



# Danville Public **LIBRARY**

## Service Policies

SECTION 3000: LIBRARY SERVICES

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3100: LIBRARY PURPOSE  
3110: Mission Statement

<b>CODE:</b>	3110
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Mission Statement
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## MISSION STATEMENT

The Danville Public Library, recognizing the diverse needs of the community it serves, shall provide access to informational, educational, cultural, and recreational materials and programs in order to promote an informed citizenship, enrich personal lives, and improve the quality of leisure time.

<b>ADOPTED:</b> 12/12/1983
<b>AMENDED:</b> 11/19/1984, 11/24/1986, 4/15/1996, 6/16/2008, 8/18/2015
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec. 5/1-3, Local Library Act

3200: LIBRARY OPERATIONS

3210 Hours of Operation

3220 System Membership

3230 Interlibrary Loans

3240 Programming, Bibliographic Instruction, and Tours

3250 Reserving Library Materials

<b>CODE:</b>	3210
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Hours of Operation
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## HOURS OF OPERATION

The library's hours of operation are:

Monday	9:00 a.m. - 8:00 p.m.
Tuesday	9:00 a.m. - 8:00 p.m.
Wednesday	9:00 a.m.- 8:00 p.m.
Thursday	9:00 a.m.- 8:00 p.m.
Friday	9:00 a.m.- 5:30 p.m.
Saturday	9:00 a.m.- 5:30 p.m.
Sunday	CLOSED

### EMERGENCY CLOSING

Severe weather conditions, loss of power, or damage to or construction upon the library building may make it necessary to close all or a portion of the library to ensure the safety of the staff and the patrons. The library will be closed for an emergency at the discretion of the director, the director's representative (in the case of the director's absence), and/or the board president. Every effort will be made to give sufficient notice to the persons in the building and to the community.

### HOLIDAY AND SPECIAL CLOSINGS

The library closes for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. The library may close early on New Year's Eve, Thanksgiving Eve, and the day before Christmas Eve.

The library is closed two non-consecutive days a year for staff in-service workshops. Such programs will be arranged well in advance, giving sufficient time for the public to be notified.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/15/1987, 6/16/2008, 8/18/2015, 7/18/2017
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3220
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	System Membership
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## SYSTEM MEMBERSHIP

Danville Public Library is a member of Illinois Heartland Library System (IHLS), one of three regional systems in Illinois established by law to serve all types of libraries. Through its affiliation with IHLS, the library receives a variety of important services that enables it to offer its patrons greater access to the information and materials that they need. Danville Public Library, as a member of IHLS, agrees to share its resources, under the rules and procedures established by the system, through a reciprocal borrowing program for system patrons and through interlibrary loan. System membership strengthens each library by providing it with a valuable link throughout the state and to other libraries.

The Illinois Heartland Library System offers many support services to member libraries such as cataloging services, vendor discounts, continuing education workshops, delivery service and consultants to advise libraries on current library trends and practices. In addition, IHLS maintains an online database, to which Danville Public Library is connected, enabling the library to have access to the record of titles owned by libraries within the system and to streamline its circulation procedures with online circulation capabilities.

Library staff and Board members sometimes serve on various IHLS Advisory Committees to help shape system policies and services.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/16/2008, 8/18/2015
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3230
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Interlibrary Loan
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## INTERLIBRARY LOAN

Interlibrary loan is a library service through which patrons can borrow materials from libraries outside the Illinois Heartland Library System (IHLS) or by which other libraries' patrons may borrow Danville Public Library materials.

### BORROWING MATERIALS FROM OTHER LIBRARIES

Patrons wishing to obtain information and materials not owned or not available from libraries in IHLS may place an interlibrary loan request.

The Reference Department is the library's liaison in all print interlibrary loan matters. The Audiovisual Department is the library's liaison in all non-print interlibrary loan matters.

Patrons requesting materials through interlibrary loan must have a valid library card from any Illinois public library.

Some libraries charge a fee for providing information through interlibrary loan. Danville Public Library patrons will be asked to pay this fee if the patrons wish their requests to be processed.

See Code 3330 for applicable fines and fees.

<b>ADOPTED:</b>
<b>AMENDED:</b> 6/16/2008, 8/18/2015
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>



<b>CODE:</b>	3230
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Interlibrary Loan
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## LENDING MATERIALS TO OTHER LIBRARIES

Danville Public Library's participation in SHARE requires that we lend materials to all libraries that are part of the Illinois Heartland Library System. All IHLS libraries either participate in the shared online catalog or have access to it. All requests for materials are made via the automated system and are handled electronically.

Danville Public Library also agrees to lend materials to all libraries in the State of Illinois.

As a full participant in OCLC's WorldCat, an international database of libraries' holdings, Danville Public Library also will lend materials to requesting libraries within the United States. This international database is available to libraries around the world.

For print materials that the library regularly lends, the library will accept any type of request and will loan the material to any library in the U.S. The library will lend some audiovisual items, with certain limits. AV materials will only be loaned to libraries in Illinois. Danville Public Library does not lend any library materials to international libraries.

<b>ADOPTED:</b>
<b>AMENDED:</b> 6/16/2008, 8/18/2015
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3240
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Programming, Bibliographic Instruction, and Tours
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## PROGRAMMING, BIBLIOGRAPHIC INSTRUCTION, AND TOURS

### GENERAL OBJECTIVES

To aid the Danville Public Library in attaining its overall mission, the library will provide programs, with the following goals:

To attract new audiences to the library.

To encourage patrons to use related library materials.

To inform people about a variety of subjects and community activities.

To foster in people a love of books, learning and libraries.

### BIBLIOGRAPHIC INSTRUCTION AND TOURS

The library will accommodate visits of groups. Such visits should be scheduled at least one week in advance.

Story hours and other activities may be scheduled at the discretion of the Division/Department Heads with at least one week's advance notice.

The library will provide bibliographies and library personnel to the community as consultants and/or speakers.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> : 3/18/1985, 3/28/1996, 4/15/1996, 6/16/2008, 2/16/2016
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3250
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Reserving Library Materials
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## RESERVING LIBRARY MATERIALS

Patrons may place holds on most circulating items owned by the Danville Public Library and other libraries in the Illinois Heartland Library System (IHLS) database, which is accessible through the public access computers within the library or the Internet from home computers.

A valid library card from Danville Public Library or another library in IHLS is needed to place a hold.

Patrons may place a hold on an item by phone. However, the library may limit the number of these holds. The library also may limit the number of staff-assisted holds.

For items on which holds cannot be placed in IHLS, see Code 3230, Interlibrary Loan.

See Code 3330 for applicable fines and fees.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/15/1987, 6/16/2008, 2/16/2016
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3260
<b>SECTION:</b>	Library Operations
<b>SUBJECT:</b>	Disaster Plan
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## DISASTER PLAN

A disaster is defined as a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

The library has developed a disaster plan to assist staff in handling a variety of disasters, including building and structure, human (such as theft and assault), terrorism and weather.

In case of emergency, all staff should refer to the disaster plan and follow the guidelines for the event they are handling. Copies may be located in each department, as well as on the shared drive.

<b>ADOPTED: 7/28/2020</b>
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

3300: LIBRARY SERVICES

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3320 Non-Resident Patrons

3321 Reciprocal Borrowing Patrons

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<b>CODE:</b>	3310
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Library Accounts
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## LIBRARY ACCOUNTS

### GENERAL OBJECTIVE

The primary purpose of this library is to provide library service to the residents of the City of Danville. In addition, library service may be extended to non-residents, as provided by the *Illinois Compiled Statutes*, Chapter 75, Section 4-7.12, and under such special regulation as the Board shall adopt.

### LIBRARY ACCOUNTS: BORROWERS

**RESIDENTS.** Upon completion of the application procedure, including providing evidence of residence within the legal city limits of Danville, any person shall be issued a library card which entitles them to borrow library materials. Evidence of residence shall be government issued identification that features a photo as well as the resident's current address, such as a Driver's License, State ID, and/or Passport. If the government issued ID is expired or does not have the current address listed, the resident may also present one of the following as proof of address:

Mail postmarked within 30 days  
 Tax bill for most recent year  
 Bill  
 Voter's registration card  
 Lease  
 Imprinted personal check

For people under the age of eighteen (18) who cannot provide the above identification, the library will accept verification by parent or legal guardian by showing evidence of residence of the applicant as outlined above. Parent or legal guardian must be a new patron or a patron in good standing when applying for their child's card.

Staff will mail a welcome note to the address provided by the resident. If the mail is returned, a block will be placed on the resident's account that will prevent further use of the account until resident can provide further proof of address.

**RECIPROCAL BORROWERS.** Reciprocal borrowers' privileges are extended only to individuals with a valid borrower's card from a public library in the state of Illinois. These borrowers are subject to the same rules and regulations as city patrons. (See Section 3321 for details.)

**NON-RESIDENT BORROWERS.** Policies concerning non-residents are outlined in Section 3320.

<b>ADOPTED:</b> 12/12/1983
<b>AMENDED:</b> 11/19/1984, 11/24/1986, 2/23/2000, 6/16/2008, 2/16/2016, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec 5/1-3, Local Library Act

<b>CODE:</b>	3310
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Library Accounts
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*OUTREACH BORROWERS.* This library's Outreach Department provides library service to the residents of the City of Danville who are unable to travel to Danville Public Library due to a permanent or temporary disability. In addition, library service may be extended to non-residents who are housed temporarily at a nursing facility in Danville for rehabilitation; if the person refuses this service, the person may obtain a card under the reciprocal or non-resident borrower categories as long as the qualifications are satisfied.

See Sections 3320 and 3321 for more details.

#### LIBRARY ACCOUNTS: INTERNET-ONLY

*INTERNET-ONLY PATRONS* Children and teens under eighteen who are not able to sign up for a library card may apply for an Internet-only card, which allows them to use the library's public Internet-accessible technology. Internet-only cards do not allow a patron to borrow library materials and are valid for one year from the date of issuance.

*GUEST PASS* Patrons who need to use a computer but do not have valid identification to sign up for a card are allowed a one-time, fifteen-minute guest pass for computer and printing use.

#### RESPONSIBILITY

Patrons responsible for all library materials charged on their card until such items are checked in. Parents or legal guardians are responsible for all items checked out on their children's cards.

Materials are expected to be returned on time and in useable condition. Patrons will be charged for materials that are not returned by their due date or returned in such condition as the material needs to be withdrawn from the collection.

A patron's card may not be used by anyone other than the person to whom it was issued. This includes cards within the same families, e.g., parents may not use their child's card, siblings may not use each other's cards.

Patrons are advised to only check out the amount of materials they can responsibly maintain. Patrons are responsible for tracking due dates, including those of items which may automatically renew.

Patrons are responsible for notifying the library of any changes in information on the library registration form.

<b>ADOPTED:</b> 12/12/1983
<b>AMENDED:</b> 11/19/1984, 11/24/1986, 2/23/2000, 6/16/2008, 2/16/2016, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec 5/1-3, Local Library Act

<b>CODE:</b>	3320
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Non-resident Patrons
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## NON-RESIDENT PATRONS

### GENERAL OBJECTIVES

Under *Illinois Compiled Statutes*, Chapter 75, Section 5/4.7, the Library Board has the power "To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city, incorporated town, village or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library."

### NON-RESIDENTS

The Danville Public Library offers non-resident borrower's cards to persons who do not reside or own property within the legal boundaries of any Illinois public library.

The Danville Public Library determines the per-household non-resident fee by using the formula recommended by the Illinois State Library.

The per-household non-resident fee for a card purchased at Danville Public Library shall be determined annually by the Library Board in accordance with state mandate.

Non-resident borrower's cards will no longer be limited to the library from which the cards were purchased but shall be honored at all participating public libraries; payment of a non-resident fee will extend privileges to the public libraries within the Illinois Heartland Library System. The card will be marked "non-resident."

The following guidelines shall be used to assist such non-residents in applying to the appropriate public library for their borrower's cards:

Non-residents in the Danville School District should obtain their library cards at Danville Public Library, Catlin Public Library District, or Westville Public Library District;

Non-residents in the Bismarck-Henning School District should obtain their cards at Hoopeston Public Library District, Danville Public Library, or Rantoul Public Library;

Non-residents in the Armstrong-Ellis School District in Vermilion County should go to Rantoul Public Library, Oakwood Public Library District, or Hoopeston Public Library District; and

Non-residents in the Potomac School District should obtain their cards at Hoopeston Public Library District, Oakwood Public Library District, or Rantoul Public Library.

**NON-RESIDENT LOCAL PROPERTY OWNERS AND LEASEHOLDERS.** Non-residents who own or lease property within the City of Danville that is taxed for library service may present the most recent tax bill or commercial lease to receive, without charge, borrower's cards for the owner or leaseholder of the property and each member of the owner's/leaseholder's household.

<b>ADOPTED:</b> 12/12/1983
<b>AMENDED:</b> 11/19/1984, 11/24/1986, 4/17/1995, 6/16/2008, 2/16/2016, 6/18/2019, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec. 5/4-7, Local Library Act



<b>CODE:</b>	3320
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Non-resident Patrons
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**TEMPORARY RESIDENTS.** Persons who are visiting in Danville for three months or less and whose permanent residence is outside Vermilion County may be granted limited library privileges upon proof of identification verifying both their temporary Danville and permanent addresses and payment of a deposit equal to the non-resident fee. Borrowed items must be returned and all fines paid before additional materials can be borrowed. The full amount of deposit shall be refunded when all library materials have been returned in good condition and the borrower's card is surrendered. Any fines, fees, or payments for lost or damaged materials must be paid before the deposit is refunded. This card is not renewable. If the card is not surrendered in three months, Danville Public Library will keep the deposit.

