance after being left unattended in the building, even though a parent or caregiver may be elsewhere in the building. Children left unattended can wander throughout the library and can easily go outside alone. They may even be coaxed away by someone other than the parent or caregiver. Other unavoidable hazards include being caught in doors, jumping or falling off furniture and poking around electrical outlets.

Suggestions

To be sure, your child is well cared for at all times in the library, we suggest the following:

- *If you expect to be busy in the library attending a meeting, using a copier or computer, or selecting materials, for example, plan to leave your child at home or bring an adult caregiver with you to the library. Do not expect one child to supervise another.
- *Arrange to have your child picked up before closing time by a responsible adult. If any child remains at closing, the Chillicothe Police Department will be called. At closing the building is locked and no one is available to oversee the exterior or adjacent grounds.

Mutual Goals

The library is a source of information, education, and recreation for everyone in our community. We are sure you want us to maintain the role with a high level of service and safety. Your cooperation and concern for your child's welfare in the library will help us to do our job even better.

Sincerely,

User Behavior Guidelines – A Statement of Purpose

The Chillicothe Public Library is open for use to all individuals. The library is dedicated to providing an atmosphere conducive to study, reading, and the legitimate use of library materials, property and services. In order to foster this environment, it is necessary that each library user act in manner that is respectful of the library functions and considerate of the other users and library staff. Any behavior or condition, which disrupts the orderly use of the library, normal library operations, or affects the staff's ability to provide service to the public, is prohibited. Users whose behavior is disruptive or in violation of library policy will be asked to leave the building.

The following behavior is not permitted because it interferes with the use of the library by others, is a health or safety hazard or because it is not consistent with the mission of the library.

- *Sleeping, running, playing games and/or other activities, which interfere with library use
- *Using the library without shirt or shoes and swimwear is prohibited
- *Smoking or the use of alcohol
- *Playing audio equipment so others can hear it
- *Conversations, especially on cell phones, that disturb other patrons or staff- please take all cell phone conversations into the library lobby.
- *Uncovered beverages or left over foodstuffs – dispose of cups and takeout food garbage
- *Bathing in the public restrooms
- *Using rollerblades, roller skates, skate boards or other sports equipment in the library or on the library property
- *Blocking aisles so access to library materials and services is prevented or dangerous
- *Loitering (both in and out of the building)
- *Entering unauthorized workspaces or office areas
- *Interfering with another's legitimate use and enjoyment of the library and its materials
- *Soliciting or panhandling for the purpose of financial gain or signatures

When necessary, the library will work with the Chillicothe Police Department to prosecute actions for criminal behavior or damage against the library, its users and staff, including but not limited to:

- *Loud, abusive, aggressive, threatening, harassing, or obscene language and/or behavior (disorderly conduct)
- *Defacing or damaging library materials, furniture or other property belonging to the library
- *Using or distributing illegal drugs
- *Failure to observe the Illinois Smoking Ban in and around Public buildings
- *Circumventing or attempting to circumvent the check out system for the purpose of theft
- *Failure to comply with a ban from the use of library services
- *Tampering with, altering, editing, or damaging computer hardware and/or software or media materials. Non-compliance of the Library's Internet Use Policy

In the event of an emergency, users must comply with the instructions from library personnel regarding safety measures to be taken in the event of fire or weather related emergencies. Failure to do so will result in immediate contact of the Chillicothe Police Department. Animals are not permitted in the library except for those assisting persons with disabilities or those involved in library-sponsored programs. Valuable and personal belongings should not be left unattended. The library or staff is not responsible for damaged, lost or stolen articles.

Sincerely,

***Study Room Use Policy**

The Study Rooms can be schedule two weeks at a time for 'regular' use. Please contact the library of any schedule changes or cancellations. Failure to do so could result in the denial of future use.

The Study Rooms are available on a first come – first served basis if not scheduled. Please check at the Circulation Desk before use.

The Study Rooms are part of the library and their use should not disrupt the daily operations of the library. Loud, disruptive or disrespectful behavior by any user will not be tolerated.

Rearrangement of the Study Room furniture and sitting on the tables is not allowed. Please check with the Circulation Desk if special room arrangements are needed.

Children under 10 years of age must be accompanied by and supervised by and adult while using the Study Rooms. Children are not allowed to use the white board markers.

The Study Rooms **cannot be** used for personal profit without prior library approval. Please check with the Circulation Desk prior to usage.

Donations for the use of the rooms are encouraged and appreciated.

The Study Rooms usage must be timed so that clean up and exit is completed no later than 10 minutes prior to the closing of the library.

Projects that result in an undo mess/clean up are not allowed.

*The Study Rooms' usage is restricted to the normal business hours kept by the library. The library reserves the right to deny requests for usage by any individual/group. Failure to follow the policy will result in immediate expulsion from the Study Rooms and/or denial of future use.

LIBRARY OPERATIONS – POLICIES AND PROCEDURES

BYLAWS

- 1) The official name of the organization is the “CHILLICOTHE PUBLIC LIBRARY DISTRICT”.
- 2) The purpose of this organization is to provide books and other library resources for the interest, information and enlightenment of all the people of the community it serves.
- 3) The Board of Trustees shall consist of seven (7) members duly elected at the non-partisan election in odd numbered years. Each shall serve for four (4) years unless a resignation or other vacancy would result in more than four (4) openings. In that case, a shorter term shall be specified for one or more candidates to result in four (4) year and three, two (2) year remaining terms. Trustees duly elected shall be further qualified by executing the Conflict of Interest statement required by law and by affirming the oath of office.

A vacancy on the Board of Trustees shall be declared for any of the following reasons: when an elected or appointed Trustee declines, or is unable to serve, or is absent without just cause from more than three (3) regular Board Meetings throughout the fiscal year; becomes a non-resident of the Library District; fails to pay the library tax levied by the corporate authorities; or, is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a Trustee by law. Vacancies shall be filled by vote of the remaining Trustees until the next regular library election.

- 4) The officers of the Board of Trustees shall consist of a President, a Vice-President, a Secretary, and a Treasurer. They shall be elected by the Board of Trustees at the first regular meeting following the election of new Trustees. The Board will reorganize after the Old/Unfinished Business portion of the meeting. Vacancies in any office may be filled by vote of the Board at any regular meeting. The President, Vice President, Treasurer and Secretary shall be the authorized signatories of official certificates of deposit, savings, money market accounts and designated checking accounts that the Chillicothe Public Library District has in existence or shall enter into in the future. The President, Vice-President, Treasurer, and/or Library Director, and/or Adult Services Director and/or Youth Services Director shall be signatory on the corporate checking account.
- 5) Meetings shall be held monthly according to the Meeting Date Ordinance. Special meetings may be called by any three (3) Trustees with a notice specifying date, time, and reason and posted at the library and at least one (1) other public place in the District twenty-four (24) hours before the meeting is to take place. All Trustees shall be notified by phone unless three (3) attempts to do so are unsuccessful.
- 6) Four (4) Trustees shall constitute a quorum for conducting the business of the Board of Trustees.
- 7) Committees shall be appointed by the Presiding Officer.
- 8) The rules contained in “Robert’s Rules of Order Revised” shall apply where applicable and not in conflict with these Bylaws.
- 9) The Bylaws can be amended by a majority of the Board of Trustees concurring at two (2) successive regular meetings.
- 10) The written Policy of the Chillicothe Public Library District is hereby incorporated in the Bylaws in its entirety, and shall serve as the direction for its operation.
- 11) It is the Board of Trustees responsibility to determine policy, goals and long- range plans and to monitor that these are carried out by the Director. It is also responsible for procuring adequate funding for the library to function well. (See standing Rules of Order)

Adopted 3-19-01

STANDING RULES OF ORDER

It is the Board of Trustees responsibility to:

- 1) Set policy and monitor its effectiveness, renewing annually.
- 2) Plan for the future, with a 2-5 year plan in place, and monitor its progress.
- 3) Evaluate the Mission and Vision statements annually.
- 4) Adopt an annual budget adequate for the support of the library; work actively for public and official support of the budget.
- 5) Review the annual audit.
- 6) Select and hire a qualified Library Director, who is then responsible for the management of the library.
- 7) Evaluate the Director annually, or more often if necessary.
- 8) Terminate the Director's employment if necessary.
- 9) Inform the Director of agenda items as needed.
- 10) Provide the Director with Board packet materials in a timely manner.
- 11) Participate in library programs and activities.
- 12) Promote and advocate the library in the community.
- 13) Attend most meetings in order to be effective.
- 14) Read Board meeting minutes and other materials obtained before the Board meeting and participate in Board meetings.
- 15) Strive to attain consensus when possible, however majority will rule.
- 16) Serve on committees as requested by Presiding Officer.

Committee Chairpersons shall:

- 1) Be informed on their subject, recruiting non- board members with expertise if necessary.
- 2) Research and report to the Board when requested.
- 3) Set meeting times and venues and inform committee members of these.
- 4) Include the Director in meetings.
- 5) Include a written report in the Board packet.
- 6) Have a committee member prepared to make a motion when a recommendation is made for the Board.

BOARD OFFICER DUTIES

PRESIDENT:

The President shall:

1. Preside at all Board meetings.
2. Appoint all standing and special committees
3. Be authorized by the Board to co-sign checks.
4. Assist Director with agenda.
5. Provide orientation sessions and materials for new Board members.
6. Encourage Board development.
7. Act as spokesperson for the Board when necessary.
8. Perform the duties of the Treasurer in his/her absence.
9. Work closely with the Vice-President.
10. Appoint an Ethics officer.
11. Perform all other duties as may be assigned by the Board.

VICE-PRESIDENT:

The Vice-President shall:

1. Assume all duties of the President in his/her absence.
2. Be authorized by the Board to co-sign checks.
3. Participate in new Board member orientation.
4. Chair Grievance Committee.
5. Perform the duties of the Treasurer in his/her absence.
6. Work closely with the President.

SECRETARY:

The Secretary shall:

1. Keep minutes of all Board meetings.
2. Record attendance.
3. Be authorized by the Board to co-sign checks.
4. Oversee election process.

TREASURER:

The Treasurer shall:

1. Be authorized by the Board to co-sign checks.
2. Chair the Finance Committee.
3. Chair the Investment Committee.
4. Make deposits and monitor investment funds.
5. Have charge of Library funds and income.
6. Report at each meeting the state of the funds.
7. Draw up ordinances according to the statute and put in newspapers as required.
8. Be bonded in the amount to be approved by the Board and according to statute requirements.

Adopted: 3/13/03

MEMBERSHIP – LIBRARY SYSTEM

Chillicothe Public Library District is a member of the Alliance Library System.

LIBRARY BOARD COMMITTEES for 2010-2011

Finance/Budget

Mary Jo Evans
Martha Canopy
Wed Turner

Policy

Jane Harrison
Carie McIntyre

Technology

Wed Turner
Martha Canopy

Audit of Minutes

Ralph O'Sullivan
Carie McIntyre

Maintenance

Nona Kelley
Mary Jo Evans

Personnel

Jane Harrison
Ralph O'Sullivan
Carie McIntyre

SUBSCRIBERS

1) Cards may be issued to district residents in kindergarten or five (5) years of age or older. Children under eighteen (18) years of age must have a parent or guardian's signature to obtain a card. A fine of \$2 will be charged if a replacement card is issued. Non-residents may receive a card by paying an annual fee that is recalculated yearly. All members of a non-resident family will receive cards for a single fee.

Revised 3/18/08

2) New cardholders will be required to give a telephone number if available and current address. Unlisted phone numbers will be kept confidential.

