# POLICY MANUAL OF THE BOARD OF LIBRARY TRUSTEES OF THE HOMEWOOD PUBLIC LIBRARY DISTRICT

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# Article I. Objective and Vision

Section 1.01 Objective

The objective of the Homewood Public Library District is to meet the informational, educational and recreational needs of all members of the community.

The Library recognizes that its purpose is to contribute toward an individual's social and intellectual development and the removal of ignorance, intolerance, and indifference. Service is provided on a fair and equitable basis to all individuals and groups within the library district.

The Library continually assesses its community and responds to the changing needs of its patrons.

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| Reviewed: | November 16, 2011 |
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Section 1.02 Vision Statement

**The Library aspires to enrich and enhance the lives of our patrons and community.**

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Section 1.03 Vision Directives

- Provide continuously evolving service that responds to patrons' changing needs.
- Provide access to information, literature and the arts that supports life-long learning, discovery and cultural enjoyment.
- Provide quality customer service with a well-trained, friendly, competent staff.
- Provide a stimulating, pleasing and welcoming space for patrons to meet, discuss and debate.
- Provide cultural, educational and recreational programs which inspire and entertain.
- Provide a contribution to the library community by supporting area schools and organizations and participating in village events.

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## Section 1.04 The Library Bill Of Rights

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

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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 individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Section 1.05 Freedom to Read

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

*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, unpopular, or considered dangerous by the majority.*

- Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 should be published or circulated.*

- Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

- No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up

lists of writers to whom it will not listen, whatever they may have to say.

*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.*

- To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

- The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*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; and by the government whenever it seeks to reduce or deny public access to public information.*

- It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*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.*

- The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of

> restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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| Reviewed: | November 16, 2011 |
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| Effective: | February 15, 2011 |

Section 1.06 Freedom to View

## Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the *First Amendment to the Constitution of the United States*. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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## Section 1.07 Intellectual Freedom Statement

### Intellectual Freedom

"Intellectual freedom can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, and second, that society makes an equal commitment to the right of unrestricted access to information and ideas regardless of the communication medium used, the content of work, and the viewpoints of both the author and the receiver of information."

*Intellectual Freedom Manual*, 7th edition

ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

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# Article II. Collection Policy

Section 2.01 Objective

The objective of the Homewood Public Library is to serve the residents of Homewood and the contracting library community of East Hazel Crest. The careful selection of library resources works toward accomplishing this objective.

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Section 2.02 Definition of Library Resources

A library is identified and defined principally by its holdings of physical materials and digital resources. The library acts to fulfill its objective by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection that address the interests and needs of a diverse and complex community.

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Section 2.03 Responsibility

It is the responsibility of the Homewood Library Board of Trustees to review and approve the Collection Policy. The Board is responsible for protecting the rights of the Library user and ultimately answering any and all questions regarding the policy and preservation of an individual's right to know. The Administrative Librarian delegates the authority and responsibility for collection development and management to the appropriate selectors. Ultimate responsibility for resource selection rests with the Administrator, who operates within the framework of policies determined by the Library Board of Trustees.

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Section 2.04 Overview

All citizens have a right to have their informational and recreational reading needs met at the local library level, either through physical materials or digital resources. Within the limits of space and budget, resources are selected to serve the diverse needs of Library District residents.

The intention of the Homewood Public Library is to provide resources that communicate experiences and ideas from one person to another. One of the Library's functions is to collect, organize, preserve, and make available to patrons resources that will assist them in:

- educating self and others
- forming opinion
- developing skills and talents
- stimulating thought
- enjoying leisure time
- developing cultural appreciation

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## Section 2.05 General Principles Of Collection Development

Collection development at Homewood Public Library is founded on the principles of intellectual freedom and equal access for all. The Library provides access to resources that balance viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Inclusion of an item does not constitute endorsement of its content by the Library. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections in the item itself. Using selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains its collection for the general public while recognizing the needs of special population groups.

Selection of resources for adult patrons is not limited by the possibility that resources may be accessed by minors. Responsibility for choosing appropriate library resources for minors rests with their parents or legal guardians.

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## Section 2.06 Selection Criteria

Library staff exercise objective, professional judgment in selecting physical library materials and digital resources in accordance with the Library's collection philosophy and the evaluation criteria outlined below. Sources for selection decisions include, among others: published reviews, publisher and vendor catalogs, advertisements, media attention, recommended lists, and user requests.

**A.** General Criteria

- Suitability of format or physical form for library use as user demand dictates
- Need for multiple copies and multiple formats
- Cost relative to the value the item contributes to the collection

- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection
- Patron usage and demand
- Reviews of professional evaluators and critical reviews
- Popular media attention
- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, or publisher of the work
- Local significance of the author or creator of the work
- Ease of use

**B.** Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of the author or creator
- Consideration of the work as a whole, rather than a specific passage or passages
- Evaluation of the currency and accuracy of the information contained, to the extent that is possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements
- Intended audience and age appropriateness

**C.** Web site collection development

Links to Internet sites from the Library's web pages are selected to broaden, enrich, and complement the Library's physical materials and digital resources.

