

Sandwich Public Library District

Library Service Policy

Approved December 8, 2015



1. The library will serve all residents and property owners of the Sandwich Public Library District. Non-residents may use the facilities but must present a valid library card in good standing issued by a current member library of the PrairieCat Library Consortium. Those residing outside the Consortium, may request a Reciprocal Borrower's Card upon presentation of a valid library card in good standing from the library serving the presenter's address of record.
2. Patrons under the age of 18 must have parent or guardian signature for Internet Access to use the library computers.
3. Service will not be denied because of religious, racial, social, economic, political status, age or physical disability.
4. The use of the library or its services may be denied for due cause. Due cause may be failure to return materials or to pay fines or fees, destruction of library property, disturbance of other patrons or staff, or any other objectionable conduct on library premises.
5. Persons residing in areas not served by a public library yet within Community Unit School District #430 shall pay a yearly fee, per family, for purchase of a non-resident card as determined by the Sandwich Library Board of Trustees. See "Fees" section.

Services

1. The library maintains consistent, posted hours of service during which all services of the library are available to patrons. Those hours:

Monday	9 AM – 8 PM
Tuesday	9 AM – 9 PM
Wednesday	9 AM – 8 PM
Thursday	9 AM – 9 PM
Friday	9 AM – 5 PM
Saturday	9 AM – 5 PM
2. The library will be closed on the following: all Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day, and New Year's Eve Day. The library will close early on Halloween and the Wednesday before Thanksgiving.
3. The library will select and organize for easy access such books and materials that best meet the demands of the community.

4. Reference service and materials are available all hours the library is open. The reference questions of patrons visiting the library are given the highest priority.
5. The library will provide Inter-Library Loan services according to the regulations of the Illinois State Library.
6. The library will initiate programs, displays, exhibits, book lists, etc. to encourage the use of the library and its collections for the enlightenment and recreation of people of all ages. All programs will be free and open to the public
7. The library will endeavor to maintain a balance in its services to the adult and juvenile patron. The library will cooperate with, but not perform, the functions of school or other institutional libraries that are designed to meet curricular needs.
8. The library will keep the public aware of library services by means of newsletter, local newspaper, the Library's website, Social Media, and local radio or television station.
9. The Book Return is available for the return of all materials. The Book Return is located on the east side of the building.
10. In case of severe weather or an emergency, the library may close, close early for the day or have a late opening. Closure will be announced on the Emergency Closing Center and WSPY.
11. The Library will periodically survey the public to ensure we are providing the collections and services most desired by the community.

Conduct Policy

The Board of Trustees expects patrons to conduct themselves in a manner respectful to other patrons, staff members and library property and to comply with library policies.

Patrons Shall:

- engage in activities associated with the use of a public library and, in particular, the mission of the Sandwich Public Library District
- respect the rights of other patrons and staff members.

Patrons Shall Not:

- consume food or beverages other than in the Social Gathering Room, use audio equipment so loudly as to disturb patrons or staff, smoke or use tobacco products or light flammables.
- be under the influence of alcohol or drugs.
- engage in any illegal activity while in the library or on library property.
- interfere with use of the library by other patrons or interfere with staff members' performance of their duties.
- deface, mar or damage library materials, building or property.

- enter the building without shirt or shoes or in inappropriate attire (e.g., wet swimming suits).
- bring pets or animals into the library, other than guide or assistance dogs for the physically challenged.
- wear roller blades, roller skates or the like in the building.
- enter areas designated for staff members only.
- harass or annoy others through noisy or boisterous activities, through following another person about the building.
- sound the fire alarms without cause.
- exhibit offensive bodily hygiene that disrupts other patrons' or staff's use of library materials or facilities.

Confidentiality of Records

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

Sandwich Public Library District Internet/Computer Use Policy

The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. The library's policy prohibits access to materials commonly deemed inappropriate for a facility freely accessed by minors. Parents of children under the age of 18 must assume responsibility for their children's use of the Internet through the library's connection.

The Sandwich Public Library District assumes no responsibility for any damages, direct or indirect, loss of data, or loss of privacy, arising from use the library computer or connection to Internet services.

Disclaimer for parent/guardian for children under 18:

I give my child permission to use the computers and Internet at the Sandwich Public Library District. I have read and agree that my child will abide by the Computer and Internet Policies. I have read and understand the Internet Use Disclaimer and understand that this Disclaimer applies to my child's use of the Internet at the Sandwich Library. I agree and acknowledge that the Sandwich Public Library District assumes no liability for access my child might make to inappropriate visual or other materials.

1. To use the library computers patrons must possess and use their valid library card in good standing. Visitors from outside the Library System may present a valid photo ID for a guest card.
2. Usage is allotted in sixty minute increments.
3. A parent or guardian must sign permission on library cards for all patrons under the age of 18.
4. In general, only one person may use the computer/equipment at a time, unless an adult is working with a child.

5. Cost of printing: B&W: \$.10 per page, Color: \$.25 per page
6. Installing or altering equipment or software is prohibited.
7. Illegal Internet activity and violation of copyright are prohibited. This applies to all library computers and wireless users on their own personal laptops or devices.
8. Patrons who abuse the computers or library policy will lose computer privileges.

Unattended Children Policy

Parents are responsible for the behavior of their children while they are in the Library. The library staff is committed to help children with activities related to the Library. However, library staff cannot, nor is it their responsibility to, serve as baby-sitters, teachers, or disciplinarians

1. Children under the age of 8 must be accompanied, and directly supervised at all times, by a parent or other responsible caregiver.
2. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, and/or if the Library is closing, library staff ~~is~~ are authorized to call the police and stay with the child until the police arrive.