3) Any A.F.S. student shall be given a free card for the school calendar year.

4) Cards may be issued to non-resident property owners at no cost upon presentation of their tax bill. The person signing the application is responsible for borrowed materials.

5) A child in foster care or one visiting a parent for a short time will be issued an honorary card bearing the resident parent or guardian's card number. The adult will be responsible for material checked out. If the adult does not have a current library card, he/she will be required to obtain one before an honorary one is issued to the child.

6) A temporary card (6 months or less) may be issued to a non-permanent resident in the Chillicothe Public Library District. Materials may not be checked out unless an adult with a current valid library card co-signs the application form. Either person may be held responsible for fines, damage, or loss of library materials. The card may be renewed once. Renewal is at the discretion of the Library Director.

7) Non-resident literacy students may obtain a free card good for one (1) year. Verification will be provided by the Peoria Area Literacy Coalition.

8) Cardholders are limited to borrowing up to 15 items per card.

Adopted 7/11/02

9) All library contents not usually circulated for public use may be borrowed only after obtaining permission at least three days in advance. The request requires filling out the proper form and the signature of the Library Director. The signature of the Reference Librarian or Children's Librarian will be needed if the Director is unavailable. Full replacement cost will be collected if damage or loss occurs. This applies to patrons, staff, and Board members.

LIBRARY ETIQUETTE

Children should not be left unattended by parents or guardians while in the library. Children below eight (8) years of age must have a parent or responsible adult with them at all times while in the library, unless a structured activity such as story hour is taking place. Children over the age of eight (8) may use the library unattended. If they become disruptive to others while at the library, the parents will be notified and must pick up the child or children immediately.

- 1) If a child, unattended by a parent or guardian, is being disruptive, the following steps will be taken:
 - a) The child will be given a warning that the behavior is not acceptable and must stop immediately.
 - b) If the child does not correct the undesirable behavior, a staff person will call the parents or another responsible adult and request that the child be picked up immediately.
 - c) If the child cannot be picked up within thirty (30) minutes, the Chillicothe Police Department will be called to take responsibility for the child.

- 2) If a child is left unattended at the time of closing and attempts to reach the parent have failed, the Chillicothe Police Department will be called upon to take responsibility for the child.

- 3) The staff member involved will document each incident and action taken.

Revised 01/20/09

BOOKS, LIBRARY MATERIALS AND SERVICES

1) Items Available for Checkout and corresponding loan periods:

Genre	Adult	Children
Fiction Book	14 days	14 days
Nonfiction Book	14 days	14 days
Newspaper	0 days	0 days
Magazine	14 days	14 days
Music (CDs & Cassettes)	14 days	14 days
Audio Books (CDs & Cassettes)	14 days	14 days
Fiction video (incl. DVD)	7 days	7 days
Nonfiction video	7 days	7 days
Software	14 days	14 days
Fishing poles	14 days	14 days
AV Equipment(projector, etc.)	7 days	7 days

2) Interlibrary Loan Materials.

a) The library will photocopy no more than 20 pages from magazine articles to be sent to another library. There will be no charge for the copying or faxing of items to other libraries.

b) Those patrons who qualify for non-resident card may use the interlibrary loan service.

c) Those patrons who have outstanding fines may not use the interlibrary loan service until those fines are paid.

d) Long Distance Interlibrary Loan – renter to pay all fees associated with this loan.

3) A coin-operated copy machine is available for patron use. Staff-assisted copies can also be made for a pre-set price per sheet.

4) The fax machine is intended primarily for library use. Rates for public use will be set by the Library Director.

5) The computers are available to the public. The Internet may be used only if patron has signed the User Agreement and meets the criteria established by the Board of Trustees.

6) New items will stay in the New Book area or cart for a minimum of six months (longer if demand requires). Items will be checked out for a fourteen (14) day period with no renewal while they are considered New Books.

7) The fulfillment of patron holds for Automatically Yours and Avalon books will be assigned in random order.

SELECTION POLICY

The final selection of books and other library materials is the prerogative of the Library Director, with input from the Reference and Children's Librarians.

1) Book and Material Selection Criteria

- a) Selection aids for all collections are those traditionally used by professional librarians, and include reviewing journals, publishers' catalogs, knowledge of community requirements, and collection development needs.'
- b) Multiple copies are occasionally purchased if an item is expected to be in great demand or if it is to be used heavily in-house.

2) Gifts:

- a) Gifts or complimentary items from other libraries, publishers, or others are evaluated in the same manner and by the same criteria as are items that are purchased. If they are not suitable for addition to the library, they will be returned, sold, or discarded.
- b) There will be a limit of three (3) volumes donated by any special interest group. The Library Director will determine which three (3) volumes to accept.

3) Weeding and Discarding

- a) Weeding from any of the collection is based upon an item being outdated, lack of use, or damage. If an item is considered a classic or is of historical value, it will be kept for archival purposes, offered gratis to other libraries, or offered for purchase to the public rather than be discarded. If an item does not sell in two book sales, it will be sent to the recycling center.
- b) No item will be withdrawn solely because there are objections to its contents.

4) Request for Reconsideration:

A Request for Reconsideration Form will be made available to any person wishing to comment on the appropriateness of any library materials.

- a) A Request for Reconsideration Form will be submitted to the Board. It will be their duty to seek reviews and to evaluate the work.
- b) The opinions of the Board will be submitted in separate written reports to the Board President who will review them and make a final decision to retain or discard the item in question.

5) Implementation – Implementation of the book and material selection criteria is accomplished by the following means:

- a) The needs of the library are the most important factor in selecting materials. Thus formal and informal contact with the community is vital to implement the selection policy. Such contact includes personal conversations, recommendations, etc. Circulation statistics and use patterns will also be analyzed to identify types of under and over used materials. Since funding is limited, not all recommendations can be filled. Material requested must meet established guidelines and standards. Patrons who wish to recommend materials be purchased must fill out the Recommended for Purchase Request Form (See following).
- b) The ALA Library Bill of Rights and Freedom to Read Statement and Freedom to View Statement, are taken into consideration when selecting materials. These Statements are considered, but are not binding in the Director's choice of materials for the Chillicothe Public Library District.

6) Recommended Purchase:

A Recommended Purchase Request Form is available to any library patron wishing to request the Library to purchase specific material.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author/Composer/Perform _____

Title _____

Hardcover _____ Paperback _____ Film _____

Recording _____ Periodical _____ Pamphlet _____

Other _____

Request initiated by _____

Address _____ Phone _____

City _____ Zip Code _____

Citizen represents: Self _____

Organization _____ Name _____

Other _____ Name _____

Are you familiar with the Alliance Library System's materials selection policy, the ALA Library Bill of Rights, the Freedom to Read, and the Freedom to View statements?

____ YES ____ NO

Did you read/hear/view the entire work? _____

If not, what parts? _____

What portion of the material do you wish reconsidered? (Please be specific, cite pages, record side, band number, etc.)

Why do you wish it to be reconsidered?

What are the worthwhile aspects of this work?

What would you like the library system to do with this material?

Can you recommend materials that would convey the same values and perspective of our society that the system could consider for purchase?

DATE

SIGNATURE

RECOMMENDED PURCHASE REQUEST FORM

Please read the information under Section V of the Library Policy concerning material selection. After reading the information, please fill out the upper part of this form. The full title and full author's name must be on the form for the request to be considered. The librarians who purchase materials need this information because of similarities in titles and authors.

Date request is made _____

Patron's name _____

Patron's telephone number _____
(If no telephone, mailing address is needed.)

Complete TITLE of requested item:

Complete AUTHOR'S NAME:

How the patron found out about this requested item (PLEASE NOTE: If you heard about this item from a radio or television talk show, the item may not be available in bookstores or from library jobbers anywhere from one month to six weeks. Publishers use radio and television to do advance promotion before actually releasing materials to the public.)

ACTION TAKEN BY LIBRARIANS

Date response was called to the patron: _____

Item was purchased.

Item does not meet selection standards; item not purchased.

Insufficient patron requests; item not purchased.

Item too costly; may be purchased later if funds become available.

Item was not found when purchases were made. When it becomes available, reconsideration will be made.

The library already has sufficient coverage of the topic; additional purchases not justified.

FINES AND LOST BOOKS

1) Fines: (all stop at \$5.00 limit per item with the exception of electronic equipment fines)

New Materials	\$.50/day
Audio & Visual Materials	\$ 1.00/day
Fishing Poles	\$ 1.00/day
All other materials	\$.15/day

- 2) Subscribers shall be charged for the replacement of all unreturned library materials.
- 3) Appropriate fees shall be charged for materials damaged beyond normal wear and tear at the discretion of the Library Director.
- 4) If fines over \$5.00 (per library card) are owed, either locally or within the Alliance Library System, no further library materials shall be loaned nor library services rendered to the card holder.
- 5) Card holders will be notified of overdue items by the following procedure:
 - a) Overdue 1 week: Printed notice sent
 - b) Overdue 2 weeks: Second printed notice sent
 - c) Overdue 1 month: Considered lost. Bill for cost of material sent.
 - d) Overdue 2 months or more: Send a formal letter suspending library privileges until resolved.

Revised 3/18/08

ABANDONED MATERIALS

Abandoned Materials left in the Library for more than seven (7) day will become the property of the library.

LARGE MEETING ROOM

The Chillicothe Public Library welcomes the use of its Meeting Room by organizations, hobby clubs, cultural and non-partisan governmental groups when no admission charge is made nor collection taken. An exception to the admission charge may be made by the Library Director for meetings sponsored by the Library or for meetings that the Library Director feels are in the best interests of the citizens of the Library District. An example of a type of meeting that might be allowed to charge a fee would be: educational institutions for short-term classes. Employee groups of local commercial firms can use the meeting space for educational purposes provided the firm is not using the meeting for sales or promotion. All applications for the use of the meeting room are to be made to the designated staff member of the Chillicothe Public Library who will reserve the room at his/her discretion. All associated fees must be paid in advance.

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

1. Chillicothe Public Library sponsored meetings or programs
2. Library related meetings or programs
3. Organizations covered by the above policy

General Provisions

- 1) Future use of the meeting room may be restricted or denied for any violation of the rules associated with its use.
- 2) Assurances must be made to the Board of Trustees before any User who has previously held a meeting in a library facility where damage has occurred as a result of the meeting may reserve the meeting room. User shall pay at least forty-eight (48) hours in advance by cashier's check for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the User.

Review Process

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

Regulations for Nonaffiliated Groups

- 1) All applications for reservations for use of the meeting room must be made at least one week in advance to the Public Library Director on the form provided. All meetings should be posted on the library calendar to avoid scheduling conflicts.
- 2) Groups or organizations using the meeting rooms are responsible for reimbursing the Library for any damages that may occur to the building, premises, furniture, carpeting or equipment during their meeting. Groups or organizations using the facilities are expected to leave them in the same condition in which they were found or pay for any special maintenance required as a result of the meeting.
- 3) The floor must be cleared of all debris, including garbage bags, or the renter will forfeit the security deposit.
- 4) Meetings or programs that in the opinion of the Library Director are inappropriate to a library/information center because of noise or other factors will not be permitted.
- 5) Smoking and alcoholic beverages will not be permitted. Any violation will result in expulsion.
- 6) No candles, other than standard birthday candles, are allowed in the meeting room unless prior approval has been obtained from the Director.