The sites linked on the Library's web site are separate and independent from the Library. The Library exercises no control over the content of the information provided by the producers of those sites.

Sites are evaluated according to their credibility, quality and usefulness in order to meet the needs and interests of the Library patrons.

**D.** Gifts and Donations

The Library gratefully accepts gifts of books and other materials with the understanding that the materials become the property of the Library and are used as the Library deems appropriate. Conditional donations are not accepted. Library staff do not assign monetary value to donations.

Donated materials are selected to be added to the collection with the same criteria as outlined previously in this document.

Patrons making monetary donations for the purchase of resources, whether as a memorial or honorarium, are welcome to specify titles or general nature or subject area of the-resources to be purchased. Selection of specific titles is made by Library staff in accordance with the policies and guidelines of the Library.

**E.** Patron Recommendations

The Library welcomes suggestions for purchases. Decision for purchase or inclusion is made by the selecting librarian according to the Collection Development Policy.

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## Article III. Withdrawal of Resources

Section 3.01 Withdrawal Criteria

The Library is committed to maintaining a collection of vital and current resources and to making effective use of space. To achieve these objectives, the Library withdraws resources that are dated, worn or are no longer in demand.

Withdrawal of resources from the Library collection is as important as the selection process. Some criteria for weeding are:

- To maintain the currency of the collection
- To replace superseded editions of titles
- To eliminate duplicates which were previously in high demand
- To maintain an attractive collection
- To eliminate resources no longer in demand

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## Article IV. Request for Review of Library Resource

Patrons wishing to question the inclusion of a certain resource or a particular title in the library collection, may file a Resource Review Request Form with the Library Administrator. Forms are available at all services desks. The Library Administrator will review the request and respond personally and promptly. The Review Request Form will be shared with the Board of Trustees at their next regular meeting. All requests will be reviewed within the context of the Library Bill of Rights.

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| Effective: | February 15, 2012 |

Homewood Public Library
17917 Dixie Highway
Homewood, IL 60430
www.homewoodlibrary.org

# Resource Review Request Form

The Homewood Public Library seeks to enrich and enhance the lives of patrons and the community by providing a collection that represents viewpoints across a broad spectrum of interests and subject matter. The collection is formed on principles of intellectual freedom and equal access for all. Library administration and the Board of Trustees agree with and have adopted the American Library Association's *Freedom to Read* principles, including the belief that it is in the public interest for libraries to make available a wide diversity of views and expressions, including those that may be unpopular or controversial. As a community trust, it is important that the Library uphold standards commonly recognized in the community and that patrons may from time to time find items in the collection objectionable.

If you have found an item that you regard as inconsistent with Library collection principles, please take a moment to complete the information below and direct this form to the Library Administrator. The Administrator will review your request and respond to you personally and promptly. You may meet with the Administrator at some mutually convenient opportunity. The Administrator will share your request form with the Library Board of Trustees at their next regularly scheduled meeting.

1. Please provide the means for us to reach you for discussion of your concerns.

Your Name and address: _____

_____ _____
(telephone number) (email address)

2. Please identify the resource you find objectionable:

_____

3. As a resident of the Homewood Public Library District, please specify your concerns with this resource.

# Article V. Library Services

The Library provides services that meet the goals outlined by the Library's objective and vision. Services are provided with a strong commitment to quality customer service and patron confidentiality.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 5.01 Reference and Research Assistance

The library provides assistance in finding answers to specific questions as well as support for in-depth research. With knowledge of the library collection, and online informational resources, staff are able to assist patrons in locating needed information.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 5.02 Access to Popular Materials

The library provides a collection that reflects current popular culture and the leisure interests of the community. Staff creates displays, lead discussions and engages in conversations that lead patrons to resources reflecting their personal tastes.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 5.03 Technology Skill Building

The library provides patron training that improves computer skills and Internet navigation. Library staff assists patrons in locating and accessing on-line information and services.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 5.04 Programming

The library offers programs to meet the informational needs and leisure interests of the library community. Programs are provided both in-house and outside the library for audiences of all ages and abilities.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
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Section 5.05 Educational Support

The library provides educational support to the community by assisting local teachers, home school facilitators and area students. Library staff identifies useful resources for teaching and learning and guides patrons to useful educational materials and resources.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 5.06 Literacy Support

The library provides the essential building blocks for reading success and helps develop literacy skills. Library staff assists patrons in identifying materials and services that support new readers.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 5.07 Interlibrary Loan

The library responds to requests for non-locally owned items by participating in an inter-library loan system. Staff process loan requests and arranges for materials to be delivered to the patron's home library.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

# Article VI. Circulation Policy

The Library works toward the ideal that all people are entitled to library services. It is recognized that the primary purpose of the Library is to provide this service for the residents of the district.

A "resident" is defined in Illinois Library Law as a "person residing within the geographic area within which a tax is imposed to support the Library". To be classified as a Homewood/East Hazel Crest resident, proof of residency is required, which is outlined in the procedure manual.