**DISPLACED PATRONS.** Persons who have been displaced from permanent housing and are staying in temporary housing may obtain a library card by presenting a state issued photo identification and a verification letter on letterhead from the temporary housing, stating that the patron is staying at that facility and that the facility takes responsibility for any lost, damaged or stolen items checked out to the person's account. These accounts expire after one year.

**CARDS FOR KIDS ACT.** In accordance with 75 ILCS 16/30-55.60, non-resident students, whose household incomes fall at or below the U.S. Department of Agriculture's Income Eligibility Guidelines, cannot be charged fees for non-resident library cards. To determine eligibility, students must present proof that they are eligible for the school's free lunch program. This provision is only available for students who attend school within District 118 and are not eligible for a regular library account due to residency. Accounts are liable for additional charges for lost, stolen or damaged materials. Children under 18 must have a parent or guardian sign for the card to accept financial responsibility for lost, stolen or damaged materials.

**SERVICE CONNECTED DISABLED VETERAN.** In accordance with 75 ILCS 16/30-55.60, veterans with a service connected disabled of at least 70% who are exempt from paying property taxes on their primary residence cannot be charged fees for non-resident library cards. To determine eligibility, veterans must present documentation providing a percentage for how disabled the veteran is and how much of the disability was directly caused by their time in the service. Accounts are liable for additional charges for lost, stolen or damaged materials.

The library will honor valid borrower's cards issued by a public library in Illinois. See Code 3310.

#### CHANGE OF RESIDENT STATUS

Persons who move to a residence outside the Danville city limits become non-residents. Their Danville card is no longer valid and they must pay the non-resident fee to borrow library materials if they do not reside in a library taxing area. (see Code 3321)

A non-resident patron who moves to a residence within the Danville city limits will not receive a refund of the non-resident fee in whole or in part.

If an outreach patron moves from the outreach delivery location, the library card will become inactive unless the patron moves to another outreach location.

<b>ADOPTED:</b> 12/12/1983
<b>AMENDED:</b> 11/19/1984, 11/24/1986, 4/17/1995, 6/16/2008, 2/16/2016, 6/18/2019, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec. 5/4-7, Local Library Act

<b>CODE:</b>	3321
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Reciprocal    Borrowing Patrons
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## RECIPROCAL BORROWING PATRONS

The Danville Public Library, as a member of the Illinois Heartland Library System (IHLS), agrees to honor valid library cards issued by other system member public libraries to their local patrons. Danville Public Library patrons may use their library card at any of the other public libraries in IHLS.

The Danville Public Library honors valid library cards from other Illinois public libraries. Danville Public Library cards may be honored in other Illinois public libraries outside IHLS, subject to those libraries' policies on statewide reciprocal borrowing.

### GENERAL REQUIREMENTS

Patrons who have overdue materials or who owe fines – at their own or another library – may be denied service until the delinquency has been cleared. (See 3350, Denial of Service).

The Danville Public Library may collect fines levied against a patron by another library in order that service can be restored to the patron immediately. If the delinquency involves lost library materials, the patron will be denied service and sent back to the home library to clear the delinquency.

Reciprocal borrowers shall receive the same service as Danville Public Library patrons and they are expected to abide by Danville Public Library rules and regulations.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/15/1987, 4/17/1995, 9/5/1995, 2/16/2016
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3330
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Fines and Fees
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## FEES AND FINES

### GENERAL OBJECTIVES

The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services. Whereas late fines on library materials were once viewed as incentives to patrons to return library materials promptly, there is mounting evidence that indicates eliminating fines increases library card adoption and library usage. Danville Public Library wishes to not create barriers to service, especially for the populations most in need of free services, which accounts for roughly a third of the Danville population.

Therefore, no late fines will be assessed on library material with the following provisions:

- Overdue fines for interlibrary loan materials are determined by the lending library.
- Library materials may not be loaned when delinquency thresholds have been reached. (See CODE 3350)
- eReaders and Equipment: \$5.00 per day per item

**LIBRARY MATERIALS.** Patrons are expected to pay for materials that become lost or damaged while checked out on their card. Library staff will evaluate the damage.

- Patrons with lost items or damaged items that cannot be repaired will be charged the cost to replace the item and a processing fee of \$5.00.
- The following criteria will be used for audiovisual materials:
  - Media
  - Cases and Packaging - Lost or Badly Damaged
    - CD Jewel case: \$1.00 (single); \$2.00 (double)
    - DVD/Blu Ray Jewel case: \$3.00
    - Audiobook vinyl case: \$3.00
    - Lost cover art / booklet for any of the above: \$3.00

### REPLACEMENT COSTS

If the item must be replaced, the cost to replace an item is the current list price as established by the libraries participating in the Illinois Heartland Library System online circulation system plus a \$5.00 processing fee. **The library does not accept a replacement copy of lost materials in lieu of payment.** The patron will receive a receipt indicating the payment.

- Magnifiers that are lost or damaged beyond normal use:
  1. one-half the cost of a replacement for the first magnifier
  2. full replacement cost if additional magnifiers are lost or damaged by the same patron.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 11/24/1986, 6/15/1987, 6/17/1991, 3/17/1997, 12/15/1997, 2/23/2000, 2/18/2008, 4/21/2008, 5/17/2010, 6/21/2011, 6/19/2012, 8/18/2015, 2/16/2016, 8/16/2016, 4/18/2017; 6/18/2019; 9/15/2020
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3330
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Fines and Fees
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## FEES

### *NON-RESIDENT BORROWERS*

Non-resident borrower's card: Per-family fee as established annually by May 1 by the Library Board, as defined by Illinois state law. (See 3320).

Temporary non-resident borrower's card: Current non-resident fee paid on a deposit basis (See 3320).

### *PHOTOCOPIES/PRINTOUTS MADE VIA COMPUTER, PHOTOCOPIER, OR MICROFORM MACHINE:*

#### Paper copies (black and white):

Letter size, 8 ½" x 11": 15 cents per side

Legal size, 8 ½" x 14": 15 cents per side

Ledger size, 11" x 17": 30 cents per side

#### Paper copies (color):

Letter size, 8 ½" x 11": 50 cents per side

Legal size, 8 ½" x 14": 50 cents per side

Ledger size, 11" x 17": \$1.00 cents per side

### *GENEALOGY AND ARCHIVES RESEARCH FEE*

For genealogy inquiries assistance will be offered at no additional cost for the first 30 minutes. The fee will be \$10.00 per request for each additional hour of staff assistance. This fee includes up to three (3) photocopies and the postage. Additional copies will be 15 cents per sheet side for black and white copies and 50 cents per side for color copies.

**NOT-FOR-PROFIT GROUPS.** Use of the meeting rooms by not-for-profit groups shall be free, during the hours the library is open. If the meeting extends beyond the library's scheduled hours, a custodial fee of \$30.00 per hour or any part of an hour will be added.

**FOR-PROFIT GROUPS.** Use of the meeting rooms by for-profit groups may be granted at a fee of \$50.00 per hour or any part of an hour. The fee shall be paid in advance. If the group cancels the meeting more than one (1) full business day (9-5, M-F) in advance, the fee shall be refunded to the group. If the meeting extends beyond the library's scheduled hours, a custodial fee of \$30.00 per hour or any part of an hour will be added.

**FAX SERVICE.** The fee for private use by individuals is \$1.00 per page to send or receive. For calls outside the United States, a telephone charge of \$3.00 will be added to the cost of transmission.

**RETURNED CHECKS.** The library will assess a fee of \$25, per check, for checks returned for **ANY** reason.

**PAYMENT BY CREDIT/DEBIT CARD.** The library will assess a fee of 2.6% + 10 cents per transaction for patrons making payments using a credit or debit card in person. The library will assess a fee of 3.5% + 15 cents per transaction for patrons making payments using a credit or debit card over the phone.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 11/24/1986, 6/15/1987, 6/17/1991, 3/17/1997, 12/15/1997, 2/23/2000, 2/18/2008, 4/21/2008, 5/17/2010, 6/21/2011, 6/19/2012, 8/18/2015, 2/16/2016, 8/16/2016, 4/18/2017; 6/18/2019; 9/15/2020
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3330
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Fines and Fees
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## PAYMENT FOR LOST OR DAMAGED LIBRARY MATERIALS

*BORROWER'S CARDS.* Lost borrower's cards will be replaced at the rate of \$1.00.

*REFUNDS.* The library will not refund money paid for lost items if the item should later be found.

*COLLECTION AGENCY.* The library uses the services of a collection agency to recover money owed the library for lost, damaged and unreturned items. Once an item has been sent to the collection agency, the account becomes the property of the collection agency, and the library has no authority to negotiate with the patron.

Items overdue for more than 40 days are considered "lost." The library will not accept the return of the items in lieu of payment of the debt once the item has been withdrawn from the database. (see III. above)

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 11/24/1986, 6/15/1987, 6/17/1991, 3/17/1997, 12/15/1997, 2/23/2000, 2/18/2008, 4/21/2008, 5/17/2010, 6/21/2011, 6/19/2012, 8/18/2015, 2/16/2016, 8/16/2016, 4/18/2017; 6/18/2019; 9/15/2020
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>



<b>CODE:</b>	3340
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Confidentiality of Patron Records
Page 1 of 1	

## CONFIDENTIALITY OF PATRON RECORDS

In conformance with the Illinois Library Records Confidentiality Act and the Illinois Freedom of Information Act, all records, formal and informal, in the Danville Public Library, relating to patron registration and the subsequent circulation by patrons of materials provided by the library, are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the library director, such order having been issued pursuant to a proper legal process, order or subpoena under the law.

Any problems or conditions relating to the privacy of a patron through the records of Danville Public Library which are not outlined in the policy statement shall be referred to the library director. After study and consultation with the library board and/or legal counsel, the director shall issue a written decision as to whether to comply with the request for information.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> Library Records Confidentiality Act – III; <i>Illinois Compiled Statutes</i> , Chapter 75, Sec. 70/1; Freedom of Information Act, <i>Illinois Compiled Statutes</i> , Chapter 5, Section 140

<b>CODE:</b>	3341
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Compliance with Freedom of Information Act
Page 1 of 2	

## COMPLIANCE WITH FREEDOM OF INFORMATION ACT

A brief description of the Danville Public Library is as follows:

Mission Statement: The Danville Public Library connects the community with knowledge, information, and culture.  
(See Code 3110)

An organizational chart is attached. (See Code 3342)

The total amount of our operating budget for FY 2018-2019 is \$1,928,800.

Funding sources are property taxes, state and federal grants, fines, charges, and donations. Tax levies are:

General Fund (for general operating expenditures)

IMRF (provides for employee's retirement and related expenses)

FICA (provides for employee's Social Security costs and related expenses)

Audit (for annual audit and related expenses)

Building Fund (for capital purchases and equipment lease payments)

Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses)

Building & Contents Insurance

Errors and Omissions Insurance (for Directors and Officers liability coverage)

Unemployment Insurance

Worker's Compensation (for worker's compensation insurance coverage)

The office is located at this address: 319 N. Vermilion Street, Danville, Illinois.

We have the following number of persons employed:

Full-time 17

Part-time 18

The following organization exercises control over our policies and procedures: The Danville Public Library Board of Trustees, which meets monthly on the third Tuesday of each month, 4:00 p.m., in the second floor conference room at the library.

Its members are: Linda Bolton, President; Jim Kouzmanoff, Vice President; Jane Andrews, Secretary; George Vrentas, Treasurer; Anne Sacheli, Cindy Parr-Barrett, Martha Espino, Jim Knoblauch, and Melissa Rome. William Satterwhite is an emeritus member.

The following organization operates in an advisory capacity regarding our operation: None.

<b>ADOPTED:</b>	3/16/2009
<b>AMENDED:</b>	8/16/2016
<b>FACTS UPDATED:</b>	2/20/2017; 12/22/2017; 4/25/2018
<b>REVIEWED:</b>	8/16/2016
<b>REFERENCE:</b>	Illinois Freedom of Information Act, 5 <i>Illinois Compiled Statutes</i> 140/1 et. seq.



<b>CODE:</b>	3341
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Compliance with Freedom of Information Act
Page 2 of 2	

We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig; and various other staff.

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

Use request form (see attached).

Your request should be directed to the following individual: Theresa M. Tyner, FOIA Officer.

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.

To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees, payable in advance:

Black and white, letter- or legal-sized copies: The first 50 pages are free; additional copies are \$0.15 per page

Black and white ledger-size copies: \$0.30 per page

Color, letter- or legal-sized copies: \$0.25 per page

Color, ledger-size copies: \$0.50 per page

Two-sided reports are considered two pages.

Electronic copies: scans of requested documents are free; if saved to a CD or flash drive, the cost of the medium will be charged.

The office will respond to a written request within five (5) business days, or sooner if possible, after receiving the request. An extension of an additional five (5) working days may be necessary to properly respond.

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

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

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

Danville Public Library, Administrative Offices

9:00 a.m. to 4:30 p.m.