- 7) The library does not provide porter service for carrying supplies or equipment to the meeting room.
- 8) Seating and table arrangements must be made and approved no later than three (3) days prior to the event. Any changes after this must be done by the renter, or if staff is required to help facilitate this change, a \$20 fee will be charged.
- 9) The Library has audio-visual equipment that may be reserved for the meeting rooms if available and operators for such equipment if requested in advance. The fees for such services are outlined in section E of the Meeting Room Policy.
- 10) The Library does not provide storage space for property or supplies of groups or organizations using the building.
- 11) Groups with members under 18 year of age must be attended by a chaperone who must assume responsibility for the group's activities and for the care of property and facilities. At least one chaperone is required for every ten underage members.
- 12) No signs, posters or announcements may be placed anywhere in the building without the express permission of the Library Director.
- 13) All decorations, including (but not limited to) confetti, streamers, balloons and posters, must be completely cleared from the room and disposed of properly. All cleaning must be done using the renter's own equipment. The Chillicothe Public Library District's vacuum cleaner and other cleaning supplies are not to be used.
- 14) The Library Director reserves the right to revise the schedules of meetings with notification to the organization requesting the use of the facilities. In the event of a library building or weather related emergency, meetings may be cancelled and rescheduled at a later available date.

Times

Meetings are to be scheduled to begin no earlier than one-half hour after the library is open and should end no later than 11:00 p.m.

Charges

- 1) A \$50.00 refundable deposit is required. Deductions will be made from this deposit toward any damages incurred by the User or any unusual cleaning expenses. Any such damage or expenses exceeding the deposit amount shall be the responsibility of the User. The deposit amount, less any amount for damages or expenses, shall be refunded no later than five (5) business days following the event.
- 2) There is a charge of \$60.00 per session for the use of the Meeting Room for commercial groups and a charge of \$15.00 per session for not for profit groups. A session is defined as a four (4) hour consecutive period. Educational groups that have been approved to charge tuition will be charged a fee to be agreed upon at time of reservation.
- 3) The library has projection equipment specifically designed for use in the Meeting Room. A set up/usage fee of fifteen dollars (\$15.00) will be made for the use of this equipment. If needed, a member of the library staff will be available to operate the projection equipment for a fee of ten dollars (\$10.00) per hour.
- 4) The Chillicothe Public Library Board authorizes the Director the right to waive fees for any program felt worthy of exception. Requests must be made to the Director prior to the meeting.
- 5) When an event begins or ends outside of regular library business hours, there will be an additional \$10.00 fee to open and/or a \$10.00 fee to close the meeting room. (approved 8/16/05)

Review Process

An appeal to any decision of the Library regarding usage of the Public Meeting Room shall be filed in writing with the Director of the Library within ten (10) days after notice of the decision is given to the User. Such notice shall be deemed to have been given to the User when the decision is personally delivered in writing to the User or when the written notice is sent to User by first class or certified mail. Within 30 days after conclusion of the hearing, the Policies Committee shall make a written recommendation to the Board of Trustees regarding the matter. After receipt of the written recommendation of the Policies Committee, the Board of Trustees shall make a final decision regarding the appeal. No new evidence shall be heard by the Board of Trustees.

APPLICATION FOR USE OF PUBLIC MEETING ROOM

The primary purpose of the Public Meeting Room is in support of library functions, meetings and programs. When not in use for these events, the meeting room is available for public usage. This application for said usage must be signed, approved, and all applicable fees received prior to the date requested. Approval will be based upon the following requirements and regulations:

- 1) A \$50.00 refundable cash deposit is required. Deductions will be made from this deposit toward any damages incurred by the User or any unusual cleaning expenses. Any such damage or expenses exceeding the deposit amount shall be the responsibility of the User. The deposit amount, less any amount for damages or expenses, shall be refunded no later than five (5) business days following the event.
- 2) Commercial use will require pre-payment of \$60.00 per session. A session is defined as a period of time no longer than four (4) hours.
- 3) Social or not-for-profit use will require pre-payment of \$15.00 per session.
- 4) A \$10.00 fee will be charged to open and/or close the Meeting Room if the meeting is scheduled to begin or end outside of Library operating hours.
- 5) It is the responsibility of the User to see that the room be left in the same condition in which it was found.
- 6) Scheduled usage within regular Library hours should not be disruptive to the normal operations of the Library or its patrons.
- 7) The User is responsible for the supervision of all children who may be in attendance.
- 8) The User agrees to indemnify and hold the Library harmless from any and all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of their usage of the room.
- 9) The User is responsible for ensuring that each member of his/her group is aware of and abides by these regulations.

The Library reserves the right to cancel a meeting because of weather related or building emergencies, or disruptive behavior. In the case of a scheduling conflict, the Library will determine the best use of the space. Usage fees may be waived at the discretion of the Library Director.

Revised 3/18/08

Chillicothe Public Library
430 N. Bradley Avenue
Chillicothe, IL 61523
309-274-2719
309-274-3000 (fax)

CONTRACT FOR USE OF PUBLIC MEETING ROOM

The primary purpose of the Public Meeting Room is in support of library-sponsored functions. When not in use for these events, the meeting room is available for public usage. **This contract for said usage must be signed, approved and all applicable fees (including deposit and rental and Building Attendant fee) must be received seven (7) business days prior to the date of the scheduled event. If the contract and fees are not received, the reservation will be cancelled and the USER will be notified of the cancellation. A Building Attendant will be present in the library during the event in case of an emergency ONLY.**

Approval of the application will be based upon the following requirements:

(Read carefully)

A **\$50.00** cash (refundable) deposit is required by all USERS. This payment is to be made separate from the rental deposit. The deposit holds the room reservation for the USER and is an assurance that the room will be left in the same way in which it was found. Staff inspects the room prior to the set up and after the tear down of each event. Deductions will be made from the cash deposit for rule violations, including excessive damage or spillage resulting in extra cleaning time or expense and any security measures related to the event. Any such damage or expenses exceeding the \$50.00 deposit amount shall be the responsibility of the USER. The deposit amount, less any amount for damages or fees shall be made available for refund pickup no later than seven (7) business days following the event.

Commercial use will require pre-payment of **\$60.00** per rental session plus \$15.00 for each hour past the library's regular business hours. Sessions must be concluded no later than two hours past the library's regular business hours. A session is defined as a period of time from one (1) to four (4) hours. Rental time cannot exceed four (4) hours. **Rental times begin and end at the times stipulated by the User on the signed contract.** Sessions exceeding this time period will result in a \$10.00 payment for each 20 minute (or fraction thereof) period. USER cancellation less than two (2) business days prior to the event will result in forfeit of the full room deposit. The originally agreed upon time frame of the event (i.e. 12:00 noon to 4:00 p.m.) must be strictly adhered to by the USER. Requests for early drop off items for use during the event must be acknowledged and approved three (3) business days prior to the event by designated library staff only (Teresa/Chris). Early arrival for set up or late departure for tear down will result in additional rental fees which will be deducted from the deposit. Included in the contract is a 'departure voucher' that must be signed/dated by the renter and witnessed by the Building Attendant prior to leaving the building.

Keep this sheet for your records.

Social or not-for-profit usage will require a pre-payment of **\$25.00** per rental session plus \$15.00 for each hour past the library's regular business hours. A session is defined as a period of time from one (1) hour to four (4) hours. Rental cannot exceed four (4) hours. Events must be concluded no later than two hours past the library's regular business hours. "Parties" at which products are sold for the USER's profit or a charge is paid by the attendees resulting in User profit do not qualify for the social or not-for-profit rental rate. Rental times begin and end at the times stipulated by the User on the signed contract. Sessions exceeding this time period will result in a \$10.00 payment for each 20 minute (or fraction thereof) period. The originally agreed upon period of the event (i.e. Saturdays from 11:00 a.m. to 3:00 p.m.) must be adhered to by the USER. Requests for early drop off items for use during the event must be acknowledged and approved three (3) business days prior to the event by designated library staff only (Teresa/Chris). Early arrival for set up or and late departure for tear down will result in additional rental fees which will be deducted from the deposit.

The USER is responsible for the conduct of each attendee at the event and that each attendee is aware of and abides by these requirements. Scheduled usage within the regular Library business hours should not be disruptive to the staff or patrons during the time of the event. Library business takes priority over the USER's event.

The USER is responsible for the supervision of all children who are attending the event. Any child(ren) under the age of 12 must remain with the group and be supervised by an adult at all times. Children under 12 are not allowed in the library without supervision by an adult attending the event.

The USER is responsible for inspecting and assuring that the room is left in the same condition in which it was found.

1. No smoking or alcohol in the library.
2. No candle burning with the exception of cake candles.
3. No confetti, glitter, etc., as decoration or in celebration.
4. All trash must be removed from the kitchen/meeting room and placed in the dumpster on the edge of the parking lot by the storage shed. Place the trash in the dumpster marked "garbage". The dumpsters at the southwest edge are recycling dumpsters. DO NOT USE THESE DUMPSTERS, PLEASE.
5. All surfaces must be wiped clean of spills, crumbs, sticky residue, etc. Surfaces include tabletops, counter tops, the stove, oven, microwave and refrigerator.
6. Remove all food and drinks from the refrigerator and wipe clean if needed.
7. Do not tape decorations on the painted portions of the walls or white board. Only the carpeted wall sections can be used for hanging decorations and remove traces of tape used.
8. If a spill occurs on the carpet, attempt to blot the spill. Notify the Building Attendant of any spills on the carpet. Excessive spillage (without attempts or notification) will result in a full forfeit of the deposit.
9. Rinse (and allow to air dry) any coffee pots or pitchers used.
10. Turn off the oven, stovetop and exhaust fan.
11. Turn off the lights (rental room and restrooms) and close all doors before exiting the building. Keep this sheet for your records.

Chillicothe Public Library

A. Contract: Complete all information, sign and date. The contract is NOT VALID until approved and signed by a designated library employee AND all applicable fees have been paid seven (7) business days prior to the event.

1. Name of Organization or Individual _____
2. Commercial _____ Not-for-Profit _____ (Please check one)
3. Date of Event: _____
4. Time of Event: _____ am/pm to _____ am/pm
5. Purpose for which the Public Meeting Room is requested: _____

6. Number of attendees anticipated: _____
7. USER responsible: Name: _____
(Please print) Address: _____
Day phone #: _____ Evening phone #: _____
8. Narrate the type of room arrangement needed for the event (# of tables, chairs, room layout, equipment location, etc.)

Every opportunity will be made to accommodate room layout requests. However, some adjustments will be made if the layout is not feasible. Room arrangements will be made by the library staff only. Rearrangements should not be made by the USER or the attendees. Additional tables/chairs or a room arrangement not indicated on the agreed upon room layout will result in a deduction from the deposit.

Any changes in room arrangement and/or equipment needs will require notification and approval by the designated library staff (TERESA/CHRIS) no less than three (3) business days prior to the date of the event. Failure to notify or gain approval will result in a deduction from the room deposit.

B ADDITIONAL SERVICES/EQUIPMENT AND CHARGES

SERVICE/EQUIPMENT	TOTAL COST
_____ Use of kitchen	- No charge
_____ TV/VCR/DVD Player	-No charge
_____ Screen	-No charge
_____ Podium	-No charge
_____ Microphone	-No charge
_____ Dry Erase Markers/Eraser	-No charge
_____ Large Coffeemaker	-No charge
_____ Coat Rack	-No charge
_____ LCD Projector*	*\$15.00 rental per session

Rental Amount Paid: _____ Date Paid: _____

Payment received by: _____

In submitting and signing this contract in rental of the Public Meeting Room in the Chillicothe Public Library, I, _____ am assuring the library staff that the above information is correct and that I have the authority to make this contract as a representative of the organization and/or as the USER responsible. In signing this contract, I understand that I become the USER responsible and agree to abide by the requirements stated in the contract, while understanding that, in signing this contract, violations of the requirements will result in the cancellation of the event, additional rental fee(s), deduction from deposit and/or the reconsideration in the scheduling of any future events by the organization or USER responsible.