Section 6.01 Cards

**A. Resident Cards**

1. Juvenile cards shall be issued to children from age 3 through the eighth grade with the authorized signature of a parent or legal guardian and proof of guardian's residency. Guardian and child must be present to apply for the juvenile's card with both signing the registration card. Guardians are responsible for the selection, return and condition of items checked out on a juvenile card.

2. Adult cards shall be issued to students upon completion of the eighth grade.

**B. Reciprocal borrowers from other Illinois Library Systems**

Cards shall be issued to card holders from other Illinois Library Systems in accordance with the regulations set forth by the system and outlined in the procedure manual.

**C. Non-residents who own property within the district**

Current legislation provides that a non-resident who owns property and pays real estate taxes within the Library's service area is entitled to a Library card at the Library without payment of a non-resident fee. The no-fee privilege is extended to only one person for each parcel of taxable property. Nonresident cards shall allow borrowing privileges at all participating public libraries in the System. The procedure for issue of a card to a non-resident property owner is as follows:

If the applicant lives in a community served by a tax-supported library participating in reciprocal borrowing, staff will suggest that he/she use that card, thereby eliminating duplicate cards and patron records.

If the applicant does not have a system wide borrower's card or lives in an un-served area, a current real estate tax bill is required. Non-resident cards are issued for a one year period.

**D. Person living outside of a library district**

Persons living outside of a library district may apply for a Library System card at the library. The fee for this one year card is assessed using the NON-RESIDENT / NON-TAXED CALCULATION FORM.

**E.** Teacher cards

Any teacher, with a library card which is in good standing, and who resides in the Library District (including contracting library areas) or who teaches in a school system within the Library District boundaries may apply for a Teacher card. Card holders within the district who home school or provide home daycare may also apply for a Teacher's card with proof of their current teaching certificate or daycare license. Teacher cards are issued for a one year period, are local use only and do not qualify for inter-library loan or reciprocal borrowing.

**F.** Business cards

The owner or manager of a business with a physical location within the district may apply for a business card. The privilege is extended to only one person for each business and that person must accept responsibility for any materials circulated on the card. Business cards are issued for a one year period and are local use only and do not qualify for inter-library loan or reciprocal borrowing.

**G.** Guest cards

Guest Cards apply to persons who live or are staying with family members in the villages of Homewood or East Hazel Crest (taxing district) and cannot produce proof of residency to satisfy the library's requirements for a Resident Card. (Proof of residency requires a current driver's license (within the taxing district) or two, current utility bills, reflecting an address within the taxing district.) Requirements for a Homewood Public Library Guest Card are a driver's license, state ID or School ID listing the applicants first and last name. Guest cards are issued for a three month period and are local use only and do not qualify for inter-library loan or reciprocal borrowing. The loaning of materials will be limited to a total of 4 items.

All card holders are responsible for materials circulated on their card and for all fines, lost, damaged and collection fees, and will be asked to accept these responsibilities when signing for their library card during the registration process. The library keeps a digital record of card holder signatures.

Cards are not transferable. Patrons violating this rule shall be held responsible for materials borrowed on their cards.

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| Reviewed | January 20, 2010 |
| Adopted: | February 17, 2010 |
| Effective: | February 17, 2010 |

Section 6.02 Overdue and Damaged Materials

Sundays are counted in calculation of overdue fines if the Library was open that day. Overdue fines on all materials are calculated only on the days that the Library was open. Fines shall be charged according to the rates approved by the Library Board of Trustees. All fees and fines approved by the Board of Library Trustees shall be posted in a public area within the Library.

The cost for damaged materials shall be the cost to repair such damage, or the cost to replace the item shall be charged to the patron.

In accordance with the SWAN Circulation Policy patrons may not use their card until all fines and fees totaling over $5.00 have been paid.

It has been determined by the Board of Library Trustees that the use of a Collection Agency be utilized for the purpose of retrieving library materials. Adults (individuals 14 years and older) with outstanding items valuing $25 or more, will have their names sent electronically to the Agency by the Library System. A manual processing fee will be placed by the System on the library record of individuals sent to the agency.

Patron's who do not rectify their library account after 6 months will be reported to credit agencies.

Collection Agencies hired by the library meet all standards set by the Fair Debt Collection Practices Act as outlined by the Federal Government.

Records of items not returned shall be kept for five years.

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| Reviewed: | January 20, 2010 |
| Adopted: | February 17, 2010 |

Effective: February 17, 2010

Section 6.03 Lost Materials

The Homewood Public Library District will not issue cards or provide services to patrons who are known to have overdue obligations over $5.00 (in the form of unpaid fines or overdue/lost/damaged material) at any library in Illinois.

Lost materials should be paid for at the replacement cost as established by the Library. The replacement cost of all Library materials is displayed in the Library's online catalog.

The list price of lost-and-paid for materials shall be refunded if the material is returned in good condition within a three month period. Refund beyond the three month period shall be at the discretion of the librarian.