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:

Monthly Financial Statements

Annual Receipts and Disbursements Reports

Operating Budgets

Annual Audits

Minutes of the Library Board of Trustees

Library Policies, including Materials Selection

Annual Reports to the Illinois State Library

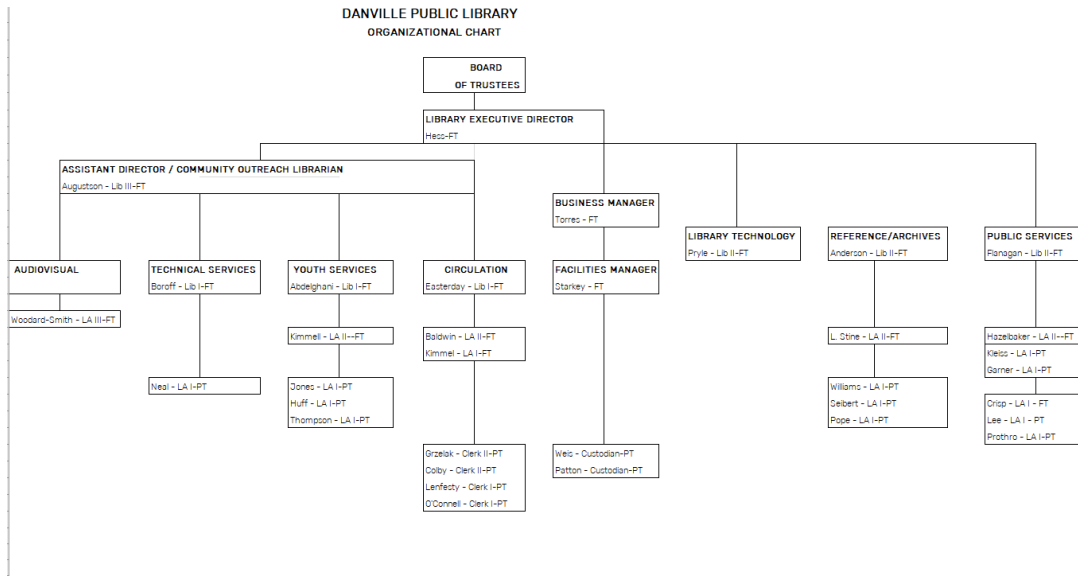
Annual Reports to the Lincoln Trail Libraries System

Library Correspondence

<b>ADOPTED:</b> 3/16/2009
<b>AMENDED:</b> 8/16/2016
<b>FACTS UPDATED:</b> 2/20/2017; 12/22/2017; 4/25/2018
<b>REVIEWED:</b> 8/16/2016
<b>REFERENCE:</b> Illinois Freedom of Information Act, 5 <i>Illinois Compiled Statutes</i> 140/1 et. seq.

**CODE:** 3342  
**SECTION:** Library Services  
**SUBJECT:** Freedom of Information Act – Organizational Chart  
Page 1 of 1

## ORGANIZATIONAL CHART



**ADOPTED:** 3/16/2009  
**AMENDED:** 8/16/2016; 01/19/2021  
**REVIEWED:** 8/16/2016, 8/15/2017  
**REFERENCE:** Illinois Freedom of Information Act, 5 *Illinois Compiled Statutes* 140/1 et. seq.

**CODE:** 3343

**SECTION:** Library Services

**SUBJECT:** Freedom of Information Act Request Form

Page 1 of 1

**REQUEST FORM**

Requestor's Name (or business name, if applicable)		Date of Request	Phone Number
Street Address, City, State, Zip Code			
Description of records requested: _____			
_____ Certification requested? ____ Yes ____ No			
<b>Library Response (Requestor does not fill in below this line)</b>			
<b>A P P R O V E</b>	( ) The documents requested are enclosed.		
	( ) The documents will be made available upon payment of copying costs \$_____.		
	( ) You may inspect the documents at _____ on the date of _____.		
<b>D E N Y</b>	( ) 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: _____		
<b>D E L A Y</b>	( ) Request delayed, for the following reasons (in accordance with Section 3(d) of the Freedom of Information Act): _____		
	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.			
FOIA Officer		Date of Reply	

**ADOPTED:** 3/16/2009

**AMENDED:** 8/16/2016

**REVIEWED:** 8/16/2016

**REFERENCE:** Illinois Freedom of Information Act, 5 *Illinois Compiled Statutes* 140/1 et. seq.

<b>CODE:</b>	3350
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Denial of Service
Page 1 of 2	

## DENIAL OF SERVICE

Under Chapter 75 ILCS 5/4-7, Section 4-7.11 of the *Illinois Compiled Statutes* the Library Board is empowered "To exclude from the use of the library any person who willfully violates the rules prescribed by the board". Therefore, library borrowing privileges may be denied to a patron for the following infringements:

**FALSIFYING INFORMATION ON THE LIBRARY BORROWER'S APPLICATION CARD\_** The patron will be denied borrowing privileges until the information is given to the library and is certified by library staff.

**REFUSAL TO PROVIDE THE LIBRARY WITH THE INFORMATION NECESSARY TO TRANSACT BUSINESS WITH THE PATRON.** Patrons refusing to give the following information (name, residential address, telephone number, month and day of birth) requested on the borrower's application card or any registration forms required to use library equipment and materials will be denied borrowing privileges until the necessary information is provided.

**FAILURE TO RETURN LIBRARY MATERIALS AND/OR PAY OVERDUE FINES AND/OR CHARGES FOR LOST MATERIALS.** Patrons with Danville Public Library cards may not check out any library materials if they have more than five (5) overdue items or owe more than \$5.00 in fines. The Danville Public Library also honors delinquency thresholds established by other public libraries participating in SHARE.

Lost items or items that the patron claims were never checked out on their card (although library records indicate the contrary) must be paid for before borrowing privileges can be restored.

**EXPIRED BORROWER'S CARD\_** Patrons will be denied borrowing privileges if their borrower's card has expired.

Methods of appealing these decisions are outlined in Section 3360, Patron Complaints.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 9/21/1987, 2/23/2000, 9/18/2006, 10/21/2014, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec. 5/4-7; <i>Danville Code</i> . Secs. 33.84, 3.85, 133.01, 135.01

<b>CODE:</b>	3350
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Denial of Service
Page 2 of 2	

Entrance to and use of the library may be denied to a patron for violation of the following city ordinances:

**"SEC. 33.84 INJURY TO GROUNDS OR BUILDINGS.** It shall be unlawful for any person to willfully or maliciously destroy, injure or deface any building or fixture, or any turf, grass, tree, shrub, or vine upon the grounds of the public library. ('64 Code, Sec. 28-4)"

**"SEC. 33.85 INJURY TO BOOKS.** It shall be unlawful for any person to willfully or maliciously cut, write upon, injure, deface, tear, or destroy any book, newspaper, plate, record, picture, engraving, statue, or any furniture belonging to the public library. ('64 Code, Sec. 28-5)"

**"SEC. 133.01 DISORDERLY CONDUCT.** A person commits disorderly conduct when he knowingly: does any act in such unreasonable manner as would tend to alarm, disturb or provoke others."

**"SEC. 135.01 PUBLIC INDECENCY.** Any person of the age of 17 years and upwards who performs any of the following acts in a public place commits a public indecency

- (1) An act of sexual intercourse; or
- (2) An act of deviate sexual conduct; or
- (3) A lewd exposure of the body done with the intent to arouse or to satisfy the sexual desire of the person; or
- (4) A lewd fondling or caress of the body or another person of either sex."

It shall be the policy of the Board of Trustees that this section shall also pertain to persons under the age of 17.

If it is necessary to bar the patron permanently from the library, the Library Board will pass a resolution to that effect and the patron will be notified by letter of the action. (*Illinois Compiled Statutes*, Ch. 75, Sec. 5/4-7) The patron may appeal the decision by submitting a request in writing to the Library Board.

Privileges may be denied for any violation of city ordinances or state laws pertaining to the use of public facilities.

Smoking and other use of tobacco and/cannabis, including any smoking device, faux-smoking devices, or lighted smoking devices, are not permitted in the library building or on library grounds.

Acceptable beverages are not to be consumed in the library unless they are in spill-proof containers. Alcoholic beverages are not allowed in the library building or on library grounds.

Patrons must be properly clad, including shirts and shoes. Animals are not permitted in the library except for guide or therapy animals, or approved programs or exhibits

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 9/21/1987, 2/23/2000, 9/18/2006, 10/21/2014, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Illinois Compiled Statutes</i> , Ch. 75, Sec. 5/4-7; <i>Danville Code</i> . Secs. 33.84, 3.85, 133.01, 135.01

<b>CODE:</b>	3351
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Solicitation
Page 1 of 1	

## SOLICITATION

Danville Public Library has an obligation to protect the safety of library users and to ensure that all users can freely access and quietly enjoy the library's services. Free and unimpeded access to the library building is a necessary precondition for meeting this obligation.

Active solicitation within the library building and the areas of egress to the library and the library parking lot is not permitted unless it is a library function or an activity related to fund raising for the library and under the general supervision of the library staff. Active solicitation refers to any person-to-person communication for the purposes of obtaining contributions and donations; selling merchandise, coupons, or tickets; collecting signatures; distributing educational or promotional materials; recruiting members or clients; and financial solicitations/transactions.

Community-based, non-profit organizations that have been permitted to actively solicit on behalf of their organization within the past five years at the library may retain that privilege.

The passive solicitation and collection of donations by community-based, non-profit organizations is permitted. Examples of passive solicitation are printed materials set out for people to take, flyers posted on the community bulletin board, or bins placed in approved areas to collect items. Use of these resources is subject to the approval of the library director. The library assumes no responsibility for contents collected or donated. The library does not permit any exchange of monies or funds for this purpose.

Candidates with nomination papers may solicit signatures outside of the library building as long as it is done in a reasonable and unobtrusive manner.

Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services. Surveying by community-based, non-profit organizations may be permitted with approval of the library director.

Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by writers, artists or performers who have been engaged by the library for a presentation, performance, or other program.

The library director shall make the final determination as to whether a solicitation is active or passive, and if the activity is permitted under this policy.

<b>ADOPTED:</b> 7/18/2017
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>REFERENCE:</b>

<b>CODE:</b>	3360
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Patron Complaints
Page 1 of 1	

## PATRON COMPLAINTS

If a patron wishes to discuss a complaint, it shall be handled first by the Department Head, then the Division Head.

If the patron wishes to carry the complaint further, the complaint shall be submitted in writing. A complaint form and a Request for Reconsideration form shall be available at the service desks.

The Library Director shall respond in writing to the patron within ten working days.

If the response is unsatisfactory, the patron shall submit a complaint in writing to the President of the Library Board, stating the nature of the complaint and any suggestions for resolving the problem.

The President of the Board shall make the determination how the complaint shall be addressed.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/15/1987
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3370
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Unattended Children
Page 1 of 4	

## CHILDREN AND TEENS IN THE LIBRARY

The Danville Public Library welcomes the use of its services and facilities by children.

Staff members are committed:

- to helping children and teens find materials for school work and recreational reading.
- to providing an environment that encourages study and exploration.
- to planning short programs that inform and enrich.

Staff members are also committed to the well-being and safety of children and teens. However, library facilities are not designed or licensed to provide basic child care needs such as healthy snacks, physical exercise, or emergency care if the child becomes ill or upset. Any public place may be dangerous for a child who is left unattended for long hours or who is left stranded after closing hours.

Teens are expected to show respect for themselves, staff and the Teen Zone as well as set examples of good behavior for younger children by following the policy for usage of the Teen Zone.

The library encourages parents to consider the safety and well-being of their children and the needs of other library users of all ages.

### POLICY STATEMENT

Children age eleven or under are not to be left unattended in the library or on library grounds by caregivers.

Children age eleven and under must be accompanied by a caregiver age sixteen or older. Caregivers are responsible for the behavior of the child while the child is in their custody on library property and are expected to stay with the child and follow and support staff directives. Failure to do so may result in disciplinary actions for both the caregiver and the child, up to and including a ban from the library.

Disruptive children, attended or unattended, age twelve or older may be asked to leave library property after one warning.

### PROCEDURES

#### A. *DISRUPTIVE ATTENDED CHILDREN*

Disruptive behavior is any form of behavior that seriously or constantly disturbs library patrons or staff, damages library property, interferes with library service or endangers the well-being of the disruptive child or others.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 8/20/2013, 12/17/19
<b>REVIEWED:</b> 7/18/2013
<b>LEGAL REFERENCE:</b>



<b>CODE:</b>	3370
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Unattended Children
Page 2 of 4	

Children who are disruptive will be asked by a library staff member to behave.

If the disruptive behavior continues, a staff member should inform the caregiver that the child is disturbing others.

If the caregiver refuses or is unable to control the behavior of the child, they will be asked to leave the library.

Legal guardians are responsible for the behavior of their children in the library, whether or not the guardian is present.

Disruptive children, attended or unattended, age twelve or older may be asked to leave library property after one warning.

## PROCEDURES

### *A. DISRUPTIVE ATTENDED CHILDREN*

Disruptive behavior is any form of behavior that seriously or constantly disturbs library patrons or staff, damages library property, interferes with library service or endangers the well-being of the disruptive child or others.

Children who are disruptive will be asked by a library staff member to behave.

If the disruptive behavior continues, a staff member should inform the caregiver that the child is disturbing others.

If the caregiver refuses or is unable to control the behavior of the child, they will be asked to leave the library.

### *B. NON-DISRUPTIVE CHILDREN AGE ELEVEN OR UNDER LEFT UNATTENDED IN THE LIBRARY:*

Caregivers are expected to stay with the children they accompany and not leave them unattended in the Children's Room or any other part of the library. If it is determined that a child is lost or unattended in any part of the library or on library grounds, a staff member should bring the child to a Youth Services staff member, Department Manager or Security.

Ask the child where the caregiver is or walk around the library to find the caregiver. If the caregiver is not found in the building, a library staff member should stay with the child until the caregiver can be located or contacted by phone.

If the caregiver has not been located within an hour, or if the library is closing, the person in charge shall call the police.

The Youth Services staff member, Department Manager or Security should try to locate the caregiver:

<b>ADOPTED:</b> 11/19/84
<b>AMENDED:</b> 8/20/2013, 12/17/19
<b>REVIEWED:</b> 7/18/2013
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3370
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Unattended Children
Page 3 of 4	

Under no circumstances should a library staff member take a child out of the library building. If the library has been closed, then two staff members should wait with the child inside the library building. No staff member should take the child home.