USER responsible Signature Date

 Library Staff Signature of Contract Approval Date

Deposit Paid: _____ Date Paid: _____

Departure Time/date: _____ Extra fee: _____

Deposit Refund Receiver: _____ Amount: _____ Date: _____

The Chillicothe Public Library reserves the right to cancel or reject any reservation request if the anticipated event is likely to be unreasonably disruptive to regular library functions or because of weather related or building emergencies. Chillicothe Public Library assumes no responsibility for personal/private belongings or for personal injury to any person(s) or damage to the property of others.

HARASSMENT POLICY

The Chillicothe Public Library District's business shall be conducted in a professional manner and in a work place free of problems created by non-business related concerns. It is against District policies and a violation of law for any employee to engage in conduct that may be constituted as personal, ethnic, religious, or sexual harassment. Harassment refers to behavior of any nature that is not welcome, is personally offensive, or interferes with the work performance and effectiveness of other individuals. Objectionable conduct shall encompass verbal, written, graphic, and physical forms.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes harassment when:

- 1) Submission to such conduct is made 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 for an employment decision affecting such individuals.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct which may constitute sexual harassment include but are not limited to: unsought and unwelcome sexual flirtation, advancement, or propositions; verbal abuse of a sexual nature; unnecessary touching of an individual's body; sexually degrading words used to describe an individual; display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Procedures for handling harassment complaints:

A. Reporting by Employees

If an employee feels that harassment is taking place or that District policies are being violated, the incident should be reported immediately to a supervisor and/or the Library Director. In cases where the supervisor is involved, the incident should be reported directly to the Library Director. If the Library Director is involved, the incident should be reported to the Vice President of the Board of Trustees. The person reported to shall conduct an investigation discreetly into the matter. All reports will be kept confidential. Appropriate action will be taken to resolve the incident if District policies have been violated.

B. Report by Patrons

Any patron who suspects that he/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.

1) 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.

Sexual harassment of a patron by a Library employee means:

- a) Any sexual advance by an employee toward a patron,
- b) Any request by an employee to a patron for sexual favors,
- c) any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
- d) 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 or, if not immediately available, to her 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 or to their immediate supervisor.

2) 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.

3) 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 or to their immediate supervisor.

- a) 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 within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Director may also have a representative; such meeting, however, shall be informal. The Library Director shall issue a written decision within five (5) days of the meeting.
- b) If the complainant is not satisfied with the Library Director's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board Vice President or his/her designee (hereinafter the words "Board Vice President" shall include designee).
- c) If the complainant is not satisfied with the Vice President's decision, then within ten (10) days, a written appeal of that decision may be made to the Grievance Committee, setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Grievance Committee shall meet with the complainant, the Library Director, and any representatives to discuss the allegations of discrimination. The hearing with the Grievance Committee shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Grievance Committee 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.

Within ten (10) days after the hearing, the Grievance Committee shall issue its written recommendation to the Board of Trustees. The Board, within ten (10) days of receiving the Grievance Committee's recommendation, shall render a final decision.

4) 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. Investigative and complaint process assistance is also available through the Illinois Department of Human Rights and the Illinois Human Rights Commission. Contact the Department by calling (217) 785-5100 and the Commission by calling (217) 785-4350. Or you can write to:

Illinois Department of Human Rights
222 S. College, Rm. 101A
Springfield, IL 62700

Adopted 9/21/04

DRUG, TOBACCO AND ALCOHOL FREE LIBRARY

The possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statute is not permitted during library operating hours. Any exemptions to this policy regarding alcohol must have prior approval by the Board.

Adopted 6/27/02

The use of tobacco products is prohibited in all "Library locations" except where designated.

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

Any employee who violates the term of the Library's Drug, Tobacco and Alcohol Policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library's employees as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, or any criminal drug or alcohol statute conviction, for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

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

The Library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations and where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.

In order to make patrons and employees aware of the dangers of drug, tobacco and alcohol abuse, a notice of the Standard of Conduct imposed by this policy, and the sanctions imposed for violation of this policy, shall be distributed to all employees and prominently posted at the Library for patrons and employees to see.

Adopted 3/16/04

TRUSTEE REIMBURSEMENT

- 1) Members of the Board of Trustees shall be reimbursed for expenses incurred when attending professional meetings. Such expenses shall include mileage, meals and registration fees.
- 2) Payment of state and national association dues for the library, and Trustee who requests them, the Library Director, the Reference Librarian and the Children's Librarian shall be made from Chillicothe Public Library District Funds.

SELLING BY OUTSIDE INTERESTS

Only materials connected with special library programs may be sold by outside interests at the library at the time of the program.

SPECIAL RESERVE FUND

WHEREAS, the Board of Trustees of the Chillicothe Public Library District intend in future years to repair, remodel or improve the existing library building and to acquire library materials, electronic data storage and retrieval facilities and other related library equipment in connection with an expansion of the existing library building;

BE IT ORDAINED by the Board of Trustees of the Chillicothe Public Library District that there is hereby established a

SPECIAL RESERVE FUND

PURSUANT TO THE PROVISIONS OF THE Illinois Public Library District Act and that funds shall be accumulated from the unexpended balances of the proceeds received from annual public library taxes.

BE IT FURTHER RESOLVED that there shall be developed and adopted a plan or plans by the Board of Trustees of the Chillicothe Public Library District pursuant to the provisions of the Illinois Public Library District Act for the repair, remodeling or improvement of the existing library building and to acquire library materials, electronic data storage and retrieval facilities and other related library equipment in connection with any planned expansion of the existing building.

(Adopted 3/25/06)

Contingency: Funds encumbered during the last months of a fiscal year, whose billing carries over into the next fiscal year, shall be paid up to forty-five (45) days before funds will be transferred to the Special Reserve Fund.

PURCHASING AND CONTRACTS

The policy applies to all purchases and contracts requiring an expenditure of funds under the control of the Board of Trustees of the Chillicothe Public Library District.

In accordance with good business practices, the Director may commit expenditures within the working budget, observing the limitations imposed by the Contractual Services Policy.

The Director shall present to the Board the terms of all formal contracts for approval. The Director has the authority to obtain the opinion of counsel.

The Director shall advise the Board of all terms of all implied contracts (i.e., rental and service agreements, personnel appointment letters, etc.) and of any alterations to existing agreements and/or contracts.

The Treasurer and/or the Director will retain all records of terms of agreements, contracts, service records or equipment, operating manuals, financial transactions, personnel records, and any other necessary details.

No staff below the Director shall enter into a contract, formal or implied, without the prior approval of the Director.

INVESTMENT OF PUBLIC FUNDS

It is the policy of the Chillicothe Public Library District to assure the security and preservation of public funds. In order to achieve this, the following items have priority:

- 1) To follow the applicable statutes contained in Section 902, Chapter 85 of the Illinois Revised Statutes (see below)
- 2) To secure whenever possible, the highest interest rates.
- 3) To require that deposits in excess of insurance limits (i.e., FDIC, FSLIC) be collateralized.
- 4) To utilize, wherever possible, local financial institutions.

Section 902, Chapter 85 of the Illinois Revised Statutes authorizes Investment of public funds as follows:

- 1) Bonds, notes, certificates of indebtedness, treasury bills, and securities which are guaranteed by the full faith and credit of the United States of America, (i.e., United States Government obligations):
- 2) Savings accounts, certificates of deposit and time deposits that are:
 - (a) Direct obligations of a bank; and
 - (b) FDIC insured;
- 3) Short term obligations of corporations subject to the following:
 - (a) The corporation is organized in the United States;
 - (b) The corporation has assets exceeding \$500,000,000.00;
 - (c) The corporate obligations are rated at the time of purchase within the three highest classifications established by at least two standard rating services;
 - (d) The corporate obligations mature not later than 180 days from the date of purchase;
 - (e) The public entity invests not more than 25 percent of its Funds in such corporate obligations;
 - (f) The amount of obligations purchased by the public entity do not exceed 10 percent of the corporation's outstanding obligations.
- 4) Short term discount obligations of the Federal National Mortgage Association;
- 5) Shares, investment certificates, or other forms of securities issued by savings and loan associations which are insured by FSLIC;
- 6) Public Treasurers' Investment Pool.

INVESTMENT OF PUBLIC FUNDS (REVISED 2-21-99)

PURPOSE AND SCOPE:

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Chillicothe Public Library District. Its scope is all public funds of the library.

RESPONSIBILITIES:

All investment policies and procedures of the Chillicothe Public Library District will be in accordance with Illinois law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Library Trustees.

DELEGATION OF AUTHORITY:

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer and the Library Director are responsible for establishing internal controls and written procedures for the operation of the investment program.

“PRUDENT PERSON” STANDARD:

All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

OBJECTIVES:

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- 1) Legality (conforming with all legal requirements).
- 2) Safety (preserving capital and including diversification appropriate to the nature and amount of the funds).
- 3) Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated).
- 4) Yield (attaining a market rate of return on investments).
- 5) Simplicity of management.

GUIDELINES:

The following guidelines should be used to meet the general investment objectives:

A) Legality and Safety:

1. Investments will be made only in securities guaranteed
2. by the U.S. Government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulation of the Federal Reserve regarding custody and safekeeping of collateral).
3. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law to satisfy the investment objectives of the Library District.

B) Liquidity:

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

C) Yield-Return on Investment:

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

D) Simplicity of management:

The time required by library administrative staff to manage investments shall be kept to a minimum.

REPORTING:

Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, and rate of return, diversification and general performance. These reports will be available to the general public upon request.

INTERNAL CONTROLS:

In addition to the guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

Any investment advisors, money managers, or financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

CONFLICTS OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

PROHIBITED GIFTS POLICY

GENERAL POLICY:

It is the policy of the Chillicothe Public Library to comply with the State's Gift Ban Act through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts shall be applicable to proceedings, meetings, or documents involved here, which are exempt there from.

EXEMPTION:

Due to the high costs of compliance for uncompensated and non-salaried, appointed and/or elected members of the Board of Library Trustees, and given that the experience of gifts of any kind or value to them is virtually non-existent and certainly has not been a source of improper action, influence or effect in this Library or any Public Libraries in Illinois, it is the Policy to exempt all non-salaried, appointed or elected officials of the Library from this Policy and the State Act, as permitted by the Act.

DEFINITIONS:

The terms "gift", "prohibited source" and "employee" whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban Act.

PROHIBITED GIFTS:

The solicitation and acceptance of any "gifts" from any "prohibited source" are banned and prohibited for all Library employees except as provided in the following section of this Policy.