Materials with more than one piece such as books with inserts, maps or CD's and books on CD, DVD's, puzzles otherwise known as sets, which are returned incomplete shall require a replacement fee depending upon the pieces missing and the ability to replace them. General replacement piece fees are approved by the Board of Library Trustees.

All fees approved by the Board of Trustees shall be publicly posted in a public area within the Library.

The replacement cost of lost items shall be refunded if the material is returned in good condition within a three month period.

Reviewed: January 20, 2010
Adopted: February 17, 2010
Effective: February 17, 2010

Section 6.04 Assessment and Collection of Fines and Fees

The Board of Trustees recognizes the importance of the timely return of library materials to the library so that all patrons may have access to those materials. The Librarian is authorized to establish and implement reasonable rules, practices, and procedures governing the assessment and collection of fines and fees for overdue, damaged, missing and lost materials. Such rules, practices and procedures may deviate from the fines and fees approved by the Board of Trustees if the Librarian believes that such deviation will encourage patrons to return library materials or for other good cause. The Librarian is authorized to initiate and implement programs that include reducing, capping or waiving fines for overdue library materials.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 6.05 Illinois Library System (Ill) Fees

The Library's assessed fees for borrowing ILL materials shall be determined by the Board of Trustees and shall be posted in a public area within the Library.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 6.06 Audiovisual Materials

CD's, Videocassettes, DVD's, audiotapes, and occasionally computer disks may be checked out by patrons with a valid Metropolitan Library System card. Due to personnel and time restraints, such materials cannot be checked for defects every time they are returned. Consequently, the patron does assume some risk when checking out these materials. The Library does not accept responsibility for problems which may arise from patron use of these materials in their equipment at home.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

# Article VII. Computer and Internet Policy

Section 7.01 Use of Library Computers and Laptops

The Homewood Public Library makes computers, laptops and other handheld devices available to library patrons for the purpose of completing research, facilitating networking, producing documents and presentations and participating in recreational online activities.

In the following policy statement the use of the term "computer" means computer, laptop or handheld device.

Patrons using library computers are expected to adhere to Library Policy.

- Library computers and laptops may not be used for illegal activity, to access illegal materials, or to access materials that would be considered obscene by local standards.
- Installation, downloading, or modification of software is prohibited.
- Users must respect copyright laws and licensing agreements.
- Users may not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer or laptop equipment and software.
- Users must respect the privacy of other users, and refrain from attempting to view or read material being used by others.
- Library computers and laptops may not be used for spamming.
- Fees for the use of Library computers are determined by the Board of Trustees and posted in a public area.
- The Library reserves the right to apply restrictions to the use of computers and laptops as outlined in Library procedures.

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| Reviewed: | February 16, 2011 |
| Adopted: | March 16, 2011 |
| Effective: | March 16, 2011 |

Section 7.02 Internet Use

Patrons accessing the Internet while using a Library computer or laptop or a personally owned device must adhere to the Library's Internet use policy.

- The Internet allows access to ideas, information and commentary from around the globe, but it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

- The Library, unlike schools, does not serve in *loco parentis* (in place of a parent). Staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians. The Library's Internet access is unfiltered.

- The staff of the Library maintains a homepage with recommended links in order to facilitate use of the Internet. Users should recognize that the Library is not responsible for changes to the content of linked sites, or for the content of sources accessed through subsequent links.

- Since the Library is a public area that is shared by users of all ages, backgrounds and sensibilities, users are asked to consider this when accessing potentially controversial information and images. Library staff reserves the right to ask users to discontinue the display of information and images that may cause a disruption.

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| Reviewed: | February 16, 2011 |
| Adopted: | March 16, 2011 |
| Effective: | March 16, 2011 |

Section 7.03 Internet Privacy

The Library avoids collecting or maintaining records that could compromise the privacy of patrons. Nevertheless, Internet users must also exercise caution when using the Internet to avoid unauthorized disclosure, use, and dissemination of personal identification information.

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| Reviewed: | February 16, 2011 |
| Adopted: | March 16, 2011 |
| Effective: | March 16, 2011 |

Section 7.04 Internet Access

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their own children's use of library materials and resources. Library staff is available to provide assistance and to help identify appropriate sites.

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| Reviewed: | February 16, 2011 |
| Adopted: | March 16, 2011 |
| Effective: | March 16, 2011 |

# Article VIII. Maintaining Public Library Environment

Section 8.01 Security

The Board of Trustees may wish to employ or contract to employ staff to ensure that a library atmosphere conducive to learning and studying is maintained. The Library supports appropriate efforts that may have to be made by such an individual or individuals to create such an atmosphere.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 8.02 Proper Dress

To ensure the cleanliness of the Library, all patrons and staff must wear shoes and be fully dressed (including a shirt) in the building.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 8.03 Disruptive Behavior

Disruptive behavior is any activity which (a) endangers the perpetrator or others, (b) interferes with the library business of other patrons or staff, and/or (c) results in harm to library equipment or services. Disruptive behavior is unacceptable in a library. Disruptive behavior impinges on the rights of others. A patron who is disruptive will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. Police will be called if: (a) there is not compliance, (b) staff feels in any way unable to handle the situation, or (c) staff feels threatened.