*C. DISRUPTIVE UNATTENDED CHILDREN ELEVEN OR UNDER*

The library staff member will obtain the child's and the caregiver's names and attempt to locate the caregiver in the building. If the caregiver is located in the building, the library staff member will explain that the child is not to be left unattended and is being disruptive, and inform the caregiver of the library's policy. If the caregiver refuses or is/are unable to control the child, the caregiver and child will be asked to leave.

If the caregiver cannot be located within the building, the library staff member in charge will follow the above policy on unattended children.

*D. DISRUPTIVE UNATTENDED CHILDREN AGE TWELVE AND OLDER*

A library staff member will tell the child that the child is causing a disturbance and warned that they will be asked to leave for the day if the disruptive behavior continues.

If the disruptive behavior continues, a library staff member will tell the child to leave the library property, including the entrance way, parking lot and grounds, and will follow through to see that the child does leave.

If the child does not cooperate, a library staff member will call the police or security. The security/police officer is responsible for contacting the child's parents and/or making sure the child leaves the property and does not return until allowed, following infraction schedule.

*E. CONSEQUENCES OF DISRUPTIVE BEHAVIOR AND APPEALS*

Any child, teen and/or family who has been asked to leave the library due to disruptive behavior up to three times within thirty days will receive a thirty-day ban.

Further disruptive behavior may result in a longer ban from the library.

Some disruptive behaviors, such as threats or acts of violence, may result in longer and/or permanent bans from the library, as determined by the library director.

An individual that received a permanent ban as a child may appeal the decision by writing a letter to the library board of trustees upon turning eighteen. They must address the behaviors that resulted in the ban and acknowledge their commitment to following library policy and procedure as an adult. The library board of trustees will review the appeal with the director and make the final determination if the individual will be allowed in the library.

<b>ADOPTED:</b> 11/19/84
<b>AMENDED:</b> 8/20/2013,12/17/19
<b>REVIEWED:</b> 7/18/2013
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3370
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Unattended Children
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## TEEN ZONE

The Danville Public Library is committed to providing an inviting and safe space for teenage patrons to study and engage in individual and group activities.

The Teen Zone at the Danville Public Library is for teens in high school. The Library recognizes that some families homeschool their children. High school aged homeschool students are encouraged to take advantage of the Teen Zone for studying, accessing computers and utilizing the collection.

While patrons of all ages are welcome to browse and check out materials from the Young Adult Collection, the use of computers, television and other electronic equipment within the Teen Zone room is exclusively for the use of high school-aged teens.

The Library reserves the right to utilize the Teen Zone for scheduled teen programs, events and activities.

### *BEHAVIOR EXPECTATIONS AND CONSEQUENCES*

Teens are expected to respect the overall Library environment, and may not engage in activities or communications that disrupt other Library users or staff. All other Library policies apply to the Teen Zone. The library reserves the right to limit the use of the library by teens who, in the judgment of the library staff, are infringing upon the rights of other library users by inappropriate behavior.

Teens shall respect each other, library staff and other patrons in word and action.

The Teen Zone should be used only for its intended purposes, therefore, no rough housing, no running, no hitting, no spitting, no public displays of affection, and no swearing or abusive language will be permitted.

Verbal or physical abuse of staff or patrons such as cursing, rude or demeaning comments, talking back to library staff or patrons, hitting, biting, kicking, punching, teasing other patrons is not permitted.

Any behavior considered aggressive by the staff may result in security and/or the police being notified and further actions may be taken, up to and including permanent banning.

Vandalism, theft or damage of library property or to library grounds is a legal matter and the police will be notified.

Bottled water with twist tops are allowed in the Teen Room. Other food and beverages are not permitted.

### *TEEN ZONE COMPUTERS*

The Library recognizes the importance of supporting the educational and recreational needs of teens by providing access to computer equipment. The Library has designated the computers located within the Teen Zone as "Teen Only" computers. The use of the teen computers is restricted to high school aged teens. No exceptions will be made for library patrons whose age falls outside this range. Water bottles are prohibited near computer equipment.

### *ENFORCEMENT*

Teens are required to present photo identification and sign in with a staff member upon entering the Teen Zone.

Teens in violation of the Teen Zone Policy or any other Library Policy will be given a warning. Library staff reserves the right to immediately ask teens in question to leave in cases of extreme behavior or repeated violations of the same policy. Teens who cannot behave may lose library privileges and be required to be accompanied by an adult when on library property. Disruptive teen behavior will follow same schedule as outlined above under "E.

### **Consequences of Disruptive Behavior and Appeals."**

These rules will be posted in the Teen Zone and reviewed with teens as necessary.

<b>ADOPTED:</b> 11/19/84
<b>AMENDED:</b> 8/20/2013, 12/17/19
<b>REVIEWED:</b> 7/18/2013
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3380
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Reference and Readers' Advisory Service
Page 1 of 2	

## REFERENCE AND READERS' ADVISORY SERVICE

Danville Public Library connects the community with knowledge, information, and culture. The library strives to meet the goals of this mission by providing the best possible reference and readers' advisory resources and services.

### DEFINITIONS

Reference service is the provision of information in response to a person's question. The service includes direct answers to questions, guidance in using collections within the library, help with online resources, and technology assistance or instruction.

Readers' advisory service is the provision of title, author, or genre recommendations to match a person's interests. The service promotes and encourages both recreational reading and use of the library's audio and video collections.

### SERVICE

Danville Public Library provides reference and readers' advisory assistance to any patron requesting it, regardless of residency, within limitations of staff time and available resources. Reference and readers' advisory service is provided by trained staff during all hours that the library is open. The entire collection – juvenile and adult, print and non-print, circulating and non-circulating - is available to patrons of all ages.

The library provides responses to requests in person, by telephone, mail, social media, and email. Requests generally are handled in the order they are received.

Reference, archives, genealogy and readers' advisory requests that are brief may be answered on demand. Some requests may require more time and research, which may cause a delay in response. Staff will guide patrons doing extensive research or compiling large amounts of information to appropriate sources. If information appropriate to the patron's need is not available in the library, referral will be made to local or regional resources, interlibrary loan and/or other libraries. Staff will verify that the needed information is available from the source referral. Reading and interpretation of materials is the patron's responsibility.

Remote access to databases

Access to electronic (downloadable) resources

Available services are subject to change.

The Outreach Services staff takes simple reference requests in person, by telephone, mail, and social media. Requests that are more complex are referred to Adult Services. As Outreach Services delivers materials directly to patrons, staff provides readers' advisory services primarily in person, though also by phone.

The following services are restricted to Danville Public Library cardholders only:

<b>ADOPTED:</b> 2/15/2019
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3380
<b>SECTION:</b>	Library Services
<b>SUBJECT:</b>	Reference and Readers' Advisory Service
Page 2 of 2	

## REFERENCE AND READERS' ADVISORY MATERIALS

The library maintains and utilizes a relevant collection of reference and readers' advisory resources, in print and/or electronic formats. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service and readers' advisory. Referrals are made as appropriate.

The selection of any material or electronic resource for the library's collection does not necessarily constitute an endorsement of its contents. The producers of a resource, not the library, are responsible for resource accuracy.

## FEES

Most reference and readers' advisory services at Danville Public Library are delivered without charge. Patrons using photocopiers and/or printers will be charged a per page fee. Responses sent by mail may incur additional fees. Any fees charged by the lending institutions for interlibrary loans will be incurred by the patron. For additional information, see code 3330.

Patrons should be aware of and abide by any applicable copyright laws when making photocopies. The library is not responsible for any patron who fails to adhere to these laws.

## SERVICES WE DO NOT OFFER

Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the library's service responsibilities:

Interpretation, advice, or personal recommendations in any area other than the use of library resources. This includes, but is not limited to, legal, medical, tax advice or appraisals.

Critique or editing of patron documents, including resumes for job seekers.

Completion of forms (including online forms) for patrons, or assisting patrons in completing such forms.

The library disclaims any liability or responsibility for damages or untoward consequences arising from a patron's use of library reference sources or reference services.

## ETHICS STATEMENT

Reference and readers' advisory service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, sexual orientation, background, appearance, social or economic status, reading preference or personal view of the patron making the inquiry. Names of users and the transactions which occur between users and the staff are confidential and, except as may be required by law, not discussed outside a professional context.

Service is provided in a manner consistent with the Library Bill of Rights, the American Library Association Code of Ethics, and copyright law.

<b>ADOPTED:</b> 2/15/2019
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

3400: LIBRARY FACILITIES

3410 Meeting Room

3420 Bulletin Boards, Displays, and Exhibits

3421 Art in the Library

3430 Naming Opportunities

3431 Security Cameras

<b>CODE:</b>	3410
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Meeting Rooms
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## MEETING ROOMS

### GENERAL OBJECTIVES

Democracy cannot flourish under repression or elimination of information and a free flow of ideas. The Danville Public Library endorses and supports the American Library Association Bill of Rights which states, in part:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The library provides two rooms for use by the public: a large meeting room on the first floor and a smaller conference room on the second floor. The Danville Public Library meeting rooms are available without charge, except for a reservation fee, (See Code 3330) to nonprofit groups engaged in educational, cultural, intellectual, civic or charitable activities under the following guidelines:

### REQUIREMENTS

1. Permission to use the meeting rooms does not constitute an endorsement of the users or their beliefs by the library staff or board. No advertisement or announcement implying such endorsement will be permitted. All advertisements, mailings, and postings, whether print or electronic, must include the disclaimer, "This event is not endorsed or affiliated with Danville Public Library."
2. Users of the meeting rooms agree to abide by the library policy manual.
3. Meetings must be open to the general public. Users using the meeting rooms may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.
4. No admission may be charged, no collections may be taken, and nothing may be sold or solicited for profit, *with the exception of authors holding book signings*. Regular club dues may be collected. In the case of paid registration at conferences or institutes, held in cooperation with the library, or payment of fees for regularly scheduled education courses sponsored by nonprofit organizations, an admission fee may be charged.
5. No organization meeting at the library will use the library as its official address.
6. Storage of goods by organizations using the public meeting rooms will not be permitted

<b>ADOPTED:</b> 10/16/1995
<b>AMENDED:</b> 12/18/1995, 12/16/1996, 10/15/2001; 12/19/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

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7. The meeting rooms are not available for social functions, including but not limited to:
  - Social gathers or private parties (such as birthday parties, showers, etc.)
  - Fundraising events.
  - Programs which would interfere with library functions, disturb patrons, impede staff or cause harm to the building.
  - Programs or gatherings which present a clear and present danger to the welfare of the participants, staff, patrons or the community.
8. No tacks, nails or tape are to be placed in or on doors, walls, windows, or furniture. The library will allow the use of its picture hanging system or easels, if available. Glitter is not permitted in either meeting room.
9. Maximum capacity for the meeting room (first floor) is 78 persons, theater seating. It will seat less, depending upon the arrangement of tables and chairs. Maximum capacity for the conference room (second floor) is 15.
10. Groups using the meeting rooms near closing must finish their meeting and vacate the room at least fifteen minutes before close.
11. The library will arrange the meeting room in a U-shape or theatre seating.
12. Activities conducted at meetings must not violate any federal, state or local law, ordinance, or regulations, and must not cause any increased risk of injury to persons or property. This includes, but is not limited to, open flames, including matches, candles, incense, etc.; hazardous materials and/or weapons.
13. Users using the meeting rooms must comply with all applicable state and federal laws and regulations - such as hiring an interpreter or providing auxiliary aids required under the Americans with Disability Act when requested by the public.
14. User agrees to pay for any security measures that the library determines are reasonably required in connection with any meeting proposed by the user. At least 48 hours prior to the meeting, user shall deposit such funds with the library, as the library reasonably deems necessary in light of the relevant circumstances, to cover the cost of such security measures. Any funds not required for such purpose and not required to pay for repair or cleaning shall be returned to the user within 30 days of the meeting.
15. For-profit organizations wishing to use the meeting room may request a reservation as outlined above at a fee listed in Section 3330, "Fines and Fees." All other rules and regulations stated in this policy will also apply to for-profit organizations in their use of the meeting room.

<b>ADOPTED:</b> 10/16/1995
<b>AMENDED:</b> 12/18/1995, 12/16/1996, 10/15/2001; 12/19/2019
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<b>LEGAL REFERENCE:</b>



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## RESPONSIBILITY

1. Groups should leave the meeting room in the same condition in which they found it. They must pay the cost for repair of any damages to any library property, the facility, or for the cost of any special cleaning to the property and/or facility.
2. User agrees to pay for any special maintenance required and all damages done to the meeting room during the meeting. User also agrees to pay for all damage done to the library premises as a result of the meeting. The library reserves the right to require a deposit of funds sufficient to pay the cost of repairs and cleaning as reasonably anticipated.
3. Groups should refrain from excessive noise and must not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.
4. Meetings of individuals under 18 years of age must have an adult sponsor present and remain present throughout the length of the program or activity. Children aged 10 and younger must be accompanied by a parent or caregiver at all times in all parts of the library and adhere to the library's Children and Teens in the Library Policy (Code 3370).
5. The library assumes no responsibility whatsoever for personal injury to any person or damage to the property of others.
6. The user is responsible for the supervision of all children who may accompany its members. Children aged 10 and younger must be accompanied by a parent or caregiver at all times in all parts of the library and adhere to the library's Children and Teens in the Library Policy (Code 3370).
7. Library staff will not take or deliver messages for meeting participants, except in cases of medical emergency.
8. The contact person for each user is responsible for ensuring that each member of the group is aware of and abides by these regulations.
9. Anyone using the multimedia equipment agrees to be responsible for any damage that may occur to this equipment.