EXCEPTIONAL GIFTS:

The restrictions in the foregoing section do not apply to the following:

- 1) Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- 2) A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
- 3) A gift from a relative as defined in the State Act;
- 4) Anything provided by an individual on the basis of a personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee's position and not because of personal friendship;
- 5) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- 6) Payments to a legal defense fund established for the employee that is otherwise lawfully made;

- 7) Intra-office and inter-office gifts meaning any gifts from an employee of the Library to an employee of the Library;
- 8) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by the organization.
- 9) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
- 10) Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications;
- 11) Awards of prizes that are given to competitors in contests or events open to the public, including random drawings;
- 12) Honorary degrees (and associated travel, food, refreshments and entertainment provided in the presentation of degrees and awards);
- 13) Training (including food and refreshments furnished to all attendees as an integral part of the training) if the training is in the interest of the Library;
- 14) Educational missions, including meetings with government officials intended to educate them on matters of public policy;
- 15) Bequests, inheritances and other transfers at death;
- 16) Anything that is paid for by the federal government, the State or the Library or secured by the government under a government contract;
- 17) A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal including hospitality extended for a non-business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;
- 18) Free attendance at a widely attended event permitted under Subsection 24 below;
- 19) Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members such as an employees' association or credit union, offered to a group that is not defined in a manner that specifically discriminates on the basis that favors those of higher rank or pay, in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participation in organization activities offered to all government employees;
- 20) A plaque, trophy or other item that is substantially commemorative in nature and that is extended for presentation;
- 21) Golf or tennis, food or refreshments of nominal value and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased;
- 22) Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value;
- 23) An item of nominal value such as a greeting card, baseball cap or T-shirt;

- 24) Attendance at events: an employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event provided by the sponsor of the event if the employee participates as a speaker or panel participant or by performing a ceremonial function appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event except reimbursement for transportation and lodging may not be accepted in connection with the event. This "free attendance" may include waivers of all fees and unless otherwise stated the provision of transportation, food, refreshments, entertainment and instruction materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees except as permitted under Subsection 21 above).

MEMORIALS:

A gift to the Library received as a Memorial will be allocated as needed by the Director with Board approval.

Specific Memorials:

Should any tree designated as a Memorial die, a similar tree, of original size, will be replaced by the Library.

ENFORCEMENT:

Any employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return or turnover of any prohibited gift as directed by the Board of Library Trustees.

ETHICS OFFICER:

The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers and employees of the library before they are filed and provide guidance to members, officers and employees in the interpretation and implementation of the State Gift Ban Act.

CONTRACTUAL SERVICES, COMMODITIES AND CAPITAL GOODS

Formal Bids Not Required

All purchases and commitments for contractual services, commodities and capital goods shall **not** require a formal bid under the following circumstances (based on Section 5-5 of Chapter 81 of the Illinois Revised Statutes (1971)):

- 1) Where the amount involved is under \$500 – these shall be made on the basis of price, quality and dependability and at least three informal quotations from the most qualified suppliers, all to the extent practicable in the circumstance;
- 2) Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies;
- 3) Where the services required are for professional, technical or artistic skills;
- 4) In emergencies:
An emergency shall be deemed to exist when immediate repairs to, or replacement of, equipment owned by the Library is necessary in order to permit the Library to function and its regular services to be performed, or when there has been a local disaster or catastrophe.

Formal Bids Required

Purchases and commitments for contractual services, commodities, and capital goods not falling under the categories listed above, shall require submission of a formal bid. The subject of said formal bid shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability.

The method of solicitation for formal bids shall be as follows:

- 4) A “call for bids” shall be prepared. Notice of the availability of such “call for bids” to all interested persons shall be published in at least two newspapers, at least one of which will be local, at least two times. Qualified suppliers should be selected with consideration being given to such things as prior experiences, accessibility and general reputation. The Board may, in its discretion, select additional newspapers or other publications in which to place such advertisements as it shall from time to time deem necessary and desirable.
- 5) The “call for bids” shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.

Solicitation for bids shall be in conformation with accepted Business practices.

COMPUTER USE BY PATRONS

Computer Usage

- 1) Computers have been purchased using various grant funds. The library staff maintains the equipment and software for public use. Downloading of any software is prohibited.
- 2) Public use of the equipment must be shared with the library staff. Patrons have to sign a log sheet at the circulation desk before using any equipment. Patron use is limited to 30 minutes per day if other patrons are waiting to use the computer.
- 3) If necessary, the sign up log sheet will be used to determine the order of usage by patrons.
- 4) The library card catalog has been inputted to the Public Access Catalog. **ASK THE LIBRARY STAFF FOR ASSISTANCE IN ACCESSING THE PUBLIC ACCESS CATALOG.**
- 5) Public use of the equipment for writing letters, resumes, doing homework, or other applications is possible under the following conditions:
 - a) Patrons must provide their own disks if they want to store any input. They will not be permitted to place information on the hard disk drive
 - b) Patrons must have what is to be inputted completely ready for entry to minimize actual time on the computer
 - c) Patrons are to proof their work on the screen. One printed copy of their work will be allowed free of charge. Additional copies will be assessed a charge per page
- 6) Printouts from databases and CD-ROMs after the first four (4) pages will be assessed a \$.25 per sheet charge. Patrons are asked to have additional copies made on the photocopy machine.
- 7) Patrons may not load personal computer programs on to the Library equipment. **READ ONLY** disks will be permitted if they are properly formatted and compatible with Library computers. They must be approved by the library staff at the time the patron signs the log sheet before using the equipment.

Children's Rules

- 1) Sign the log sheet at the librarian's desk;
- 2) If computers or programs are altered or damaged, the patron will be billed for the repairs;
- 3) The user has a 30 minute per session use limit if other patrons are waiting to use the computer.

Internet Access

Library Internet Policy and Agreement

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

Users Guide to the Internet as a Resource

Remember the Internet is a collection of information not produced nor endorsed by the Library. The Internet has become an invaluable tool for research, communication, and entertainment. However, please keep the following in mind.

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.

2. Information obtained via the Internet may or may not be accurate.
3. Information obtained via the Internet may or may not be current.
4. Information obtained via the Internet may be considered controversial or offensive by some Library patrons.

This Library encourages all Library patrons to be informed users and carefully evaluate any information obtained via the Internet. Library staff members may help you evaluate certain types of Internet sources, but are not trained to provide definitive analysis of specific sources or sites.

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

Internet Filtration

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

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

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

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

1. Any use of electronic information which results in the harassment of others;
2. Use of electronic information networks in any way which violates a Federal or State law;
3. Unauthorized duplication of protected software or licensing agreements, including but not exclusively, any "hacking;"
4. Destruction or damage to or unauthorized alteration of the Library's computer equipment;
5. Behaving in a manner that is disruptive to others;
6. Accessing child pornography;
7. Accessing material depicting offensive sexual conduct which lacks a high level of artistic, political, or scientific value; and
8. Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.

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

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

Under the Age of 17

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

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

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

Parents are expected to monitor and supervise their children's use of the Internet in the Library. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety. Please be advised that the Library does NOT filter all websites deemed to be inappropriate for very young children. Advanced filtration may be available for young children desiring Internet access.

Privacy on the Internet

The Library will make every effort to allow Library patrons to privately use the Internet in the Library. However, the Library is mandated by federal law to provide for monitoring a minor's use of Internet access, and therefore the Library reserves the right to supervise minor's, under the age of 17, as well as all patrons' use of the Internet to reasonably ensure compliance with Library Internet policies by all patrons. The Library reserves the right to request an explanation or otherwise inquire as to when a patron is found to be accessing material a Library staff member reasonably believes to be beyond compliance with Library Internet policy.

Email, Instant Messaging and Internet Chat

It is the policy of the Library to permit its users to engage in forms of direct electronic communication known as electronic mail ("Email"), instant messaging and Internet chat. However, such use by minors under the age of 17 may be monitored from time to time and in the event Library staff believe a minor's safety or security is at risk, such privileges will be suspended or revoked.

Violation of Policy

The violation of any terms of the Library's policy may result in suspension or revocation of Library Internet access privileges or even the suspension or revocation of general Library use privileges. Please act responsibly!

Internet Filtration Warning

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

Library Staff CANNOT assist patrons in any capacity with . . .

- Filling out Job Applications or Resumes
- Filling out TAX forms or offering TAX advice
- Online Billing or Customer Account issues for any company billing to any personal, business or private Accounts (cell phones, utilities, credit cards, cable, etc.)
- Setting up or assisting with accounts for any Social Networking or Dating website
- Filling out forms to set up a new e-mail account
- Fixing problems with e-mail accounts
- Accessing, fixing, altering, inputting information or giving ADVICE for ANY patrons's PERSONAL, PRIVATE OR PASSWORD protected information or accounts.
(restrictions may not be limited to the above mentioned list and may be added at the Tech's discretion)

Library Staff CAN assist patrons with . . .

- any questions about the use of the public computers (themselves)
- questions about CPLD's Public Computer Policy
- help with computer programs or publicly accessible websites or programs that are NOT password protected
- help with accessing patron's personal media (thumb drives, disks, etc.)
- questions about and help with printing documents to the library printer located at the Circulation Desk
- accessing the Library's wireless network

INTERNET USAGE AGREEMENT

Name (Please Print)

Last

First

Registration and User Agreement

1. I have read the policies concerning the use of the Internet in the Library;
2. I understand that copyright laws restrict the duplication of copyrighted materials and will follow all copyright laws;
3. I understand that if I fail to abide by the Library’s Internet policies I can lose my eligibility for use of this service or even use of the Library;
4. I understand and acknowledge that the Internet contains material of a controversial nature [Option: including pornography, obscenity, excessive violence, inflammatory or dangerous material], and that the Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, appropriateness of any Internet resources; and
5. I understand that the filters installed on the Library computers may or may not be effective in blocking voluntary or involuntary access to inappropriate or offensive material and, by this agreement, release and discharge the Library from any direct or indirect liability resulting from such access.

_____ Date: _____

Signature

For Patrons Under the Age of 17:

As the parent or guardian of _____

I give permission for my child to use the Internet connection at the Library, with the understanding that I am responsible for monitoring my child’s appropriate use of this service and that I am responsible for any damages that may occur and that I have read, understand, and agree to the above statements, specifically including any deficiencies in the performance or installation of blocking filters.

Parent or Guardian Signature: _____ Date: _____

LIBRARY BILL OF RIGHTS

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

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

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

FREEDOM TO READ STATEMENT

- 1) It is in the public interest for the Board of Directors and Librarian to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
- 2) The Board of Directors and Librarian do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.
- 3) It is contrary to the public interest for the Board of Directors or Librarian to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
- 4) The present laws dealing with obscenity should be vigorously enforced. Beyond that there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- 5) It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
- 6) It is the responsibility of the Board of Directors and Librarian, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
- 7) It is the responsibility of the Board of Directors and Librarian to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one the answer to a bad idea is a good one.

Based on the Freedom to Read Statement, adopted by the ALA Council,
June 25, 1953; revised January 28, 1972 by the ALA Council.

FREEDOM TO VIEW STATEMENT

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

- 1) It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- 2) It is in the public interest to provide for our audience, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- 3) It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- 4) It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted by Educational Film Library Association, February 1979.

Endorsed by American Library Association's Intellectual Freedom Committee and by the American Library Association Council, June 1979.

Endorsed by the Board of Directors of the Association of Educational Communications and Technology, December 1979.

Adopted by the Alliance Library System Board of Directors as part of its selection policy.

THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.

B. An organizational chart is attached.

C. The total amount of our operating budget for FY2008-09 is: \$ 492,180.00. Funding sources are monies appropriated by the Illinois State Legislature, monies appropriated by the Library District, and State, Federal, corporate, and private grants.

D. The business is located at this address: 430 N Bradley Ave, Chillicothe, Illinois 61523

E. Chillicothe Public Library District has the following number of persons employed:

1. Full-time 7
2. Part-time 6

F. The following organization exercises control over our policies and procedures: Chillicothe Public Library District Board of Trustees, which meets monthly.

Its members are: Martha Canopy, President; Jane Harrison, Vice President; Wed Turner, Secretary; Patty Audo, Treasurer; Ralph O'Sullivan, Carie McIntyre, Mary Jo Evans.