Disruptive behavior that is unacceptable in the library includes, but is **not** limited to:

- Abnormal, erratic behavior that hinders normal library use.
- Bringing animals other than service animals into the library.
- Disruptive noise created by electronic or mechanical devices.
- Entry into non-public areas except by invitation or approval of library personnel.
- Failure to follow the directions of library staff when directed.
- Failure to leave the library promptly at closing.
- Obscene, rude, threatening or abusive language or actions.
- Posing a sanitary or health risk to others, including offensive hygiene
- Pushing, hitting, fighting, and biting.
- Running, chasing, horseplay.
- Screaming, shouting, yelling, loud laughing or other disruptive noise.
- Sexual activity.
- Sleeping in the library.
- Threats, abuse or physical harm to library patrons or staff.
- Throwing books or other objects.
- Use or possession of alcohol or controlled substances; overt signs of substance abuse.

Patrons who engage in disruptive behavior in the library or on library grounds will be spoken to and asked to correct their behavior. Engaging in disruptive behavior may result in one or more of the following actions:

1. An individual's library privileges may be restricted or revoked. The restrictions may include limitations to: (a) specific areas in the library, (b) specific computers and other library equipment, (c) borrowing fewer items than the rules allow, or (d) times allowed in the building and on library grounds.

2. An adult may be banned from using the library and library equipment and resources until the individual has met with the Library Administrator. Future use will be contingent upon the individual abiding by the conditions agreed to with the Library Administrator. An adult banned from using the library may request to discuss such action with the Library Board.

3. A minor may be banned from using the library and library equipment and resources until a parent or legal guardian and the minor meet with the Library Administrator. Future use will be contingent upon the minor abiding by the agreed to conditions with the Library Administrator. If the minor violates the agreement, the parent or legal guardian will be contacted and informed of the possible consequences of further violations. The parent or legal guardian of a minor banned from using the library may request to discuss such action with the Library Board.

4. The police may be contacted and a formal no trespassing notice taken out against the individual. If the individual is observed inside the library or on library grounds, in violation of the no trespassing notice, the individual may be arrested.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 8.04 Illegal Behavior

Illegal behavior is behavior that is prohibited by law. Illegal behavior will not be tolerated in the library and the police shall be called. Illegal behavior includes, but is not limited to:

- Assault (verbal, physical or sexual)
- Indecent exposure
- Indecent sexual advances
- Possession or use of alcohol or illegal drugs
- Possession, display or use of a weapon, except as authorized by law
- Removing library materials from the library without checking them out
- Sexual molestation of minors
- Smoking
- Solicitation for immoral purposes.
- Theft or damage of another person's property
- Using false identification or using fictitious name(s) or address(es)
- Vandalism of library property

Patrons who engage in illegal behavior in the library or on library grounds will be subject to arrest and/or removal.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 8.05 Unattended Children

We welcome children of all ages to use our Library. We hope that as many children as possible will use it as a doorway to lifelong learning and reading. The Library, however, is a public building. Anyone can enter this building whether they are a danger to children or not. The Library is also a busy workplace with staff engaged in circulation, reference and other library service duties. The Library staff is not responsible for the safety, care or supervision of unattended children at any age, whether in the Library or on Library premises.

To safeguard children, staff will follow the policy outlined below:

- Children under the age of 9 must be attended and supervised by a parent or responsible caretaker over the age of 14. Parents should be aware that medical decisions can only be made by an adult-aged caretaker.
- Students who visit the Library with tutors are to be supervised by the tutor during the student's entire Library visit. A tutor's responsibility for a student does not end when the tutoring session is over but when the student is picked up by his parents. The Library does not serve as an intermediary between students and tutors.
- Parents of school-aged children should not plan to use the library as a day care facility. Staff who notice an obvious pattern indicating that parents are using the Library in place of day care should document the usage, note the child's name and give the information to the Administrative Librarian. The Administrative Librarian will notify the parents of our library policy and take such steps to insure that the situation stops.
- Parents are responsible for arranging transportation for their child when the Library closes. In the event a child or teen is stranded, two staff members will assist the child in calling his or her parents. If a parent is unable to immediately collect their child, the staff members should notify the parents that they will be calling the Homewood Police Department. If the parents cannot be reached, the two staff members will call the police and wait for the child to be picked up.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 8.06 Group Visits

Prearranging school and group visits is necessary to provide meaningful use of the library and its resources. It allows library staff to prepare for group needs and to ensure that the visit will not conflict with other group visits or events. Coordination of planning between the library and school and group leaders will result in the best possible experience for patrons.