<b>ADOPTED:</b> 10/16/1995
<b>AMENDED:</b> 12/18/1995, 12/16/1996, 10/15/2001; 12/19/2019
<b>REVIEWED:</b>
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## REFRESHMENTS

1. Light refreshments (including finger foods, cookies, coffee, etc.) or box lunches may be served if permission is granted at the time of application. Organizations are required to provide their own utensils.
2. No food may be prepared on library premises. Use of electric cooking or warming appliances, such as crock-pots, woks, trays, or chafing dishes with open flames are not allowed. Coffee makers are permitted but may not be stored on library property.
3. A kitchenette is available in the meeting room, suitable for serving light refreshments and clean up.
4. Leftover food, beverages, and serving items must be discarded or removed from the library by the user.
5. Users serving refreshments must complete all cleanup before the end of their meeting room reservation and prior to leaving. Cleanup required will be charged at \$25 an hour with a minimum of \$25. Food and beverages, except in authorized containers, are not permitted in another other part of the library.
6. Smoking, including tobacco and/or cannabis, is not permitted anywhere in the library or on library grounds. Alcoholic beverages may not be served or consumed. (See Code 3350, Denial of Service.)

## RESERVATIONS

1. Library programs will be given first priority in reserving the meeting room.
2. The library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification of the users. The library will provide the affected group as much notice as possible and refund any associated fees.
3. Reservations for the meeting room must be made in writing and are made through the library's office and/or website no earlier than twelve months in advance or later than 48 hours prior to the event.
4. The meeting rooms may be reserved for up to four hours in a single day. No group may reserve a room for more than twenty-six (26) times in a single year or four days in a single month.
5. All requests for reservations must clearly describe the proposed use of the facility. Requests will be honored on a first-come, first-served basis.

<b>ADOPTED:</b> 10/16/1995
<b>AMENDED:</b> 12/18/1995, 12/16/1996, 10/15/2001; 12/19/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

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6. The library reserves the right to designate which room will be assigned for use. Requests for a certain room will be honored whenever possible.
7. Library programs will be given first priority in reserving the meeting rooms.
8. The user reserving the room must have a Danville Public Library card, or State ID, when reserving the room. This user is to be the designated contact person and is responsible for scheduling supervising the activities of the group, and is jointly and severally liable for any damage caused by the group.
9. Groups reserving meeting rooms agree to hold the library harmless from any liability for any damages, claims or incidents that may arise out of the group's access to and use of the meeting rooms. Notice of cancellation must be given to the library office at least one (1) full business day (9-5, M-F) in advance. Failure to do so may result in the loss of meeting room privileges. If a user fails to appear for their scheduled meeting, they forfeit any fees paid at the time of reservation.
10. The library reserves the right to revoke meeting room privileges at any time for infringement of library policies and practices or in the case of acts beyond the library's control.
11. In the event of a library building emergency or weather-related emergency, meetings may be canceled and refunds will be issued within 30 days.

#### REVIEW PROCESS:

1. User may appeal any decision of the library under this Meeting Room Policy to the Board of Trustees.
2. Such appeal shall be filed in writing with the Library Director within 10 days after notice of the decision is given to the user. Such notices shall be deemed to have been given to the user when the written decision is hand-delivered to user or when the written notice is sent to user by First Class or Certified Mail.
3. In the event of such an appeal, the Policy Committee of the Board of Trustees shall hold a hearing for the purpose of hearing evidence relevant to the appeal.
4. Within 30 days after conclusion of the hearing, the Policy Committee shall make a written recommendation to the Board of Trustees regarding the matter. After receipt of the written recommendation, no new evidence shall be heard by the Board of Trustees.

<b>ADOPTED:</b> 10/16/1995
<b>AMENDED:</b> 12/18/1995, 12/16/1996, 10/15/2001; 12/19/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3420
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Bulletin Boards, Displays and Exhibits
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## BULLETIN BOARDS, DISPLAYS AND EXHIBITS

### GENERAL OBJECTIVES

The library provides bulletin board space, electronic displays, pamphlet racks, and areas for displays and exhibits to inform people about area events and services available to the general public. The following general criteria shall be used in determining use of these public information areas:

- The event must be open to the public or sponsored by a non-profit organization.
- The information must be for an event that is of general interest to the public, regardless of the beliefs or affiliations of the sponsoring organizations or individual(s).
- Placement of items in these display areas does not constitute an endorsement by the library board or staff of the beliefs or points of view of the sponsoring organizations or individual(s).
- The Library Board is the ultimate authority for all bulletin boards, electronic displays, displays and exhibits in the library.

### SPECIAL GUIDELINES: BULLETIN BOARDS AND ELECTRONIC DISPLAYS

Only one poster for any event may be posted.

- Due to the small amount of space available, posters may be refused or removed early in order to make room for others.
- Posters will be submitted to the Community Engagement Librarian for approval.
- Posters will be posted up to one month in advance of the event and removed immediately after the event is over.
- If a poster is not approved for posting, the individual submitting it will be notified, and arrangements will be made for the individual to pick up the poster. Posters not picked up within 7 days may be discarded.
- Posters for library-sponsored or library-related programs and services will have priority on the space available.
- Events taking place in our meeting rooms will have one poster displayed (please see CODE 3410 for more information.)

<b>ADOPTED:</b> 8/21/1997
<b>AMENDED:</b> 4/18/2005
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3421
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Art in the Library
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## ART IN THE LIBRARY

Purpose of Art in the Library: To enhance the cultural education of our community by sharing a variety of artistic forms of expression.

Art may be displayed both throughout the public service areas of the library and in the meeting rooms:

- To encourage movement of visitors through the Library by offering special thematic exhibits of artwork in all public service departments.
- To provide a variety of artistic and cultural exposure for frequent Library visitors by periodically rotating the Library's permanent collection with special exhibits and displays
- To provide a venue for works by local artists
- To enhance an exhibit, area event, or special theme by a unified representation throughout the Library.

The Library Board is the ultimate authority for all artwork displayed in the library.

<b>ADOPTED:</b> 4/18/2005
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3430
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Naming Opportunities
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## NAMING OPPORTUNITIES

Danville Public Library recognizes the importance of naming opportunities for its buildings, outdoor and interior areas, spaces, features, and objects, and this document sets forth the library's naming guidelines. Naming actions shall not detract from the institution's values, dignity, integrity, or reputation, nor shall any such actions create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.

Buildings, outdoor areas or spaces, interior areas, features, or objects may be named for a major donor (person, family, group, corporation, or organization), or by such a major donor in honor or in memory of another person, family, or group to the library, whose gifts represent a substantial contribution toward the project cost or the purchase of the object.

A "substantial contribution" is the target gift amount – generally, no less than 50% (fifty percent) of the total cost of a project or object over \$1,000 – for naming that is set for each project as part of the project budget approved by the Board of Trustees in the early stages of project development. Naming opportunities for projects or objects under \$1,000 – generally funded at 100% by the donor – may be approved by the Library Director.

Naming opportunities for buildings are reserved for buildings subsidiary to the main building (e.g. branch libraries) of the library. Buildings named for an individual or family generally will be termed "\_\_\_\_\_ Branch" (e.g. "William H. Gates Branch").

In the event of changed circumstances, the Library reserves the right, on reasonable grounds, to revise the form of or withdraw recognition in consultation with the donor when possible.

The name will generally remain on the building, area, or space for the life of the building, area, or space. If at some future time the building, area, or space is replaced (which may include a major reconstruction that substantially changes the function or appearance of a building's interior and/or exterior), the use of the existing or a new name for the replacement will be subject to the approval of the Board of Trustees.

The number of years during which the building, area, or space will be named will be determined by the Board of Trustees. The proposed number of years for naming the project will be identified when it is presented to the Board of Trustees for approval. The gift agreement will specify the number of years during which the building or outdoor

The name will appear on appropriate signage as determined by the library and on library maps, brochures, and other documents in library-approved lettering. No logos will be permitted. The cost of the project or object will include the cost for signage, plaques, and engraving.

All monies collected in relation to naming actions will be placed with the Danville Library Foundation (Board action 7/21/2008). Pledges for naming should be paid in full within three years of the commitment.

ADOPTED: 04/18/2017
AMENDED:
REVIEWED:
LEGAL REFERENCE:

<b>CODE:</b>	3430
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Naming Opportunities
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Naming opportunities will be identified by the library and communicated to the Danville Library Foundation when the opportunity arises, especially in relation to a campaign, or at least annually. The library also will notify the foundation when changes are made to this policy.

#### APPROVAL PROCESS

The Board of Trustees has final approval for naming buildings, areas, spaces, features, and objects over \$1,000; the Library Director has final approval for naming spaces and objects costing up to \$1,000. In situations in which a building may be named in recognition of a substantial contribution to the total project costs, the minimum contribution needed for naming and any limits imposed on the number of years it will be named will be specified as a part of the project budget approved or amended by the Board of Trustees.

ADOPTED: 04/18/2017
AMENDED:
REVIEWED:
LEGAL REFERENCE:

<b>CODE:</b>	3431
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Security Cameras
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## SECURITY CAMERAS

### PURPOSE OF SECURITY CAMERAS

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

### SIGNAGE

The library posts signage at the public entrance to alert patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

### STAFF ACCESS TO DIGITAL IMAGES

Live surveillance and recorded data are accessible in staff areas only. Only the following administrative staff members are permitted to release recorded archival data to law enforcement in compliance with this policy: Library Director, Assistant Director, Business Manager, Technology Manager, or Facilities Manager. Such authorized administrative staff may access and isolate live or recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Library Director whenever archival video data is accessed.

### COLLECTION OF DIGITAL IMAGES

Video footage is collected for library purposes. The library is under no legal obligation to collect video footage. Authorized staff may turn off surveillance for maintenance, or to ensure patron privacy.

Extraction of video footage must be done within two weeks of any specific occurrence, as the recorded data is maintained for a finite time period. The oldest recorded data is overwritten by the newest data on a moving two-week timespan and is not recoverable once overwritten.

<b>ADOPTED:</b> 11/21/2017
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>



<b>CODE:</b>	3431
<b>SECTION:</b>	Library Facilities
<b>SUBJECT:</b>	Security Cameras
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## AVAILABILITY OF DIGITAL IMAGES

### **ACCEPTABLE USE AND PATRON PRIVACY**

a. *ACTIVITY ON LIBRARY PROPERTY.* Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff members are permitted to connect the recorded digital image with identification data available on the library's patron databases.

b. *REQUESTS FROM LAW ENFORCEMENT AND DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS).* Authorized staff may use live surveillance or recorded data to cooperate with DCFS, or with law enforcement investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement or DCFS will be with the knowledge and authorization of the Library Director when practicable. If the Library Director cannot be reached in a timely manner, the Assistant Director, Business Manager, Technology Manager, or Facilities Manager may provide authorization.

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

<b>ADOPTED:</b> 11/21/2017
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

3500: LIBRARY MATERIALS

3510 Materials Selection

3520 Gifts to the Library

3530 Theft of Library Materials

3540 Loan Periods and Limits on Library Materials

3570 Archives Collection Development

3580 Computer Use

3581 Internet Resources

3582 Social Media

3583 3D Printer

<b>CODE:</b>	3510
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	Collection Development
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## COLLECTION DEVELOPMENT

### PURPOSE AND AUDIENCE

The purpose of this policy is to clarify for the public and library staff the criteria used for selecting and withdrawing material, as well as the person(s) responsible for each collection. We have included goals and objectives, as well as a description of the community and the philosophy of the library, to put these criteria into perspective.

### GENERAL DESCRIPTION OF LIBRARY AND PATRONS SERVED

The Danville Public Library serves the residents of the corporate limits of the city of Danville. It is primarily supported by property taxes levied by the city government. It also serves a secondary group of citizens who reside outside the library's boundaries who elect to pay an annual non-resident fee. The Library will also honor a valid card from any public library in the state.

### PHILOSOPHY AND GOALS

Ideas are among the most powerful of human forces and knowledge a most essential tool for modern living. Since access to these ideas and this knowledge, through the written, audio, and visual media is so important, it is the philosophy of the Danville Public Library to serve all the people of Danville equally and impartially to the best of its ability within the budget available. Toward that end, the library seeks to purchase and retain the best and most useful material to fulfill its goals.

### INTELLECTUAL FREEDOM

The Library will purchase material (including electronic resources) based on the criteria presented in this policy. A number of materials purchased may be offensive to certain members of the community. The selection of any material or electronic resource for the Danville Public Library's collection does not necessarily constitute an endorsement of its contents. The library sees its function as a purveyor of information on many topics, levels, and opinions. To meet its goals and objectives, the library must protect the freedom of all to choose their own information and the form in which it is presented. To that end, the library adheres to the American Library Associations' "Library Bill of Rights" and its "Interpretations of the Library Bill of Rights" (<http://www.ala.org/advocacy/intfreedom/librarybill>).

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
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The library is a unique institution and is charged with being an unbiased repository of recorded expression. To that end, any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be resisted by staff, librarians, and the Board. Procedures for reconsideration of material are in the procedures manual (Code 3360), and Request for Reconsideration forms are available from library staff. The Board has the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

### **BRIEF OVERVIEW OF COLLECTION**

The Danville Public Library divides its collections into adult, juvenile, and young adult print and non-print categories. The library has many subcategories within these broad collections. For example, the library has a fairly extensive collection of large print titles, and it divides adult fiction into some genre categories such as mystery, western, and science fiction.

### **ASSIGNED RESPONSIBILITIES OF STAFF**

Designated staff have primary responsibility for overseeing the selection, weeding and development of the various collections in the library.

The Director of Adult Services has primary responsibility for developing adult print, reference, and archives collections and general-interest periodicals.

The Director of Youth Services has primary responsibility for developing children's and young adult print and non-print.