G. We are required to report and be answerable for our operations to: Illinois State Library, Springfield IL. Its members are: State Librarian Jesse White (Secretary of State); Director of the State Library, Anne Craig; and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Use request form (see attached).

B. Your request should be directed to the following individual: Susan Drissi, Director/FOIA officer.

C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the regular set fee for paper copies from the Library.

E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.

F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

G. You may appeal the decision of the FOIA officer to the Board of Trustees.

H. The place and times where the records will be available are as follows:

9 a.m. to 5 p.m., Monday - Friday
Chillicothe Public Library District

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

A. Administrative Files, Correspondence

C. Annual Receipts and Disbursement Reports

D. Application for Authority to Dispose of local records and records disposal certificates

E. Audits

F. Board or Board Committee Minutes

G. CE Calendars and Registration

H. Certified Mail receipts, UPS log

I. Contracts, Bids

J. Grant Files

K. Insurance Policies, Claims, Claim Reports

L. Inventory

M. Annual Reports to the Illinois State Library

N. Monthly Financial Statements

O. Operating Budgets

Freedom of Information Request Form is available by downloading the form or by contacting the Chillicothe Public Library District, 430 N Bradley Ave, Chillicothe, Illinois 61523. Phone: 309-274-2719 Fax: 309-274-3000.

Freedom of Information Request
Chillicothe Public Library District
430 N Bradley Ave Chillicothe, IL 61523
Phone: 309-274-2719 Fax: 309-274-3000

ATTN: Susan Drissi, Director/FOIA Officer

Date of Request: _____ Certification Requested: ___Yes ___No
Requestor's Name (or Business Name if applicable) Phone Number

Street Address

City State Zip

Description of Records Requested:

LIBRARY DISTRICT RESPONSE (REQUESTOR DOES NOT FILL IN THIS LINE)

APPROVED

The documents requested are enclosed.

The documents will be made available upon payment of copying costs \$_____.

You may inspect the records at _____ on the date
of _____.

DENIED

The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

The materials requested are exempt under Section 7 ____ of the Freedom of Information Act for the following reasons:

Individual(s) that determined request to be denied: _____

Request delayed, for the following reasons (in accordance with 3(d) of the FOIA)

You will be notified by the date of _____ as to the action taken on your request.

The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.

Susan Drissi, Director/FOIA Officer

Date of Reply

Chillicothe Public Library District Collections Management Policy

The policies and principles of collection management for the Chillicothe Public Library District are developed in relationship to the library's mission statement. The purpose of the library is to serve library users and their educational, informational, and recreational needs through the library's own collections and its access to other information resources.

Scope of the Collection

The Chillicothe Public Library District shall attempt, within its financial limitation, to provide a collection of books and other materials sufficient in number and variety to meet the needs and interests of the adults, young adults, and children of the community. Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

Library materials shall include books, periodicals, newspapers, maps/atlasses, books on CD, play-a-ways, DVDs, compact discs, and large print books. Materials for visually impaired persons are available through the Mid-Illinois Talking Book Center.

The specific materials making up the Chillicothe Public Library District collection include:

1. Books of general current interest for all ages.
2. Broad representation of works of classic and contemporary authors.
3. A basic but limited coverage of standard materials in all subject areas.
4. A basic collection of reference and informational tools.
5. Foreign language materials for the language learning process.
6. Selected collection of popular and technical periodicals.
7. Audiovisual materials both educational and entertaining.

As a matter of policy and budgetary limitations the library does not collect:

1. Expensive editions.
2. Collector's items.
3. Textbooks, unless the text of general public interest or is the best book in its field.
4. Genealogy material.
5. Sectarian or religious propaganda.
6. Novels or current non-fiction in foreign languages.

The library does not buy private libraries or any items offered for sale by citizens clearing their attics.

Library Users Priorities

In an attempt to categorize areas of library users' needs, the Chillicothe Public Library District has listed three purchasing priority categories, which incorporate a total of 11 needs:

Higher Priority: 1. Adult leisure time

2. Pre-school leisure time
3. Users pursuing self-directed educational/informational needs
4. Basic information queries/referrals

Mid-Priority: 1. Youth leisure time

2. Young adult leisure time
3. Student supplementary educations needs at the elementary/secondary level
4. Persons pursuing self-improvement needs

Low Priority: 1. Students enrolled in college/university programs

2. Students enrolled in adult basic education
3. Students enrolled in preschool programs

Reference Materials

Acquisitions for the Reference Department shall be geared to the changing needs of the community as well as the time-tested materials. In addition to general reference materials, the Reference Department shall provide periodicals, atlases, compact discs, and college collections.

Audiovisual Materials

Books on CD, play-a-ways, compact discs and DVDs shall be purchased for entertainment as well as informational needs of the community served.

Periodicals

The library has a broad representative range of periodical titles to meet the needs of the community served.

Responsibility for Selection

The responsibility for selection of the library materials rests with the Library Director. Specific areas of selection may be allocated to various qualified staff members.

Reviews of materials in recommended selection tools shall be used as guides in purchasing library materials. Some of these tools include Library Journal, Booklist, BookPage, Publishers' Weekly, and literary and news magazines. Other selection aids such as "Notable Book" lists chosen by the American Library Association, National Book Award lists, Pulitzer Prize list, and published lists of best sellers may also be used.

Criteria for Selection

The general criteria considered in selecting materials include 1) significance and permanent value to the existing collection 2) qualifications of author or producer, 3) suitability of subject and style for intended audience,

4)quality of format, 5)currency or timeliness if applicable, 6) demand by patrons, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials in other libraries, 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

Statement of Specific Policies in Selected Areas

Materials for Children and Youth

The Chillicothe Public Library District subscribes to the following policy: “Free Access to Libraries for Minors”: and Interpretation of the Library Bill of Rights (as adopted by the American Library Council, 1981). At the Chillicothe Public Library District, children and young people have access to all parts of the library. The Children’s Department houses collections specifically designed to serve children in pre-school through middle school. Collections in the Children’s Department include board books, lap readers, beginning readers, junior non-fiction and junior fiction.

Materials appropriate for the interests and needs of the ages served are chosen for these collections.

Young Adult fiction, including ‘tween’ fiction and non-fiction, periodicals, and non-book materials are housed close in between the Children’s and Adult’s section. The Young Adult fiction collection is selected especially for the needs and interests of 7th graders-high school students. It contains some duplication of classic titles found in both the adult and junior fiction collections, but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12 to 18 year olds. Young people in the 6th grade through high school are expected to use non-fiction materials throughout the library in preparing for school assignments or for any other reason.

Materials for Adults

The materials in Adult Services are selected primarily to serve the needs of adults and high school students; consideration is also given to the non-fiction needs of the middle school students. The collection includes reference and circulating non-fiction books, fiction books, and non-book materials.

Fiction

The fiction collection provides books and other types of materials for a wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

Business Section

The library purchases standard business directories and reference materials as well as popular circulating items which are of interest to the general public.

Foreign Language Materials

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the library may be served by requests through Interlibrary Loan.

Textbooks

Although the library tries to serve students’ needs as much as possible, textbooks are not purchased unless they are the best source of information on a given subject. The library policy is to purchase materials which will also supplement and complement the curriculum offerings of the public and private schools within the community.

Non-Book Materials

Non-book items purchased by the library for in-house use or for circulation may include compact discs, DVDs, play-a-ways, books on CD, games, puzzles, toys, computer software and puppets. The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

Controversial Materials and Censorship

The library is aware of its obligation to protect the expression of ideas which represent minority opinions or unpopular views and accepts as its responsibility the presentation of all sides of controversial issues as these become available. Selection of controversial materials shall be based on assurance that the author's presentations are constructive and honest rather than negative or abusive. The acquisition of material does not presuppose endorsement or ideas or approval of language or actions. The library adheres to the principles in the following documents: Library Bill of Rights, Freedom to Read Statement, and ALA Interpretation regarding Free Access to Libraries to Minors.

When a patron questions the selection of specific materials, it is the policy of the library to ask the patron to fill out the form "Request for Reconsideration". Upon receipt of the completed form, the staff will research reviews of the material to determine if, in their judgment, the material should be kept in the collection. They shall consult with the Director in this matter. If they and the Director feel that the material should remain in the collection, but the patron still disagrees with their decisions, the matter can be presented to the Board of Trustees for review and consideration.

Withdrawal of Library Materials

The entire library collection shall be weeded annually in a superficial manner, and every 6 years in an extensive manner, to promote an attractive and up-to-date collection. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical conditions. Scientific materials, unless it has historical value, shall be withdrawn after 5 years from the date of publication if suitable new material is available. Replacement of worn materials shall depend upon current usefulness, more recent acquisitions and the availability of newer editions. An attempt is always made to replace important titles of permanent value.

Gifts

Gifts of books and other library materials shall be accepted under the provision that their use or disposal is subject to the discretion of the Library Director and the Board of Trustees.

The library accepts as gifts periodical subscriptions, pamphlets, and newspapers of various religious denominations represented in the community when space permits. Such items shall be identified as gifts. (Refer to Chillicothe Public Library's Gift Policy)
Books without an ISBN # can not be cataloged for general circulation.

Duplicate Copies

The number of copies purchased varies with the expected use of any items. As extensive use for individual titles is demonstrated, duplication to meet demand is implemented.

Revision of Selection Policy

Because the needs of the community change, this Collection Management Policy is revised as needed and/or is reviewed at least every five years.

Exhibit and Display Policy

The Chillicothe Public Library District welcomes exhibits and displays of interest, information and enlightenment to the community by individuals, organizations, businesses and community groups. The exhibits or displays will meet acceptable community standards. Requests for exhibits or displays will be made through the Director's office on a first come, first served basis. The library shall have the final decision on the arrangements of all exhibits or displays. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed. All items placed in the library are done at the owner's risk.

APPENDIX A

The Chillicothe Public Library District

Safety Guidelines

And

Disaster Plan

Fire/Police Emergency: Dial 911

Fire Non Emergency: 274-2171

Police Non Emergency: 274-2129

Ameren/CILCO: 1-877-677-5740

District 321 Administration: 274-5418

Illinois Valley Central High School: 274-5481

Chillicothe Elementary Center: 274-6266

South Primary School: 274

Revised: March 2008

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SAFETY POLICY

Library Policy

The Chillicothe Public Library District wishes to provide a safe and healthy work environment for its employees and patrons. We believe all accidents are preventable. Therefore, we will make every effort to prevent accidents.

Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, employees will:

- Comply with Library programs, rules, regulations, procedures and instructions that are applicable to his/her own actions and conduct.
- Refrain from any unsafe act that might endanger him/her or fellow staff members.
- Use any safety devices and personal protective equipment provided for his/her protection.
- Report all hazards, incidents, and near-miss occurrences to their immediate supervisor, regardless of whether or not injury or property damage was involved.
- Promptly report all injuries and suspected work-related illnesses, however slight, to his/her immediate supervisor.
- Fill out an incident report and submit it as soon as possible to the Director.
- Provide input into how to improve safety.
- Be a safe worker on and off the job every day.
- Help co-workers do their job safely.

Everyone is accountable for safety. Safety suggestions from employees are welcomed and encouraged. Responses to suggestions will be discussed with the employee and management and handled accordingly.

ESTABLISHING EMERGENCY COMMUNICATIONS

Under emergency conditions, electricity, water, and telephones may not be working or may be inaccessible. If evacuation is necessary, Chillicothe Public Library District employees should gather in the parking lot in the southeast corner, across from the flagpole.