- Schools and groups of 7 or more individuals must prearrange visits to the library at least one week in advance.
- During school/group visits one adult must accompany each group of 7 children. Adults must remain with their groups during the visit and assist in monitoring the group for proper library behavior.
- Because there is a high demand for school and group visits, the library may not be able to provide regularly scheduled visits for specific groups or schools.
- Teachers or group leaders are asked to notify the library if their group will not be keeping its scheduled appointment.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 8.07 Smoke Free Facility

The Library is designated as a totally smoke free area. Patrons and staff should smoke outside in the designated smoking area.

The General Assembly of the State of Illinois has passed the Smoke Free Illinois Act [Public Act 95-0017]. In accordance with the Act, smoking is prohibited in public areas of the Library. A Public area is defined as any enclosed indoor area used by the public or Library employees, including but not limited to reception areas, lobbies, restrooms, offices, elevators, food preparation and serving areas, stairways, classrooms, conference rooms, employee lounges, hallways, and Library owned or leased vehicles. Smoking is also prohibited within 15 feet of all building entrances, exits, windows that open, and ventilation intakes. Ashtrays will be removed from any area where smoking is prohibited in compliance with state law. It is the policy of the Library to fully comply with the provision of the Smoke Free Illinois Act.

It is the intent of this policy to obtain voluntary compliance with the provisions of the Smoke Free Illinois Act. Members of the public violating this policy will be so notified by Library personnel and politely and respectfully informed to abide by the policy. If a member of the public should ignore a verbal request, personnel may register a complaint with the Cook County Health Department and request the person to leave. If a Library employee is violating the policy, the employee will be notified by their supervisor and politely and respectfully informed to abide by the policy. If the employee should ignore a verbal request, their supervisor may register a complaint with the Cook County Health Department.

The policy of voluntary compliance is not intended to usurp the complaint provisions or rules of the Smoke Free Illinois Act. Any person may register a complaint with the Illinois Department of Public Health, the Cook County Health Department, or a local law enforcement agency for a violation of the Act or its Rules. The Act provides that "[a]ny person, corporation, partnership, association or other entity violating the no smoking provisions of the Act may be fined by one of the enforcement agencies. Each day that a violation occurs is a separate violation. A person who smokes in a prohibited area shall be fined from $100 to $250. A person who owns, operates, or otherwise controls a public place or place of employment that violates the act shall be fined not less than $250 for the first violation, not less the $500 for the second violation within one year after the first violation, and not less the $2,500 for each additional violation within one year after the first violation.

**PROCEDURE:** In order to comply with the Smoke Free Illinois Act, the following procedures are in effect:

- All interior ashtrays will be removed.
- All exterior ashtrays not part of smoking/trash/receptacles will be removed.

- Exterior universal non-smoking signage will be placed on or near all exterior doors on all Library owned and/or leased buildings.
- All exterior ashtrays will be placed a minimum of 15 feet from any Library owned or leased facility.
- Smoking is prohibited in all Library owned or leased vehicles.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Article IX. Patron Confidentiality

The Homewood Public Library supports the efforts of our government to protect the country from terrorist acts and preserve our freedom and security. As a public library, we face the dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. The Library recognizes the confidentiality of patron registration and circulation records. However, in matters of national security concerns, Federal law (specifically the Patriot Act) can supersede library policy.

The Library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The Library will follow existing laws and Library policies to respond to situations involving public safety or criminal behavior.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 9.01 USA PATRIOT ACT

HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

The Act may also provide law enforcement broader boundaries when investigating information accessed and transmitted by staff and staff records.

Access to patron information may include but not be limited to:

1. Catalog Search Records: These records refer to the searches of the collection a patron may conduct on the Public Access Catalog (PAC). Once a search is conducted, the software does not retain a copy of the search on library computers.
2. Circulation Records: Material is circulated via Circulation software. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid. It is not possible to look up a patron's card number and find out what they borrowed in the past. It is possible to look up the record for a specific item and obtain limited information about a patron (specifically, who last borrowed the item and whether a fine was paid.) However, there is no direct link between a patron and an item, once the item has been returned.
3. Computer Use Records: The library provides public access to the Internet. Patrons use their library card to manually sign up for time slots and are assigned a computer as it becomes available. The history of patrons' Internet research and activity is erased automatically every 24 hours.
4. Meeting Room Use Records: The Library requests patrons apply for use of the meeting room. Applications are kept for one year to monitor number of times a group uses the facility in one year.
5. The Library tracks ILL items currently being borrowed and generates a paper record with patron information. Once the materials are returned and all appropriate fines and/or fees are paid, the paper record is destroyed.
6. Reference Interviews: A reference interview occurs when a patron looking for information is interviewed or questioned by a Library staff member in order to narrow down the specific information needed. No paper record is kept after the interview that has any patron information on it.