The Director of Outreach has primary responsibility for the development of the large print and nonprint collections. Library subscription databases, e-collections, and website links are usually the responsibility of the relevant department head; for example, the Director of Adult Services selects reference databases, while the Youth Services director selects children's databases.

### **SELECTION CRITERIA**

Selection is a judgmental and interpretive process, involving general knowledge of the subject and its importance; familiarity with materials in the collection; awareness of the materials available on the subject; and recognition of the needs of the community. Items are selected for various reasons as outlined below, but all items selected should have a reasonable probability of being needed and used by the local community. Selection criteria include:

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
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Relevance to interests and needs of the community  
 Extent of publicity, critical review and current or anticipated demand  
 Current or historical significance of the author or subject  
 Local significance of the author or subject  
 Relevance to the existing collection's strengths and weaknesses  
 Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry  
 Suitability of format to library circulation and use  
 Date of publication  
 Price, availability and library materials budget

#### PATRON RECOMMENDATIONS

Patrons may request items the library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

#### TYPES OF PUBLICATIONS AND LEVEL OF COLLECTING

##### *BOOKS*

Books are an integral part of this library's collections. They currently make up the bulk of all collections and account for the largest portion of the materials budget.

##### *LARGE PRINT BOOKS*

The library regularly purchases titles in the large print format for its visually impaired patrons. Large print is considered to be 16 point type or larger.

##### *NEWSPAPERS AND PERIODICALS*

The library subscribes to newspapers from selected cities and general interest periodicals for adults and juveniles. These are meant to supplement other collections and to provide general news information.

##### *PAMPHLETS*

The library will attempt to collect free and inexpensive pamphlets if this is the only form in which information can be obtained. These will most generally be placed in the vertical file.

##### *ART WORKS*

No attempt is made to purchase or collect art in any form with the exception of art that is purchased for the purpose of being on permanent display in the library.

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
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#### *TEXTBOOKS*

The library does not routinely purchase textbooks. They will be purchased if they are the only or the best source for information on a particular subject.

#### *MUSICAL SCORES*

Musical scores are not collected.

#### *DISSERTATIONS AND THESES*

These are not routinely collected. They would not be purchased for the regular circulating collections, but may on occasion be acquired for the archives collection when they provide valuable information for this collection.

#### *COMPUTER SOFTWARE*

Computer software is not collected.

#### *MICROFORMS*

The Adult Services department acquires microforms for the archives and reference collections. This format lends itself to storing print material in a small space. The local newspapers are on microfilm as well as vital records and local history information. Microfilming is also used to preserve fragile material and make the information available to be used by patrons.

#### *MAPS*

The library collects general road maps and atlases. The Adult Services department collects county and area maps and atlases of historical interest. We also maintain a set of topographical maps of the county from the US Geological Survey.

#### *TESTS*

The library does not collect tests. The library will purchase study guides to various tests, such as the ACT, SAT, the GED and various Civil Service exams, as well as providing access via subscription databases.

#### *VIDEO RECORDINGS*

The library purchases fiction and nonfiction DVDs and Blu-rays for all ages.

#### *COMPACT DISCS*

The library collects both music and audiobooks on CDs.

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
<b>REVIEWED:</b>
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## COLLECTION SCOPE AND CONSIDERATIONS

### *PRINT FICTION (ADULT)*

The library usually purchases at least one copy of a fiction title that is listed on the *Publisher's Weekly* best seller list. The general criteria for the evaluation of works of fiction are as follows:

- Positive critical reviews
- Sustains reader interest
- Has vitality and originality
- Has artistic presentation
- Possesses effective characterization
- Has authenticity of historical or social setting
- Is representative of important genres, trends, or national culture

### *PRINT NONFICTION (ADULT)*

The library usually purchases at least one copy of a nonfiction title that is listed on the *Publisher's Weekly* bestseller list. The library uses the Dewey Decimal Classification System to organize and manage its nonfiction collections:

- 000: Computer science, information & general works
- 100: Philosophy & psychology
- 200: Religion
- 300: Social sciences
- 400: Language
- 500: Science
- 600: Technology
- 700: Arts & recreation
- 800: Literature
- 900: History & geography

Some of these categories date quickly and require frequent weeding and refreshing (see *Weeding and Withdrawal* below) to allow for the most current information. These include Computers, Technology, Science, Health, and Travel. Other categories date less frequently and will be weeded less often. For retrospective collection development, classic or standard titles in each Dewey range may be added using bibliographies such as H.W. Wilson's *Public Library Core Collection: Nonfiction*.

### *YOUTH MATERIALS*

The objective in selecting materials for youth is to make available a well-balanced collection that meets informational, recreational, and cultural needs of children from infancy through teens. Materials will be provided for a wide range of interests on varied levels of difficulty with diversity of appeal and representing different points of view.

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3510
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#### AUDIOVISUAL FORMATS

The library shall collect all formats and technologies used by a significant segment of the local community. National and global trends will also play a role in determining new audiovisual technologies housed within the library. Audiovisual materials will be selected not only to complement print materials in the library, but to also stand independently as valuable sources of information and entertainment.

#### LANGUAGES AND TRANSLATIONS

The library does not routinely purchase titles published in a foreign language. Translations may be purchased when they promise to have a high degree of popularity or are the only information available on a subject.

#### LOCAL AUTHORS & CREATORS

The library makes an effort to purchase materials by local authors and creators (musicians, filmmakers, etc). A person who is considered a "local author/creator" should meet one of the following criteria:

Born and raised in the county, may or may not live in the area any longer.

Born elsewhere, but raised during their formative years in the county; may or may not currently live in the area.

Born and raised elsewhere, but currently living in the county.

#### POPULAR VERSUS SCHOLARLY WORKS

The library attempts to purchase materials of a popular or recreational level, or of a general information level. There may be some areas that are developed to an instructional level, depending on patron need. With the exception of the Archives collection, the library makes no attempt to develop any collection to a research level. Therefore, a scholarly work is generally not purchased unless it proves to be popular or if it is the only information available on a topic.

#### MULTIPLE COPIES

Multiple copies are purchased only when high demand warrants and when the budget allows.

#### REFERENCE COLLECTION

Reference materials, by their nature, are intended for use in the library by all our patrons and must be available at all times the library is open. This collection supplements the general non-fiction collections with materials that may not be suitable for general circulation either because of format or cost.

#### GOVERNMENT PUBLICATIONS

The Danville Public Library is not a repository for government documents. However, a number of government publications that provide useful and valuable information may be collected. Most government documents are now obtained online.

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>



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### Expensive Purchases

Cost of the item may influence selection when it is a budget consideration. Oftentimes gift or memorial money is used to purchase expensive items that might not otherwise be purchased. The cost of an item may also influence whether an item circulates or is cataloged as a non-circulating item.

### *ACCESS AND OWNERSHIP POLICIES.*

The library will not restrict access to materials or information on the basis of age. All materials in the library's collections are the property of the Danville Public Library. With the exception of a temporary display, the library will not house materials belonging to another group or organization.

### **GIFTS AND DONATIONS**

The library will generally accept donations of books and library materials with the understanding that the library will dispense with them in the manner that it sees fit. Library staff will evaluate all donations to see if the items can be used in the collections. If they cannot be used, the donated items may be placed in the used book sale.

Donated materials should be clean, dry, and free from mold and mildew. There may be periods of time when the Library will not accept donations when the space to store them is full. Anyone wishing to donate materials should contact the Library first.

Items purchased with memorial contributions will be shelved with the regular collection. Special provision is made to designate gifts, memorials, or bequests or purchases made from money received as a gift.

Special items, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if proper provision can be made for their housing, use, and preservation. Special items not accepted by the library shall be returned to the donor or shall be referred to interested parties for consideration.

The library does not assign a monetary value to items donated. The Circulation department will issue a letter acknowledging the donation. It will be the donor's responsibility to determine the value.

### **COLLECTION MANAGEMENT**

The library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. With the exception of the archives collection (which contains unique, rare, and valuable items), library collections are subject to regular weeding. Staff, as designated in #7 above, review the collection to maintain its vitality and usefulness to the community. The final authority for the library collection rests with the library board.

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
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The library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Danville Library Foundation book sale serves as an instrument for the library, reselling and redistributing library materials that are withdrawn from the collection or donated to the library.

#### CRITERIA FOR WEEDING AND WITHDRAWAL

The following criteria are used in selecting materials for withdrawal:

Damage or poor condition  
 Number of copies in the collection  
 Relevance to the needs and interest of the community  
 Current demand and frequency of use  
 Accuracy and timeliness  
 Local interest  
 Availability elsewhere including other libraries and online  
 Deemed to be of an enduring nature

The library does not automatically replace missing, worn, or damaged materials. The need for replacement is judged by the age of the material; availability of more recent and/or comprehensive materials; public demand for the title; and cost of replacement.

<b>ADOPTED:</b> 9/24/2001
<b>AMENDED:</b> 11/21/2017
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	35210
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	Gifts to the Library
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## GIFTS TO THE LIBRARY

The library welcomes monetary gifts, bequests, or memorials so long as their use is not restricted by conditions which would conflict with the standard practices and policies of the library. All such donations shall become the property of the Danville Public Library.

The library also welcomes gifts of books, recordings, or other library materials. Such gifts will be added to the collection in conformity with the "Gifts of Materials" section of the Materials Selection Policy, 3510, of the library. Any materials that do not fit the needs of the library will be disposed of in whatever manner the library decides.

Items purchased with memorial contributions will be shelved with the regular collection. Special provision is made to designate gifts, memorials, or bequests or purchases made from money received as a gift.

Special collections, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if proper provision can be made for their housing, use, and preservation. These special items not accepted by the library shall be returned to the donor or shall be referred to interested parties for consideration.

The library staff will not place a cash value on donated material. Although all gifts in the form of money or materials may be tax deductible, the donor is responsible for determining the fair market value.

In order to provide evidence of a gift for tax purposes, the library will provide a letter of thanks. This letter will provide either a note on total funds donated or, in the case of materials, a brief inventory of the gift, including the total number of paperbacks and hardbound books, number of records, etc. donated.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 11/20/1989
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	35210
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## THEFT OF LIBRARY MATERIALS

The Code of Ordinances for the City of Danville states:

"Section 33.87 TAKING PROPERTY WITHOUT CONSENT.

It shall be unlawful for any person to take any book, pamphlet, paper, or other property belonging to the public library without the consent of the persons in charge."

In addition, a notice outlining the State of Illinois laws regarding theft of library materials is posted in the library at each exit and each circulation point where library materials are borrowed. A copy of this notice follows this policy statement.

<b>ADOPTED:</b> 11/19/84
<b>AMENDED:</b> 6/15/87
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b> <i>Code of Ordinances, City of Danville, Illinois, Sec. 33.87 and Illinois Revised Statutes, Ch. 38, Art. 16B</i>

<b>CODE:</b>	35210
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	Loan Periods and Limits on Library Materials
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## LOAN PERIODS AND LIMITS ON LIBRARY MATERIALS

### GENERAL OBJECTIVES

Danville Public Library has established loan periods and limits for various types of materials in the collection in order to ensure that library materials receive the maximum use by the community. Patrons may borrow a total of twenty-five (25) items at any one time. Unless otherwise stated, materials may be renewed up to three times if a hold has not been placed on the materials.

### PATRON RESPONSIBILITY

Patrons are responsible for all library material in their possession. Materials are expected to be returned in useable condition. Patrons will be charged for materials that are not returned by their due date or returned in such condition as the material needs to be withdrawn from the collection. Patrons are advised to only check out the amount of materials they can responsibly maintain. Patrons are responsible for tracking due dates.

For more information, see Codes 3310 and 3330.

Materials borrowed from other libraries shall follow the rules established by the lending institution.

### *REGULAR COLLECTION PRINT MATERIALS*

New Fiction and New Non-Fiction may be checked out for two weeks.

Fiction and Non-fiction Books may be checked out for four weeks.

MAGAZINES may be checked out for two weeks, with the exception of the most current issue, which may not be checked out.

### *AUDIOVISUAL MATERIALS*

Entertainment DVDs/Blu-Rays may be checked out for one week. Nonfiction and TV Series DVDs/Blu-Rays may be checked out for two weeks.

CDs may be checked out for four weeks.

Materials in the reference and the archives collections may not be checked out.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/17/1991, 10/21/1996, 2/23/2000, 2/18/2008, 5/17/2010, 8/21/2018, 6/18/2019, 12/17/2019
<b>REVIEWED:</b>
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#### *YOUTH SERVICES MATERIALS*

Books may be checked out for four weeks. Materials in the reference collection may not be checked out.

Youth Services audiovisual materials, including CDs, kits, and selected puzzles may be checked out for four weeks. Tablets may be checked out for one week to high school aged students. They may not be renewed.

Special loan privileges may be extended to patrons who work with children, i.e. teachers, homeschoolers, etc.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/17/1991, 10/21/1996, 2/23/2000, 2/18/2008, 5/17/2010, 8/21/2018, 6/18/2019, 12/17/2019
<b>REVIEWED:</b>
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## ARCHIVES COLLECTION DEVELOPMENT

### INTENT OF THE COLLECTION

The Archives of the Danville Public Library contains a research level collection on the history and genealogy of Vermilion County. To support this collection and extend its usefulness, it also collects secondary materials on the history of east central Illinois and west central Indiana and on the genealogy of those states which served as migration routes to Vermilion County.

Although the Archives is widely used by visitors from throughout the country, the collections of the Archives are intended to have a local focus. Its collections are non circulating and separately housed.

### DEFINITIONS

Primary source materials. Primary source materials are defined as including vital records, naturalization records, photographs, cemetery records, correspondence, oral history tapes, land records, and books of original entry such as ledgers and journals.