Loan Regulations and Fees

1. Library Cards
 - Residents and property owners must submit proof of address in the Library District.
 - Cards are issued to persons for a period of three years, at which time they can be renewed, as per loan regulations.
 - Patrons under 18 must have a parent or guardian signature.
 - Library Staff will, upon presentation of an Illinois Driver's License or ID Card, look up a patron's account for free up to three times per quarter. After that, the actual issued library card must be presented.
2. Loan periods
 - New feature film DVDs will circulate for 7 days.
 - All other DVDs as well as books and magazines will circulate for 21 days.
 - Loan periods for equipment will vary by the type of device.
 - Materials can be renewed once if there are no holds on the item. Renewals and holds may be made online or by phone when the library is open.
 - There is a limit of 50 items checked out on one library card at any given time
3. Fines
 - There will be no fines for SPLD collection materials returned late.
 - Service charges for equipment will vary by the type of device and be linked to the price of and demand for the equipment.
 - Replacement fee: If an item is damaged, lost, or otherwise fails to return, replacement cost is charged on the patron record along with a processing fee set by the PrairieCat consortium.
 - Patrons with bills amounting to \$25.00 or more will be sent to the collection agency. Fees charged by the collection agency will be charged to the patron record.

4. Fees

- Fax: \$1.00 per page
- Proctoring/supervising exams: free for Sandwich Public Library District residents.
- Lost or damaged library card replacement: \$3.00
- Damaged items that require repair but not replacement will vary by the work and materials involved.
- Non-resident fees: \$125.00 per year

5. Overdue Collections

- Patrons will receive Overdue Notices in accordance with the policy set forth by the PrairieCat consortium.
- The patron is informed of replacement costs.
- A Bill Notice is sent when an item is six weeks overdue.
- A collection agency letter is sent when 60 days overdue. The letters contains data to be sent to a collection agency for action if patron does not settle with the library.
- If the account is not settled, notice is placed with a collection agency

6. Holds

- Holds may be placed on materials by patrons or staff.
- When materials on hold arrive at the library the requesting patron will be notified via the manner selected on the circulation record.
- Patrons have 6 days to pick up materials on hold.

Materials Selection Policy

1. The authority and responsibility for the selection of library materials will be a shared responsibility of the Director and the Librarians. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections. A copy of the recommendation form is appended to this policy.
2. In accordance with the recommendations of current edition of *Serving Our Public: Standards for Illinois Public Libraries*, materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
3. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including

bestseller lists, and the advice of competent sources in specific subject areas also will be used.

4. The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, and/or no longer in demand. Materials that are removed from the library collection may or may not be made available for public purchase at book sales.
5. Books and other materials can be accepted as donations on the condition that the Director/Librarian has the authority to make whatever disposition he or she deems advisable. Books and materials must be in usable condition. The library will not accept materials that are not outright gifts. All donations of non-circulating items are subject to Board approval.
6. The library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement* and the *ALA Library Bill of Rights*.
7. Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the Director. Appeals are directed to the Board for the final decision.

AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

The Sandwich Public Library District subscribes to the *American Library Association Bill of Rights* that says:

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

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

AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

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

Sandwich Public Library District Recommendation for Library Materials

If you would like to recommend materials for the library to purchase, please complete the following information and return to the circulation desk:

Title/Author of material:

Format: (circle one)

Book

Audio book

Video

Other (please specify):

Your name and phone number:

Do you wish to reserve this material if the library is able to make a purchase?(circle one)

Yes

No

Thank you for your recommendation and support of the Sandwich Public Library District.

The library appreciates your consideration.

Request for Reconsideration of Library Materials

Author: _____ Title: _____

Publisher or Distributor: _____

Request Initiated by: _____

Address: _____ Telephone: _____

City: _____ Zip code: _____

Request represents: _____ Individual
_____ Organization, list name _____
_____ Other, list name _____

1. Have you read or viewed the entire work? _____

If not, what parts? _____

2. To what in the material do you object? (Please be specific; cite pages or sections.)

3. What good or valuable features do you find in the material? _____

4. What do you believe is the theme of this work? _____

5. What do you feel might be the result of reading or viewing this material?

Date: _____ Signature: _____

Freedom of Information Act

The following are instructions on how to file a Freedom of Information Act (FOIA) request with Sandwich Public Library District:

1. Please make your request for records in writing. The Sandwich Public Library District does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax, or email. Please direct your request to:
FOIA Officers – Rebecca Clemons, Trustee
Sarah Horn, Director
Sandwich Public Library District
925 South Main Street
Sandwich, Illinois 60548
Email: foia@sandwichpld.org
Fax: 815-786-9231
2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions of a representative of the Sandwich Public Library District, you may call the Library's Administrative Office at 815-786-8308, to be directed to the proper person.
3. Please tell us whether you would like printed or electronic copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a 15¢ per page charge.
5. The Library has up to five business days (Mondays through Fridays, unless a federal holiday) or twenty-one business days, depending upon the purpose of the request, to respond.
6. Requests of information for commercial purposes must be identified as such.
7. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
8. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.

Sandwich Public Library District Freedom of Information Act Request

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140.

I request that a copy of the following documents/or documents containing the following information be provided to me:

[] I would like to inspect these records in person.

[] I would like electronic copies of these records.

[] I would like to obtain copies of these records.

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records for more than fifty pages of material. 5 ILCS 140/6.

[] I am willing to pay fees for this request up to a maximum of \$_____.

If you estimate that the fees will exceed this limit, please inform me first.

[] I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest.

As required by the Act, 5 ILCS 140(3), this request will be responded to within five days or twenty-one days for commercial purposes.

Signed

DATE

Name: _____

OPTIONAL

Address: _____

Phone: _____

City, State, Zip Code: _____

E-mail: _____