Library staff will comply with law enforcement when supplied with legal subpoena or

warrant.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 9.02 Staff Procedures Regarding The Patriot Act

1. If anyone approaches staff alleging to be a law enforcement official requesting information, the staff will immediately contact the director. (In the director's absence, staff will contact an available department head.) Staff will not disclose any information to that individual.
2. The director will ask to see official identification and will photocopy the I.D.
3. If the law enforcement official presents a subpoena, the library director will contact the Library's legal counsel for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
4. If the law enforcement official presents a search warrant, it is executable immediately. The Library director will notify legal counsel and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The Library director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
5. The Library will keep a record of all legal requests.
6. The Library will keep a record of all cost incurred by any search and/or seizures.
7. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 9.03 Identity Protection Policy

The Library adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers that agencies collect, maintain, and use. It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Whenever an individual is asked to provide the Library with a SSN, staff shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.

3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.

4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

1. In addition, The Library shall not collect, use, or disclose a SSN from an individual unless:

A. Required to do so under State or federal law, rules regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;

B. The need and purpose for the SSN number is documented before collection of the SSN; and

C. The SSN collected is relevant to the documented need and purpose.

2. Require an individual to use his or her SSN to access an Internet website;

3. Use the SSN for any purpose other than the purpose for which it was collected.

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

These prohibitions do not apply in the following circumstances:

1. The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.

3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

4. The collection, use or disclosure of SSNs for internal verification or administrative purposes.

5. The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than four sequential digits for a SSN are accessible as part of personal information.

Only staff who are required to use or handle information or documents that contain SSNs will have access. All staff who have access to SSNs are trained to protect the confidentiality of SSNs.

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| Reviewed: | April 20, 2011 |
| Adopted: | May 18, 2011 |
| Effective: | May 18, 2011 |

## Article X. Hours

The Library shall be open Monday through Thursday from 9:00 A.M. until 9:00 P.M. and on Friday and Saturday from 9:00 A.M. until 5:00 P.M. On Sunday the Library shall be open from 1:00 P.M. until 5:00 P.M. from the Sunday after Labor Day through the last Sunday before the Memorial Day week-end.

The Library shall be closed the holidays of New Year's Day, Easter, Memorial Day, Mother's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. The Library shall close at 5:00 P.M. on July 3rd, Thanksgiving Eve and New Year's Eve. Additional closings shall be at the discretion of the Board of Trustees.

The book drop shall remain open 24 hours a day.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Article XI. Emergency Procedures

If emergency conditions arise, the Administrative Librarian or the Person-In-Charge may elect to close the Library and inform the Board of Trustees of this decision. A full report of any such closings shall be made at the next regularly scheduled meeting of the Board of Trustees. During emergencies the Administrator or the Person-In-Charge must use best judgment after assessing the situation.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Article XII. Advertising

Advertising material shall not be permitted in the Library except for cultural, educational, and Library sponsored events. The display of such material shall be at the discretion of the Librarian.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

# Article XIII. Gifts

Section 13.01 Accepting gifts

The Library welcomes monetary gifts, bequests, or memorials as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the Library.

Special provision is made to label gifts, memorials, bequests, or purchases made with money received as a gift. Gift books shall be shelved with the regular collection.

Personal property, art objects, portraits, antiques and other museum objects shall be accepted only with Board approval.

The Library will not provide an evaluation of worth for any gift material.

The Library shall not accept for deposit materials which are not outright gifts.

Section 13.02 Donations by the Library

The purpose of this policy is to set forth the intent of the Board of Trustees regarding solicitations from community, civic and non-profit organizations for contributions from the library. The board reserves the right to review requests for contributions from the library, and, in doing so, may use the following criteria in judging the merits of such requests:

- Does the organization or group support the library's mission?
- Does the organization or group use library services as part of their educational efforts?
- Does the organization or group offer a service to the members of the community?
- Is the organization or group a local community effort?

If these criteria are satisfied, the board may, as its sole discretion, vote in favor of making a nominal donation to the requesting organization or group. The board shall review requests on a case-by-case basis and any decision to accept, reject or modify such request lies with the sole discretion of the board.

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| Reviewed: | December 15, 2010 |
| Adopted: | March 16, 2011 |
| Effective: | March 16, 2011 |

# Article XIV. Public Use of Library Facilities

Section 14.01 Distribution of Non-Library Materials

All requests for the distribution of material should be referred to the Administrative Librarian. Each item is approved or disapproved on a case-by-case basis. Materials left for distribution or posting without authorization from the Library will be discarded.

Literature of a purely partisan nature will not be distributed or posted. However, political campaign literature, when the material contains information about the candidates and is primarily intended to neutrally inform the voters, may be passively distributed (i.e. Cook County Clerk's Office, local Villages, local school boards, League of Women Voters, etc.). All campaign literature must be submitted to the Administrative Librarian for approval prior to distribution. The organization or publisher submitting said literature is solely responsible for its contents.

Literature of a purely commercial nature will not be distributed or posted. Community newspapers (newspapers produced by for-profit organizations but distributed free of charge, with or without advertising) that contain news and feature articles relevant to the community are accepted for distribution. The organization or publisher submitting said literature is solely responsible for its contents.

All material will be disposed of when the information is no longer current or at the discretion of the Administrative Librarian. Items provided as handouts or for posting will be available for periods no longer than four weeks.