Secondary source materials. Secondary source materials are defined as including published books, magazines, newspapers, school yearbooks, atlases, maps, and compilations of records.

### GENERAL SCOPE OF THE COLLECTION

#### *LOCAL HISTORY*

The Archives collects both primary and secondary materials on Vermilion County. This is the core of the department's collection, and materials in this area are collected in the greatest depth possible, with the exception of those areas specifically excluded in section IV, below, because comparable research collections are maintained in other area libraries.

The Archives collects secondary historical materials on the counties currently surrounding Vermilion County, including Clark, Coles, Douglas, Edgar, Ford, Iroquois, and Champaign in Illinois, and Vermillion, Parke, Fountain, and Warren, Montgomery, Vigo, and Benton in Indiana, hereafter referred to as the "Illiana area".

<b>ADOPTED:</b> 5/19/1997
<b>AMENDED:</b>
<b>REVIEWED:</b>
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## GENEALOGY

Primary and secondary materials on the genealogy of Vermilion County are collected in the greatest practical depth.

Genealogical materials on the Illiana area are collected if they are in well organized printed or microfilmed form. Unorganized materials will be processed by the library.

Secondary genealogical materials are collected for the remainder of Illinois and the nineteen eastern states which served as migration routes to Vermilion County. These include Connecticut, Indiana, Kentucky, Maryland, Maine, Massachusetts, New Hampshire, Delaware, New York, New Jersey, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, and West Virginia.

Secondary materials on other states and countries are collected as specified in section IV, below.

## SPECIFIC SCOPE OF THE COLLECTION

*RESIDENTIAL DIRECTORIES.* The Archives collects residential directories for Danville through gift, transfer, or purchase. Directories for all other communities in Vermilion County are solicited as donations. Telephone books. The Archives collects telephone directories for all communities in Vermilion County.

*SCHOOL ANNUALS.* The Archives will solicit as donations school annuals for all secondary schools in Vermilion County. It does not collect school annuals for areas outside Vermilion County.

*EPHEMERA.* The Archives will accept donations of local ephemeral materials from Vermilion County schools, churches, businesses, and organizations. The Archives will not attempt to purchase these items, but will accept donations of school annuals and newspapers, menus, letterheads, prescription forms, newsletters, blueprints, house organs, programs, etc.

*LOCAL AUTHORS.* In general, the Archives collects the writings of people identified with Vermilion County or whose works exemplify interesting aspects of Vermilion County. It also collects works of fiction clearly based on Vermilion County. The Archives will acquire such works through gift, transfer, or purchase.

*OLD SOLDIERS' HOME.* The Archives will not collect primary source materials on the Old Soldiers' Home except those items relating to general community life in Vermilion County and to the National Cemetery burial records. All other materials will be referred to the U. S. National Cemetery at Danville, the Veterans' Administration Medical Center (Danville), or other appropriate group.

<b>ADOPTED:</b> 5/19/1997
<b>AMENDED:</b>
<b>REVIEWED:</b>
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*ARTIFACTS AND PHOTOGRAPHS.* The Archives does not collect artifacts and photographs, except for those items relating to the Danville Public Library. Exception will be given on rare occasions to minor items acquired to enhance room decor or to items with unusually strong local historic associations. All other items will be referred to the Vermilion County Museum or other appropriate local institution.

*ORIGINAL ARTWORK.* It is not the intention of the Archives to collect original artwork. Individual decisions, however, will be made in each case, bearing in mind historical significance, size, and cost.

*GENEALOGICAL METHODOLOGY* The Archives collects handbooks and manuals on genealogy. The library may purchase multiple copies of basic manuals for circulation to library users.

*GENERAL HISTORIES.* The Archives does not collect general national histories. It collects regional histories to the extent that they clarify the historical past of Vermilion County. State and local histories are collected only if they provide substantial assistance in research on the Illiana area or in genealogical research.

*MILITARY HISTORY.* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General military histories are not collected in this department.

*COAL MINING INDUSTRY.* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General coal mining industry histories are not collected in this department.

*LABOR UNIONS.* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General labor union histories are not collected in this department.

*AGRICULTURE.* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General histories about agriculture are not collected in this department.

*RAIL TRANSPORTATION (RAILROADS AND THE INTERURBAN TRACTION SYSTEM).* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General histories on rail transportation are not collected in this department.

*BUSINESS AND INDUSTRY.* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General histories on business and industry are not collected in this department.

*ORGANIZATIONS (SOCIAL, CIVIC, AND RELIGIOUS).* The Archives collects publications related to Vermilion County and the Illiana area or of specific genealogical value. General histories on organizations are not collected in this department.

*BIOGRAPHIES AND BIOGRAPHICAL MATERIALS.* The Archives collects biographies and biographical materials on the citizens of the Illiana area. Biographies not related to the Illiana area are collected only if they are of primarily genealogical intent.

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*LINCOLN.* The Archives collects materials only on those aspects of Lincoln's life and career that relate directly to Vermilion County.

*FAMILY HISTORIES AND PEDIGREE CHARTS* The Archives collects Vermilion County family histories through donation or purchase. Vermilion County pedigree charts and non Vermilion County family histories and pedigree charts are collected through donation only and will be screened for appropriateness before adding to the collection.

*CENSUS RECORDS AND CENSUS INDEXES.* The Archives collects census records and census indexes for Illinois and for the nineteen eastern states listed in section III.B. above, but will consider donations of census records and census indexes of other states. Items not accepted by the library shall be returned to the donor or shall be referred to interested parties for consideration.

*FOREIGN GENEALOGY.* The Archives collects general manuals, handbooks and guides to foreign genealogical research. Beyond materials of this type, the scope of the collection is intended to go no further back than ships' passenger lists and other information on immigrants. Gifts of materials on foreign genealogy beyond the scope of this statement will be accepted on the basis of their usefulness and importance.

*HERALDRY.* The Archives purchases only basic books on heraldry. In addition, it accepts more specific materials as gifts if they appear useful to the general intent of the collection.

*DIRECTORIES AND PERIODICALS.* The Archives collects the directories and periodicals of genealogical societies, historical societies, and libraries/archives where appropriate to the Archives Collection Development Policy. Consideration shall be given to periodicals included in periodical indexes.

## ACQUISITIONS PROCEDURES

*LONG TERM COLLECTION DEVELOPMENT.* The Archives collection is intended to serve a long term purpose. Materials are therefore selected on the basis of future, as well as current, interest and research potential, using the criteria outlined in this policy.

*VIEWPOINT.* The Archives collects materials on appropriate topics, regardless of viewpoint.

*SELECTION (AUTHORITY) RESPONSIBILITY.* As with all departments of the library, primary responsibility (Authority) for selection of materials rests with the (Director of Reference and Archives) department head. Consultation shall be made with the department's staff, the Director of Adult Services, the Library's Director, and the genealogical and historical groups in Vermilion County as appropriate. Requests from individuals will be carefully considered, to the extent that they fit the Archives Collection Development Policy.

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<b>AMENDED:</b>
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*WEEDING.* Weeding of the Archives collection is rare. When it is necessary, it is conducted primarily on the basis of the relevance of materials to the Archives Collection Development Policy. Examples include, but are not limited to, duplicate copies, obsolete publications, or materials that have been preserved in another format. The (Director of Reference and Archives) department head will (make final decisions) have primary responsibility over materials to be weeded.

*OWNERSHIP OF RECORDS.* New materials added to the Archives collection remain the permanent property of the Library. Original family documents are not returned to descendants of that family, although the Archives cooperates in producing duplicates of such materials as needed.

*GIFTS.* Gifts and bequests of materials are accepted by the Archives staff with the understanding that they are judged on the basis of the Archives Collection Development Policy. Materials which fall outside the scope of this Policy are not added to the collection. Items not accepted by the library shall be returned to the donor or shall be (referred to interested parties) offered to other libraries for consideration.

*INTEGRATION OF GIFT MATERIALS.* Gift materials are integrated with the Archives collection as the organizational structure of the collection dictates. In accordance with the wishes of the donors, gifts are marked with suitable bookplates.

*MICROFORMS.* The Archives acquires material in microform wherever possible. In addition, the Archives seeks to convert its existing collection to microform where suitable. The decision to convert to microform will be based on the fragility and bulk of the material, the degree to which it can be photographed clearly, the level of use, and the historical importance of retaining the material in its original physical form. In some cases, fragile but heavily used materials are converted to microform in order to preserve the original. In such cases, users are expected to limit their use to the microform copies.

*ENDANGERED MATERIALS.* The Archives may accept records in imminent danger of loss or destruction for temporary storage, pending a decision on ultimate accession or disposal.

*MULTIPLE COPIES.* Multiple copies of materials are acquired on the basis of current and anticipated long term demand. For the most part, acquisition of multiple copies is limited to materials like local city directories which can be expected to wear out in normal use and will very difficult to replace at a later date.

*EXPENSIVE ITEMS.* The Archives collection is a research collection rather than a collection of rarities. The Archives may occasionally acquire expensive items because of their significance to local history and genealogy, but in doing so it is interested in obtaining important information rather than collectors' items per se.

*MULTI-MEDIA FORMATS.* As opportunities arise, the Archives will acquire new materials in or convert existing materials to multi-media formats. When converting existing materials, the criteria outlined in "Item H" above shall apply.

<b>ADOPTED:</b> 5/19/1997
<b>AMENDED:</b>
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## RELATIONSHIPS WITH OTHER LIBRARIES

The Danville Public Library Archives recognizes that it is a department of a busy public library and that interlibrary loan is well established throughout the ILLINET system. As a consequence:

The Archives has a strictly circumscribed collection, and it expects its users to make routine use of other collections both within and without the Danville Public Library.

The Archives strives not to duplicate local resources, unless they are so central to its collection that they are impossible to function without. In particular, the Archives does not duplicate the collection of the Library's Adult Department. It also strives not to duplicate the archival collections of other area libraries.

The Archives seeks to develop plans with other area libraries for cooperative acquisition of materials.

The Reference and Archives staff will provide interlibrary loan service to patrons with genealogy requests.

<b>ADOPTED:</b> 5/19/1997
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	35210
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	Public Computer and Internet Access
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## INTERNET RESOURCES

### GENERAL OBJECTIVES

Part of the mission of the Danville Public Library is to ensure that its users have free and open access to information and an impartial environment in which to explore the universe of ideas. In providing access to computers and the Internet, the Library gives opportunity to any citizen who needs access to these technology resources and the information they provide.

### INTERNET USE AND SAFETY

#### *CONTENT & FILTERING*

The Library provides access to many electronic resources, including the Internet, which contains a wide variety of material and opinions from varied points of view. Many websites contain valuable and timely information; however, other websites may contain material that is inaccurate, defamatory, illegal or offensive to some people. The Danville Public Library shall not be responsible for the accuracy or content nor for a patron's reliance on or use of information or material obtained through the internet. The Library does not necessarily endorse the content of websites accessed through its Internet connection.

In addition to the useful and educational information available on the Internet, a great deal of content exists that is not appropriate for children. The Library enforces the Children's Internet Protection Act (CIPA), which includes measures to block or filter Internet access for both minors and adults to certain materials, including visual depictions, that may be considered obscene, child pornography, or harmful to minors. In accordance with CIPA, no one under the age of 18 is permitted to access computer sites, chat rooms or e-mail containing obscene or sexually-explicit material harmful to minors.

While the Danville Public Library attempts through filtering software to prevent direct access to materials that generally would not be acceptable in a public library, it is impossible technically to prevent access to all objectionable resources. The Library cannot censor access to material or protect users from offensive information beyond the capabilities of the filter nor shall it be responsible or liable for such.

Filtering software also occasionally blocks acceptable sites; therefore, while the default setting for computers will be filtered, users age 18 and above may elect to disable the filter when logging on to use Library computers for legitimate research purposes. However, Library rules and restrictions as listed below apply at all times. This option is not available for users who are minors.

<b>ADOPTED:</b>	10/21/2002
<b>AMENDED:</b>	6/18/2007, 2/19/2013, 12/20/2016; 8/20/2019
<b>REVIEWED:</b>	
<b>LEGAL REFERENCE:</b>	

<b>CODE:</b>	35210
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Filtering software also will not be disabled for patrons using personal computers or devices while connected to the Library's public wireless ("WiFi") network, because Danville Public Library staff is unable to monitor Internet usage on patrons' personal devices.

A patron also may, through a written request, ask to have a website that has been blocked by the filter to be unblocked, temporarily or permanently. After researching requests, IT or Management Staff will determine whether requests will be granted. Action on requests may take up to 48 hours, depending on availability of IT or Management Staff. The request forms are available at the Reference Desk.

It is the responsibility of parents, stepparents, guardians or other adults accompanying minor children to monitor and guide their own children in the use of the Library computers and the Internet.

#### *PRIVACY AND CONFIDENTIALITY*

Privacy is not available to computer or WiFi users in the Library. Websites visited by all computers accessing the Internet via the Library's connection may be logged.

In accordance with CIPA, minors (any person younger than 18 years of age) shall not disclose personal identification information on the Internet, nor shall anyone engage in unauthorized disclosure, use, or dissemination of personal identification information regarding minors.

Users of electronic communications systems (Internet, email, chat, Instant Messaging, Skype, etc.) should be aware that such systems may not be secure and are, therefore, extremely vulnerable to unauthorized access and modification. Electronic communication carried on via Library computer stations or WiFi should not be considered confidential. The Library shall not be responsible or liable for any unauthorized access or modification of electronic communication. Evidence of illegal activity may prompt the Library to report such activity to authorities.