- When you are directed to evacuate the facility:
- Stop work. Remain calm.
- Shut down all hazardous operations, if you have time to do so.
- Follow instructions.
- Use the “Escape Route” signs located next to the doorways in every room to find the closest exits.
- Leave the area in an orderly fashion.
- Close doors, but do not lock them.
- Move away from the structure. Go directly to the assembly area.
- Report to your Department Supervisor for a head count.
- Do not block a street or driveway.
- Do not reenter the building until instructed that it is safe.
- Stay in the far corner of the parking lot until instructed otherwise.
- When attending meetings outside of the building, take note of all emergency exits and stairwells when entering a building for the first time.

FIRE

- Remain calm.
- Contact the Fire Department using 911.
- If the fire is small, try to extinguish it with the proper type of extinguisher or other method. When using the fire extinguisher, remember PASS – Pull, Aim, Squeeze and Sweep.
- Do not jeopardize personal safety.
- Do not allow the fire to come between you and the exit.
- Disconnect electrical equipment if it is on fire and it is safe to do so.
- Notify your supervisor, if possible.
- Evacuate if you cannot extinguish the fire. Assist disabled persons if possible.
- Follow the fire instructions on the “Escape Route” signs located next to the doorways in each room of the library.
- Do not break windows unless that is the only way out.
- Stay low to the ground when escaping a smoke filled room.
- Do not open a hot door. Before opening a door, touch it near the top with the back of your hand. If it is hot or if smoke is visible, DO NOT OPEN.
- After escaping, close doors in each room to delay the spread of the fire.
- Learn to stop, drop to the ground, and roll if clothes catch fire.
- If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Do not attempt to save possessions.
- Go directly to the Southeast corner of the parking lot, across from the flagpole.
- Do not return to the building until told to by appropriate authorities.

TORNADO WARNING

- Be alert to changing weather conditions. Blowing debris may alert you, even if a funnel is not visible. Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

If the local tornado sirens go off:

- Stay away from windows.
- Follow the tornado instructions on the “Escape Route” signs located next to the doorways in each room of the library to get to the storm shelter located in the Northwest corner of the basement, under the stairwell.
- If time allows, lock the inside doors to the library, but leave the outer doors leading to the lobby and public restrooms open for those seeking shelter.
- All patrons in the library must either leave the building or come to the basement shelter.
- If you cannot get to the basement, go to a closet, a small room with strong walls or an inside hallway. Stay away from corners because they tend to attract debris.
- Get under a piece of sturdy furniture and hold onto it.
- Use arms to protect head and neck.
- If you are away from the library, do not remain inside a vehicle. As a last resort, and if no ditch or ravine is nearby, crawl under the vehicle.
- If in open country and time permits, locate suitable shelter. If not, lie in the nearest ditch or ravine. Be alert for flash floods.
- After the tornado passes, watch out for fallen power lines and stay out of any damaged areas of the building.
- Use the direct emergency line, located in the storm shelter room in the basement to contact help.
- Use the telephone only for emergency calls.
- Clean up any spilled chemicals, bleaches, cleaners or other flammable liquids immediately.
- Leave the building if you smell gas or chemical fumes.

WINTER STORM

If at home:

- Call your supervisor to see if the library is open.
- Do not attempt to drive to work if conditions are hazardous.
- Notify your supervisor if you cannot make it in to work safely.

If at work:

- Listen to the local radio/TV for weather advisories.
- Move indoors and items located outside which might be damaged by the storm or become hazardous during high winds.
- Check all battery powered equipment and back-up power sources.

If traveling:

- If it is not necessary, don't leave the building.
- If you must travel, make sure your vehicle is in good condition and has a full tank of gas.
- If possible, take another person with you.
- Leave an estimated itinerary with someone.
- Have emergency winter storm supplies in your vehicle.
- If possible, travel by daylight and use major highways.
- Keep the radio on for weather information.
- Don't be daring or foolhardy.

If your vehicle breaks down or you become lost or stalled:

- Don't panic. Decide the safest and best thing to do, and then do it slowly and carefully.
- If on a well-traveled road, indicate you are in trouble (hazard lights, raised hood, hanging a cloth from radio aerial or window).
- Stay in your car and wait for help to arrive.
- If running engine to stay warm, keep snow away from exhaust pipe and keep window open enough to provide sufficient ventilation.
- Wherever you are, if there is no house or other source of help in sight, do not leave the car to search for assistance.

UTILITY FAILURE

- Remain calm
- Remain where you are. In daylight, open all available blind/shades/curtains to receive more outside light. At night, leave window coverings closed to retain heat.
- Turn off electrical appliances that were on when the power went off, i.e. computers, copiers, fax machines, scanners and printers, to avoid a power surge and possible damage to them when power is returned.
- If in an unlit area, go cautiously to an area that has emergency lights.
- Use flashlights to see.
- If telephones are working, call and report outage. If not, call on a cell phone if one is available.
- Wait for further instructions from authorities.
- If directed to evacuate, assist disabled persons and go to the Southeast corner of the parking lot across from the flagpole.

WATER LINE/SEWER FAILURE

- Remain calm.
 - Notify utility company immediately. Advise them of the severity and location of the problem. Indicate if anything or anyone is in imminent danger.
 - Notify your supervisor at work or at home if outside work hours.
 - Use extreme caution if any electrical appliances/outlets are near the water.
 - Look for broken or leading gas lines, flooded electrical circuits, submerged electrical appliances.
 - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician for advice.
 - If the source of the water is known and you are confident it can be stopped, unclog the drain, turn off the water, etc., and do so cautiously.
 - Examine walls, floors, doors, and windows to make sure that the building is not in danger of collapsing.
 - Watch for loose plaster and/or ceilings that could fall.
 - Assist with protecting objects.
 - If directed to evacuate, assist disabled persons to Southeast corner of parking lot, across from the flagpole.
- Wait for further instructions.

CIVIL DISORDER AND DEMONSTRATIONS/TERRORISM

- Notify authorities immediately of any information received, factual or rumored, of a demonstration or other form of civil disorder, which is planned, or in progress in the vicinity of the library.
- Follow the instructions of supervisor and other emergency personnel.
- Assist with protecting objects.
- If an explosion occurs, take cover immediately and anticipate there may be others.
- Notify authorities of any potential/actual hazards; (e.g., fire bomb threat), incurred during a threatening situation.
- Press one of the three “Panic Buttons” located under the middle, front edge of any of the three service desks if unable to use the telephone.
- Stay indoors and away from windows unless directed to evacuate by emergency preparedness personnel.
- Evacuate when directed and follow evacuation procedures.
- Assemble in the Southeast corner of the parking lot, across from the flagpole, unless directed to do otherwise.

BOMB THREAT

- Remain calm.
- Press the panic button located under the front edge in the middle of each of the libraries service desks while staying on the phone.
- Listen carefully. Listen for any background noises that could give a clue to caller's location.
- Listen closely to the voice (male or female), voice quality (calm or excited), and accent and speech impediments. Be polite and show interest.
- Try to keep the caller talking to learn more information, i.e., type of bomb, location of the bomb and when it will be detonated.
- Do not hang up the phone that the call was received on, even after the caller hangs up. Sometimes the caller can be traced.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them.
- Survey work area for unusual packages in unusual places. If anything looks strange, do not touch it. Make a quick visual study of the size and location of the area.
- **DO NOT TOUCH!**
- Write down as much detail as you can remember.
- Do not discuss the threat with other staff.
- If there is time, tell employees to unlock desks, lockers and file cabinets and turn off machinery before they leave the office.
- If time allows, open windows and doors to minimize blast and fragmentation damage.
- Follow instructions of emergency preparedness personnel.
- Evacuate when directed and assemble at the Southeast corner of the parking lot across from the flagpole.

SUSPICIOUS MAIL

If you receive a suspicious letter or package:

- Handle with care. Don't shake or bump.
- Isolate it immediately
- Don't open, smell, touch or taste
- Treat it as suspect. Call local law enforcement authorities.

Things to look for on letters or packages:

- No return address and/or restrictive markings
- Oily stains, discolorations or crystallization on wrapper or envelope
- Excessive tape or string
- Rigid or bulky
- Strange odor. Do not sniff!
- Lopsided or uneven edges.
- Misspelled words, addressed to title only, incorrect title or badly typed or written address.
- Possibly mailed from foreign country

If a parcel is open and/or a threat is identified:

For a Bomb

- Evacuate immediately.
- Call the police, or press one of the "Panic Buttons" located in the middle under the front edge of all three service desks.
- Contact postal inspectors.
- Call local fire department/Hazardous Materials unit at 911.

For Radiological

- Limit exposure – don't handle
- Evacuate area
- Shield yourself from object
- Call the police, or press one of the "Panic Buttons" located in the middle under the front edge of all three service desks
- Contact postal inspectors.
- Call local fire department/HAZMAT unit.

For Biological or Chemical

- Isolate – don't handle.
- Evacuate immediate area.
- Wash your hands with soap and warm water.
- Call the police, or press one of the "Panic Buttons" located in the middle under the front edge of all three service desks
- Contact postal inspectors
- Call the local fire department/HAZMAT unit.

EXPLOSION

- Remain calm.
- Take cover under a table or desk.
- Be prepared for possible further explosions.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and shelving.
- Evacuate calmly, when directed, to the assembly area located in the Southeast corner of the parking lot across from the flagpole.
- Do not move seriously injured persons unless they are in immediate danger; (e.g. fire, building collapse, etc.).
- Open doors carefully.
- Watch for falling objects.
- Avoid using the telephone, except in a life threatening situation.
- Do not use matches or lighters.
- Contact emergency personnel by use of cell phones if possible.
- Do not reenter the affected area until directed to do so by supervisor or emergency personnel.

BODILY FLUIDS

Spill Clean-Up Packs for the removal and cleaning of body fluid spills are located in the third drawer down on the right-hand side of the circulation desk. This drawer is indicated by a red, sticky dot on the front.

Procedure for handling a bodily fluid spill:

- Always wear gloves when potentially infectious fluids are present. Do not use gloves if torn or punctured.
- Shake powder from kit directly onto the spill.
- Allow five minutes to congeal.
- Use the scoop and spatula provided in the kit to pick up gelled material.
- Disinfect area with cloth.

Procedure for disposal:

- For spills involving blood or other potentially infectious fluids, use the biohazard bag provide in the kit.
- Dispose of bag in accordance with local regulations.

BLOODBORNE PATHOGENS POLICY

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

OFFICE SAFETY

- Practice good housekeeping throughout the office area. Do not leave materials or position telephone or electrical cords in the aisles.
- Report or correct obvious hazards as soon as they are discovered.
- Do not carry articles weighing more than 20 pounds when ascending or descending stairs that rise more than 5 feet.
- Close files and desk drawers. Arrange contents in file cabinets to prevent tipping when drawers are open. Store heavier materials in lower drawers. Do not open more than one drawer at a time as tipping may occur. Secure cabinets to each other as necessary.
- Report damaged furniture or broken veneer surfaces immediately
- Do not carry pointed or sharp objects in hand, pockets or attached to clothing with points or blades exposed.
- Do not leave paper cutters with the blade in the open or upright position.
- Take precautions to prevent materials from falling from the top of file cabinets or desks.
- Do not stand on chairs, desks, boxes, wastebaskets or any other substitutes for an approved step-stool or stepladder.
- Report slippery floor surfaces to your supervisor immediately.
- Clean up spills on floors immediately. Place a “wet floor” sign on the area after wiping. These are located at either end of the staff back hallway.
- Be aware of locations of all exits.
- Be aware of locations of all fire extinguishers.
- Consult the “Safe Harbor” guidelines when unsure of how to handle a situation.

