



Sandwich Public Library District
Policy Committee Meeting
Wednesday, July 12th, 2023 at 4:30pm

AGENDA

Library Mission: The mission of the Sandwich Library District is to engage the community by stimulating curiosity and enhancing knowledge.

Library Vision: To be the hub for a highly engaged community where all residents participate fully in civic life and satisfy their needs for personal growth and knowledge.

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Review Policy Calendar
- V. Review & Discuss First Amendment Policy Draft
- VI. Establish next meeting date
- VII. Adjournment

All Items on the agenda are potential action items.

POLICY REVIEW CALENDER

Updated 01.10.22



Review	Policies	Date Est.	Date Reviewed	Date Updated	Expired?
Jan / Feb	Authority to Spend	1/2014	1/2016	1/2016	
	Budget & Finance	3/2014	3/2016	3/2016	
	Bylaws	10/2005	6/2021	6/2021	
Mar / Apr	Calendar of Closings	Annual Recreation	6/2021	6/2021	
	Collection Development Policy				
	Conduct Policy	1/2014	11/2019	11/2019	
May / Jun	Confidentiality of Records Policy	5/1/2019 (?)			
	Coronavirus Employee Safety Policy	9/2020			
	Display Space Policy	10/2013			
Jul / Aug	Disaster & Emergency	10/2007			
	Division of Responsibility	8/2014	3/2016	3/2016	
	Donation Recognition	10/2013	1/2016	1/2016	
Sep / Oct	FMLA Leave Expansion and Emergency Paid Sick Leave Policy	9/2020	9/2020		Yes
	Freedom of Information Act (FOIA) & Form	9/2014	5/2019	5/2019	
	Indemnification & Insurance	1/2015	3/2016	3/2016	
Nov / Dec	Guidelines for Database and Internet Use by Library Staff	10/2013	10/2013	10/2013	
	Internet & Computer Use Policy	10/2012	5/2019	5/2019	
	Investment of Public Funds	11/2013	1/2014	1/2014	
Jan / Feb	Laminating Policy & Application	9/1/2018 (?)	10/2021	11/2021	
	Library Services Policy	4/2010	5/2019	5/2019	
	Lightning Detection Policy	9/2016			

Mar / Apr	Loan Regulations & Fees Policy	5/1/2019 (?)			
	Maintenance Plan	8/2009			
	Materials Selection Policy	5/2019 (?)			Yes as of 11.09.21
May / Jun	Personnel Policy	4/2010	8/2021	8/2021	
	Photo & Recording Policy	?		1/2020	
	Public Comment Policy	5/2015	5/2015	5/2015	
Jul / Aug	Purchasing Policy	4/2014			
	Room Use Policy	12/2015	7/1905		
	Safety (masks) Policy	7/2020	9/2021	9/2021	
Sep/Oct	Security Camera Policy	9/2016			
	Sexual Harassment Resolution & Policy	5/2019 (?)	3/2020	3/2020	
Nov / Dec	Unattended Children Policy	4/2014	5/2019	5/2019	

	ALA Library Bill of Rights	<i>n/a</i>	<i>Pers. Policy</i>	<i>Pers. Policy</i>	
	ALA Freedom to Read Statement	<i>n/a</i>	<i>Pers. Policy</i>	<i>Pers. Policy</i>	
	Social Media Policy	<i>n/a</i>	<i>Pers. Policy</i>	<i>Pers. Policy</i>	

CREATE NOTARY POLICY



Sandwich Public Library District

925 S Main Street | Sandwich, IL 60548
815.786.8308 | www.sandwichpld.org

First Amendment Audit Response Policy

This policy will be used by the Sandwich Public Library ("the Library") to address concerns related to non-employees photographing, recording and/or broadcasting/streaming images on Library property (whether or not those conducting the stream or making the recording call it a "First Amendment Audit").

The Library is obligated to ensure information access, patron privacy, and Library service.

To help fulfill those obligations, it is the policy of the Library to honor state and federal law with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on Library property (for the sake of clarity, all such activity is referred to in this document as "recording").

The Library will allow all recording consistent with its obligations and mission. The Library reserves the right at all times to refuse any recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine Library operations.

Protocol

Whenever possible, individuals or media outlets who wish to engage in recording should contact the Director to arrange, at least two business days in advance, how such recording can be done without risking a breach of the Library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for Library employees. This may be done by calling 815-786-8308 x212 or emailing contact@sandwichpld.org, with ATTN: Director in the subject heading. When contacting the Library with this need, please be ready to discuss what content is needed, and how to adapt that need to the Library's ethical and operational priorities, if necessary.

Individuals or media outlets who wish to engage in recording on a more immediate basis should contact the Director, or their designee working at the time, as soon as possible. Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and to adapt your needs to the Library's ethical and operational priorities, including not being able to grant a same-day request.

Individuals or media outlets who engage in recording without notifying the Library in advance should understand that any recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine Library operations, or recording activity that is a violation of the Library's *Library Service Policy* or *Patron Conduct Policy*, will result in a requirement to cease

recording.

As with any other ongoing potential violation of Library policy, any individuals or media outlets who do not cease recording after being asked to stop will be told to leave Library property, pending further action under any applicable policy.

Non-Commercial Recording with Permission in the Library

Requests to record in the Library for non-commercial purposes, including journalism from credentialed journalists, will be confirmed with this permission response script whenever time allows:

Thank you for working with the Library to explore recording / streaming / broadcasting in our space ("recording"). As you know, any recording in the Library must be conducted safely, without jeopardizing patron privacy, and in a way that respects our employees and doesn't disrupt routine operations. To ensure these safeguards, we met on [DATE], and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance). Thank you for your cooperation.

Commercial Recording with Permission in the Library

Requests to record in the Library for commercial purposes (movies, advertisements, documentaries) will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

"First Amendment Audits," Harassing Behavior, and Other Unannounced Recording

The Library recognizes and honors that the public has a right to access information about the Library. This includes being subject to the *Freedom of Information Act* ("FOIA") and the *Open Meetings Act* ("OMA"). To that end, the Library's website includes policies and Board of Trustees ("the Board") meeting materials. The public may attend Board meetings and may address the Board during the provided time for public comment.

Further, the Library recognizes and honors that not all journalists are credentialed by formal media outlets, and the public has the right to know about the operations of the Library.

However, the Board also has the right to set the hours and conditions needed to operate the Library. This includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine Library operations, or a violation of Library policy. To that end, this policy will be used to promote requests for access to record on the premises, and to address any unauthorized recording on the premises that risks the Library's mission and obligations.

Adopted by the Board of Trustees: June 13th, 2023