#### *COPYRIGHT COMPLIANCE*

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

#### *RESPONSIBILITY OF USERS*

The freedom to access information also is a responsibility. Users of Library Internet-accessible computers shall be required to accept an Internet Use Agreement signifying they will adhere to the policy (Section IV below). WiFi users with their own devices are required to accept an abbreviated version of the Internet Use Agreement

<b>ADOPTED:</b>	10/21/2002
<b>AMENDED:</b>	6/18/2007, 2/19/2013, 12/20/2016; 8/20/2019
<b>REVIEWED:</b>	
<b>LEGAL REFERENCE:</b>	

<b>CODE:</b>	35210
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## CONDITIONS AND TERMS OF USE IN THE LIBRARY

### *COMPUTER USE RULES AND PROCEDURES*

The Library offers computers to the public for various uses and access, including application software, the Library's online card catalog, selected databases, and the Internet. Online catalog computers ("OPACs") are distributed throughout the building, providing access to the Illinois Heartland Library System SHARE database and other library databases.

The Library's staff shall develop such rules and procedures as are necessary to insure the fair and reasonable use of computer and Internet resources. Use of the Internet-accessible public computers shall be subject to the following rules and procedures:

Computers are available on a first-come, first-served walk-in basis. Time-management software ("Cassie") is installed on computers to ensure equitable use.

The Library reserves the right to limit use of computers to 1-hour sessions, with a limit of two sessions per person, per day.

Since space is limited and noise from group conversations is disruptive to others, no more than 2 people may gather at one workstation. Computer users who bring children with them are expected to monitor and control their children's behavior at all times. Computer users with noisy, disruptive and unattended children may lose their Internet privileges.

Users may use their own external flash drives on designated library computers. Users may also purchase flash drives at the Reference Desk.

Files downloaded from the Internet may contain malicious software. The Library recommends users run anti-virus software and a pop-up blocker on their personal device. The Library is not liable for any damages to a user's device or security intrusions caused by malicious software.

The Library charges 15 cents per sheet of paper for black ink and 25 cents per sheet of paper for color ink to offset operating expenses for printing. The charge is for the printing, not the information.

To ensure the equitable delivery of all library services, the amount of time that Library staff may provide computer instruction is limited. Staff will generally provide assistance for basic startup procedures. If patrons have never used computers or have specific questions about computers, current books and DVDs on the subject are available for checkout from the Library's collection.

<b>ADOPTED:</b>	10/21/2002
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Computer and Internet use will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted and are posted in the Library. Failure to use computer workstations or WiFi appropriately and responsibly as defined in the Internet Use Contract may result in revocation of computer use privileges, Library privileges and/or criminal prosecution.

Adults age 18 and older must use designated adult computers. Minor children age 12–17 must use the teen computers. Children under age 12 must use designated computers in the Children's Department. Parents and guardians of minors shall have the responsibility for a child's use, safety and security while using the Internet through the Library's connection. The Danville Public Library does not serve *in loco parentis* (in place of a parent); library staff cannot provide constant care and supervision of children as they explore the Internet.

#### *INTERNET USE AGREEMENT*

The Library uses time-management software ("Cassie") to log users onto the library's computers and time their sessions. Cassie requires a unique barcode number and PIN ("credentials") for each user. Cassie does not control WiFi use.

#### **I AGREE AND UNDERSTAND THAT:**

I will not share my Cassie credentials with others nor will I use another's Cassie credentials.

Use of the Library's workstations or WiFi to access Internet sites that are obscene, child pornography, or harmful to minors is prohibited.

I will not engage in any activity which is disruptive to other Library users. Unacceptable uses include, but are not limited to: harassment of other users; loud talking; libeling or slandering other users; destruction of or damage to equipment, software, or data belonging to the library or other users; and disruption or unauthorized monitoring of electronic communications.

I will not use the workstations or WiFi to gain unauthorized access to the Library's network or computer systems or to any other network or computer system; obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any Library computer system; make any attempt to alter software configurations or install any software; or make any attempt to cause degradation of system performance.

I will pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.

The library is not responsible for any damage to personal disks, external storage devices, or similar items due to system malfunction, or any other reason.

<b>ADOPTED:</b>	10/21/2002
<b>AMENDED:</b>	6/18/2007, 2/19/2013, 12/20/2016; 8/20/2019
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I will follow all copyright laws, which restrict duplication of copyrighted software or material.

I will not use the workstations or WiFi to violate Federal, State, or local laws or regulations.

If I fail to abide by this agreement, I will lose eligibility for use of the Library's Internet Computers or WiFi.

I will not hold the Library responsible for any of the content or accuracy of information, material, or sites I access through the use of the Library's computers. I will not hold the Library responsible for any unauthorized access or modification of electronic communication I engage in through the use of the Library's computers.

*[USERS CLICK "AGREE" TO SIGNIFY ACCEPTANCE;  
WITHOUT CLICKING, INTERNET ACCESS WILL NOT BE PROVIDED]*

#### ***VIOLATIONS OF POLICIES***

Any patron's violation of these rules and policies will result in revocation of the privilege to use the Library's computers or WiFi. Any terms of such revocation will be communicated by the Library Management.

#### ***DISCLAIMER***

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. The Danville Public Library assumes no liability for any loss or damage to the user's data or equipment, or for any damage or injury arising from invasion of privacy in the user's computer equipment, accounts, programs, or files.

<b>ADOPTED:</b>	10/21/2002
<b>AMENDED:</b>	6/18/2007, 2/19/2013, 12/20/2016; 8/20/2019
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<b>SUBJECT:</b>	Website Patron Policy
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## WEBSITE PATRON PRIVACY

### *GENERAL*

This Privacy Policy governs the manner in which Danville Public Library collects, uses, maintains and discloses information collected from users (each, a “User”) of the website danvillepubliclibrary.org (“Site”). This privacy policy applies to the Site and all products and services offered by the Danville Public Library.

### *PERSONAL IDENTIFICATION INFORMATION*

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, subscribe to the newsletter, fill out a form, and in connection with other activities, services, features or resources we make available on our Site.

Users may be asked for, as appropriate, name, email address, phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

### *NON-PERSONAL IDENTIFICATION INFORMATION*

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

### *WEB BROWSER COOKIES*

Our Site may use “cookies” to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

### **How We Use Collected Information**

Danville Public Library may collect and use Users personal information for the following purposes:

- To improve customer service  
Information you provide helps us respond to your customer service requests and support needs more efficiently.

<b>ADOPTED:</b>	8/20/2019
<b>AMENDED:</b>	
<b>REVIEWED:</b>	
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– To improve our Site

We may use feedback you provide to improve our products and services.– To send periodic emails

We may use the email address to respond to their inquiries, questions, and/or other requests. If

User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

#### *HOW WE PROTECT YOUR INFORMATION*

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

#### *SHARING YOUR PERSONAL INFORMATION*

We do not sell, trade, or rent Users personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above. We may use third party service providers to help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes provided that you have given us your permission.

#### *CHANGES TO THIS PRIVACY POLICY*

Danville Public Library has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

#### *YOUR ACCEPTANCE OF THESE TERMS*

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

#### *CONTACT US*

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

Danville Public Library; 319 N. Vermilion St.; Danville, IL 61832  
217-477-5220

<b>ADOPTED:</b>	8/20/2019
<b>AMENDED:</b>	
<b>REVIEWED:</b>	
<b>LEGAL REFERENCE:</b>	

<b>CODE:</b>	3582
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	Social Media
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## SOCIAL MEDIA

### PURPOSE OF LIBRARY'S SOCIAL MEDIA SITE

The Danville Public Library selects carefully chosen social media tools in order to enhance communication with Danville Public Library employees and Library users. The primary purpose is to inform the general public about Library programs, events, materials, and to encourage dialogue and the exchange of information and knowledge. The Library's social media sites may also be used to notify the general public of Library employment opportunities.

The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing Library programs, events and materials. Courts have recognized that libraries are limited purpose public forums, and as such, are only obligated to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government's intent in designating the Library as a limited purpose public forum. All postings related to this mission statement (as so determined by the Library in its sole discretion) are permitted except as otherwise stated in this policy. Danville Public Library recognizes that new tools will emerge which have useful applications in the Library setting; thus this policy addresses social media in general.

### AGREEMENT

By joining, utilizing and/or posting on the Library's social media sites patrons agree to comply with this Policy as well as the Danville Public Library's Policy on Internet and Computer Use, as applicable.

### DEFINITIONS

"Library" shall mean the Danville Public Library and its Board of Trustees and/or the Danville Library Foundation and its Board of Directors.

"Employees" shall mean both paid employees and unpaid volunteers.

"Posting" shall mean any writing, image, video, download, audio file, and hyperlinks to other websites [or media which is downloaded, referenced, inserted, or] placed upon any Library social media site.

<b>ADOPTED:</b> 4/21/2015
<b>AMENDED:</b> 6/18/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

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## POSTINGS

Library social media offerings are intended to create a welcoming and inviting online space where Library users will find useful and entertaining information about educational opportunities, Library programs, events and materials. Accordingly, any postings inconsistent with this stated purpose, as determined by the Library in its sole discretion, may be removed in accordance with the process set forth in this policy. Examples of postings not permitted include, but are not limited to:

- Personal advertisements;
- Spam;
- Postings which contain obscene and/or pornographic matter;
- Disparaging, harassing, abusive, or profane postings;
- Postings that are hateful, threatening, or that contain graphic or gratuitous violence;
- Potentially libelous or defamatory postings;
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners;
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;
- Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
- Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.

## VIOLATIONS OF THIS POLICY

Postings which the Library in its sole discretion deems unpermitted under this policy may be removed in whole or in part by the Library or its agents immediately upon discovery by the Library (or its agent) without prior notice. The Library reserves the right to terminate accounts and ban or block users who have posted in violation of this policy on *one or more* than one occasion. The library reserves the right to close comments at a pre-determined time and not respond to the commentary received. Danville Public Library reserves the right to lawfully monitor employees' use of Library social media, including, but not limited to, statements/comments posted on the internet, in blogs, and in other types of openly accessible forums.

## REPORTING VIOLATIONS

Users may report violations of the Library's Social Media Policy by contacting the Library Director at Danville Public Library, 319 N. Vermilion St., Danville, IL 61832 or the Director's email as found on the Library's website, <https://danvillepubliclibrary.org>.

<b>ADOPTED:</b> 4/21/2015
<b>AMENDED:</b> 6/18/2019
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<b>LEGAL REFERENCE:</b>

<b>CODE:</b>	3583
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	3D Printer
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## 3D PRINTER

### GENERAL OBJECTIVES

Danville Public Library aspires to provide the community with new technologies to encourage experimentation, creation, and education. The Danville Public Library purchased a MakerGear M2 3D printer in order to meet the growing interest in new technologies in the Danville community. The 3D printer, which uses melted plastic to produce objects designed on a computer, was purchased through the generous donations made to the Danville Library Foundation.

This policy establishes how and under what circumstances the public and staff may use the 3D printer owned by the library. Please note that procedures governing the use of the Library's 3D printers are subject to change.

**Content Policy:** The library's 3D printer may be used only for lawful purposes. The library reserves the right to refuse any 3D print request. The public will not be permitted to use the printer to create material that is:

Prohibited by local, state or federal law.

Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. For example, the printers will not be used to reproduce drug paraphernalia, weapons, gun parts, knives, bombs, or any other dangerous object.

Obscene or otherwise inappropriate for the library environment. For example, the printers will not be used to reproduce material containing nudity or anything sexual in nature, objects that are vulgar or contain offensive language, nor objects that contain anything of a racist or derogatory nature.

In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The library will not knowingly print items that violate the content policy; however, the library assumes no liability for doing so.

### REQUIREMENTS

**Time Constraints:** Printed objects must be able to finish printing in less than 4 hours. This time restriction is for the entire print job excluding staff preparation. Objects with multiple parts must finish in under 4 hours or be broken into separate print jobs.

**Payment:** Payment for a print job must be made before the object is printed to cover the materials and time consumed in the making of the object. Refunds will only be issued if the object has failed because of employee error.

**Pickup/Wait Time:** Items printed from the 3D printer will become property of the library if they are not picked up within 7 days.

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Print operators: Only designated library staff and volunteers will have hands-on access to the 3D printer.

## OPTIONS

The library will offer two ways in which to benefit from the 3D printer: limited choice and unlimited choice.

**Limited Choice:** In the limited choice transaction, persons may choose a 3D object from lists of pre-approved objects that meet our content policy, print easily, and are popular designs. Some very popular models may be 'pre-printed' so the model is available immediately upon payment.

**Pricing:** Pricing will be determined by each individual model, and payment will be made at the time of the order. Objects will be priced at \$0.05 per minute (\$3.00 an hour) of printing. Once a price has been established for a model, it will be listed on the pre-approved items list. (e.g. A model of a penguin prints in 1 hour and 23 minutes = \$4.15)

**PROCEDURE:** Library staff will create and periodically update a list of pre-approved items, which will be viewable on the Danville Public Library website and on printed sheets available in the library. This list will include the items, colors, and model prices, from which a person may choose the desired model and color. The print job will be forwarded to the print operator after contact information and payment is provided. Once printed, the patron will be contacted to arrange for pickup of the item.

**UNLIMITED CHOICE:** Unlimited choice transactions would allow staff to choose or create 3D objects for programming purposes, as long as they meet our content policy. The designs will be reviewed by the printer operator for printability.

**PROCEDURE:** The print operator will review the desired object and accompanying instructions and determine whether it conforms to the content policy, is able to be printed (has it been printed before?), and how long it will take to print.

If the object is not printable based on a violation of the content policy or the design does not lend itself to a successful printing, the employee will be notified that the object cannot be printed. If a print job is rejected and the person wishes to choose another design, the print job will be moved to the end of the print job queue to prevent others from having to wait while an appropriate model is chosen.

<b>ADOPTED:</b> 4/19/2016
<b>AMENDED:</b>
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