HOUSEKEEPING

- Practice good housekeeping by keeping your work area, aisles, walkways, stairways, roads, or any other point of egress clean and clear of all hazards.
- Store and/or return parts, materials, tools and equipment so as not to create a tripping hazard.
- Clean up excess materials. Place trash and scrap in proper waste or recycle containers.
- Keep work area floors clean, dry and free of oils and liquids. Remove all spills immediately.
- Remove or bend down nails or sharp protrusions. Store parts, materials or equipment with protruding sharp ends or edges where personnel cannot accidentally bump into them.
- Materials and equipment are not to be stored in aisles or near exits.
- First aid and Body Fluid Spill kits are located in the third drawer down of the circulation desk. This drawer is indicated by a red, sticky dot on the front.
- If you use the last item in the first aid kit, report it to the person in charge of ordering supplies.

EQUIPMENT

- Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard or become damaged from equipment or materials.
- No one shall ride in or on any equipment not specifically designed or adapted for the transportation of employees.
- Do not operate or attempt to operate machines, tools or equipment for which you are not authorized or trained.
- Do not stand, walk or work under suspended loads or loads being moved by overhead equipment.

Director/Assistant Director:

- Remain calm and in control.
- Maintain telephone logs.
- Keep a detailed record of events in chronological order.
- Maintain a record of injuries and follow-up actions.
- Account for personnel.
- Coordinate notification of family members.
- Issue press releases if necessary.
- Manage finances.
- Coordinate personnel services.
- Document incident investigations and recovery operations.
- Contact Board President and/or other Trustees at earliest moment possible.
- Contact insurance agent(s) if necessary.
- Appoint next person in charge if physically incapacitated.

Supervisors:

- Remain calm and in control.
- Be responsible for ensuring the safety of staff and patrons in your area.
- Establish and maintain safe working conditions, practices and processes.
- Observe work activities to detect and correct unsafe actions.
- Ensure that injuries are reported promptly and cared for properly.
- Make available first aid treatment.
- Investigate all accidents promptly.
- Complete and accident/incident report and provide to administration either the same day or as soon as possible.
- Consistently enforce safety rules/regulations.
- Account for personnel in your department. Report to Director/Assistant Director.
- Assist Director/Assistant Director in any way you can.

Chillicothe Police (emergency)	911
(non-emergency)	309-274-2129
Chillicothe Fire Dept. (emergency)	911
(non-emergency)	309-274-2171
Chillicothe Water Co.	309-274-2020
Ameren/CILCO (business hours)	800-892-0123
(24 hr. for businesses)	877-677-5740
AMI (Heating System) (office)	309-694-0626
(Bob Elbert cell)	309-208-8716
Illinois Valley Glass & Mirror	309-682-6603
Keck's Insurance (building) Sharon or Jay	800-422-4035
Koener Electric	309-687-5366
Lawson's Plumbing	309-274-3951
Mike's Lock & Key	309-243-7064
Peoria Roofing (Al Quinn)	309-676-2374
PIPCO (backflow and fire sprinklers)	309-692-4060
(Guy Harrison cell)	309-208-8171
Sonitrol	309-688-9011
Tee Jay (doors)	800-257-8963
(Robert Pelka)	309-747-3247
Terminex	309-274-2881
ThyssenKrupp Elevator (office)	309-691-2596
(Steve Gilles cell)	309-696-5536
Tri-County Irrigation (office)	800-346-8883
(Blake Gerber cell)	309-303-6162
Wire Rite Electric (office)	309-274-9473
(Mike Stumbaugh cell)	309-635-0720

Board Members

Martha Canopy, President	309-274-3659 (cell) 309-648-6675
Ralph O'Sullivan, Vice President	309-274-4167
Mary Jo Evans, Treasurer	309-696-1958
Wed Turner, Secretary	309-274-2614
Jane Harrison, Trustee	309-274-8457
Kathy Close, Trustee	

Receipt and Acknowledgment of Safety Guidelines and Disaster Plan

As an employee of the Chillicothe Public Library District, I acknowledge receipt of the Library's Safety Guidelines and Disaster Plan. I will familiarize myself with its contents and seek clarification of any area I do not fully understand.

I agree that it is necessary to adhere to the policies set forth in the Safety Guidelines and Disaster Plan. Failure to adhere to the policies may result in my termination by the Company.

Signature

Date

Printed Name

Title

Witness

Date

Supervisor

Date

Note: One signed original to be returned to the employee and one signed original for personnel file.

APPENDIX B

Chillicothe Public Library District Collections Management Policy

The policies and principles of collection management for the Chillicothe Public Library District are developed in relationship to the library's mission statement. The purpose of the library is to serve library users and their educational, informational, and recreational needs through the library's own collections and its access to other information resources.

Scope of the Collection

The Chillicothe Public Library District shall attempt, within its financial limitation, to provide a collection of books and other materials sufficient in number and variety to meet the needs and interests of the adults, young adults, and children of the community. Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

Library materials shall include books, periodicals, newspapers, maps/atlasses, books on CD, play-a-ways, DVDs, compact discs, and large print books. Materials for visually impaired persons are available through the Mid-Illinois Talking Book Center.

The specific materials making up the Chillicothe Public Library District collection include:

1. Books of general current interest for all ages.
2. Broad representation of works of classic and contemporary authors.
3. A basic but limited coverage of standard materials in all subject areas.
4. A basic collection of reference and informational tools.
5. Foreign language materials for the language learning process.
6. Selected collection of popular and technical periodicals.
7. Audiovisual materials both educational and entertaining.

As a matter of policy and budgetary limitations the library does not collect:

1. Expensive editions.
2. Collector's items.
3. Textbooks, unless the text of general public interest or is the best book in its field.
4. Genealogy material.
5. Sectarian or religious propaganda.
6. Novels or current non-fiction in foreign languages.

The library does not buy private libraries or any items offered for sale by citizens clearing their attics.

Library Users Priorities

In an attempt to categorize areas of library users' needs, the Chillicothe Public Library District has listed three purchasing priority categories, which incorporate a total of 11 needs:

Higher Priority: 1. Adult leisure time

2. Pre-school leisure time
3. Users pursuing self-directed educational/informational needs
4. Basic information queries/referrals

Mid-Priority: 1. Youth leisure time

2. Young adult leisure time
3. Student supplementary educations needs at the elementary/secondary level
4. Persons pursuing self-improvement needs

Low Priority: 1. Students enrolled in college/university programs

2. Students enrolled in adult basic education
3. Students enrolled in preschool programs

Reference Materials

Acquisitions for the Reference Department shall be geared to the changing needs of the community as well as the time-tested materials. In addition to general reference materials, the Reference Department shall provide periodicals, atlases, compact discs, and college collections.

Audiovisual Materials

Books on CD, play-a-ways, compact discs and DVDs shall be purchased for entertainment as well as informational needs of the community served.

Periodicals

The library has a broad representative range of periodical titles to meet the needs of the community served.

Responsibility for Selection

The responsibility for selection of the library materials rests with the Library Director. Specific areas of selection may be allocated to various qualified staff members.

Reviews of materials in recommended selection tools shall be used as guides in purchasing library materials. Some of these tools include Library Journal, Booklist, BookPage, Publishers' Weekly, and literary and news magazines. Other selection aids such as "Notable Book" lists chosen by the American Library Association, National Book Award lists, Pulitzer Prize list, and published lists of best sellers may also be used.

Criteria for Selection

The general criteria considered in selecting materials include 1) significance and permanent value to the existing collection 2) qualifications of author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or timeliness if applicable, 6) demand by patrons, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials in other libraries, 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

Statement of Specific Policies in Selected Areas

Materials for Children and Youth

The Chillicothe Public Library District subscribes to the following policy: “Free Access to Libraries for Minors”: and Interpretation of the Library Bill of Rights (as adopted by the American Library Council, 1981). At the Chillicothe Public Library District, children and young people have access to all parts of the library. The Children’s Department houses collections specifically designed to serve children in pre-school through middle school. Collections in the Children’s Department include board books, lap readers, beginning readers, junior non-fiction and junior fiction.

Materials appropriate for the interests and needs of the ages served are chosen for these collections.

Young Adult fiction, including ‘tween’ fiction and non-fiction, periodicals, and non-book materials are housed close in between the Children’s and Adult’s section. The Young Adult fiction collection is selected especially for the needs and interests of 7th graders-high school students. It contains some duplication of classic titles found in both the adult and junior fiction collections, but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12 to 18 year olds. Young people in the 6th grade through high school are expected to use non-fiction materials throughout the library in preparing for school assignments or for any other reason.

Materials for Adults

The materials in Adult Services are selected primarily to serve the needs of adults and high school students; consideration is also given to the non-fiction needs of the middle school students. The collection includes reference and circulating non-fiction books, fiction books, and non-book materials.

Fiction

The fiction collection provides books and other types of materials for a wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

Business Section

The library purchases standard business directories and reference materials as well as popular circulating items which are of interest to the general public.

Foreign Language Materials

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the library may be served by requests through Interlibrary Loan.

Textbooks

Although the library tries to serve students’ needs as much as possible, textbooks are not purchased unless they are the best source of information on a given subject. The library policy is to purchase materials which will also supplement and complement the curriculum offerings of the public and private schools within the community.

Non-Book Materials

Non-book items purchased by the library for in-house use or for circulation may include compact discs, DVDs, play-a-ways, books on CD, games, puzzles, toys, computer software and puppets. The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

Controversial Materials and Censorship

The library is aware of its obligation to protect the expression of ideas which represent minority opinions or unpopular views and accepts as its responsibility the presentation of all sides of controversial issues as these become available. Selection

of controversial materials shall be based on assurance that the author's presentations are constructive and honest rather than negative or abusive. The acquisition of material does not presuppose endorsement or ideas or approval of language or actions. The library adheres to the principles in the following documents: Library Bill of Rights, Freedom to Read Statement, and ALA Interpretation regarding Free Access to Libraries to Minors.

When a patron questions the selection of specific materials, it is the policy of the library to ask the patron to fill out the form "Request for Reconsideration". Upon receipt of the completed form, the staff will research reviews of the material to determine if, in their judgment, the material should be kept in the collection. They shall consult with the Director in this matter. If they and the Director feel that the material should remain in the collection, but the patron still disagrees with their decisions, the matter can be presented to the Board of Trustees for review and consideration.

Withdrawal of Library Materials

The entire library collection shall be weeded annually in a superficial manner, and every 6 years in an extensive manner, to promote an attractive and up-to-date collection. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical conditions. Scientific materials, unless it has historical value, shall be withdrawn after 5 years from the date of publication if suitable new material is available. Replacement of worn materials shall depend upon current usefulness, more recent acquisitions and the availability of newer editions. An attempt is always made to replace important titles of permanent value.

Gifts

Gifts of books and other library materials shall be accepted under the provision that their use or disposal is subject to the discretion of the Library Director and the Board of Trustees.

The library accepts as gifts periodical subscriptions, pamphlets, and newspapers of various religious denominations represented in the community when space permits. Such items shall be identified as gifts. (Refer to Chillicothe Public Library's Gift Policy)

Duplicate Copies

The number of copies purchased varies with the expected use of any items. As extensive use for individual titles is demonstrated, duplication to meet demand is implemented.

Revision of Selection Policy

Because the needs of the community change, this Collection Management Policy is revised as needed and/or is reviewed at least every five years.

CHILLCOTHE PUBLIC LIBRARY DISTRICT
POLICY MANUAL

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