Due to limited space, the library reserves the right to limit the time allowed for a display and the quantity distributed by any one person or group. When space is limited, preference is given first to the Library, then to local area organizations, and then to others.

No solicitations, petitions or non-library-related materials will be placed on, kept at or distributed from the circulation desk or any area of the Library not designated by the Administrative Librarian. Petitioners may not use the Library as their base of operations and may not solicit signatures on Library property.

In no case will the library sell material or collect money on behalf of another agency or organization.

The Library is not responsible for any items that are lost, damaged, or stolen while being distributed on Library. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

The Library does not advocate or endorse the viewpoints of the organization or publisher submitting literature. Materials distributed in the Library solely reflect the views of the distributor.

Final authority for all materials distributed on Library property rests with the

Administrative Librarian, who administers under the authority of the Board of Trustees.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 14.02 Displays and Exhibits

The library welcomes displays of general interest to the community as well as materials having a direct relationship to the purpose of the Library.

All materials displayed in the Library shall be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on this premises, nor for the cost of insurance coverage. A signed statement releasing the Library from all responsibility shall be required of each exhibitor. Release forms are available from the Library.

Placements of exhibits must be mutually agreeable to both the Librarian and the exhibitor and should not interfere with the normal operation of the Library.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Section 14.03 Sign and Public Notice Policy

Signs and public notices to be posted in the Library or placed in designated areas for distribution should relate to the Library's educational, cultural, and civic goals in responding to the interests of the community: fine arts, crafts, history, science, and technology.

Use of the Library's facilities and grounds for signs and public notices by individuals and organizations is a privilege subject to approval of the Administrative Librarian and/or review by the Board of Trustees.

Some of the guidelines for display of signs and public notices are:

- Materials will be displayed for a maximum of thirty (30) days.
- Library materials will always take priority over all other displays.
- No sign or materials promoting political or religious positions will be displayed or distributed.
- Individuals and organizations shall not be permitted to solicit funds from the Library public by display in posters or receptacles which request donations, or attempt to sell commercial products or services. However, posters announcing bazaars or programs sponsored by local organizations may be displayed, provided they are of reasonable size, are neat in their appearance and space is available.
- The Library assumes no responsibility for the preservation, possible damage or theft of any item displayed. All items displayed in the Library are done so at the owner's risk.
- Dated materials will be removed the day after the event.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

# Article XV. Meeting Room Policy

To request use of a meeting room an application form must be submitted to the Library by an individual with a valid Homewood (or East Hazel Crest) Library Card.

The Library provides the use of its meeting room facilities as an additional service to groups and organizations under the conditions established by the Board of Trustees.

The meeting room is available for use by all groups and organizations, except for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. The meeting room is not available for use by individuals.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.01 Restricted use

The meeting room may not be used by any group or organization for the following types of functions:

**A.** Commercial ventures

A commercial venture is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds (except fund raising for the Library.)

**B.** Purely social functions

A purely social function is one designed for entertainment through companionship with friends and associates.

**C.** Other

Any other activity which would materially and substantially interfere with proper functions of the Library, such as excessive noise, a significant safety hazard or a significant security risk.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.02 Priority

Use of the meeting room will be given in the following order:

1. Homewood Public Library District-sponsored meetings or programs, including meetings of the Board of Trustees.
2. Meetings of the Friends of the Homewood Public Library District and other library- related groups.
3. Meetings or programs of Homewood Public Library District based groups/organizations.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.03 Use limitations

No organization may use the Meeting Room more than 4 times in a calendar year.

A group or organization which has been denied permission to use the meeting room by the Administrative Librarian may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting.

Applications may not be submitted more than 3 months prior to the use date.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.04 Damage

A Library staff member will check the meeting room before and after each scheduled use, and the Administrative Librarian will notify in writing the person who applied to use the room of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees, which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.05 Regulations

The following regulations apply to meeting room use:

1. The applicant must be present at the entire meeting, since he or she is one of the responsible parties.
2. When a group finds it necessary to cancel a meeting, notice should be given to the Library.
3. Set-up of the room is the responsibility of the group unless a set up/dismantle charge of $30.00 per meeting room is paid. This is payable at the time that the application and diagram are submitted.
4. No group or organization may charge an admission fee to the meeting room, except for Library-sponsored programs for which fees may be charged to defray expenses.
5. Smoking or alcohol is not allowed in the meeting rooms.
6. Meetings may be scheduled only at times when the Library is open.
7. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library sponsored meetings must in no way imply Library sponsorship.
8. Groups/organizations using the meeting room may not use the Library as their mailing address or telephone number.
9. NO signs or posters pertaining to a non-Library-sponsored meeting may be placed in the Library, except in accordance with the sign and public notice

policy.

10. No group or organization may store equipment or materials in the Library, except on a temporary basis with the Administrative Librarian's permission.
11. The Library is not responsible for personal injury or the loss of/or damage to any equipment or materials owned or rented by a group/organization meeting in the Library.
12. At the conclusion of the meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced.
13. Nothing may be attached to the walls of the meeting room except on appropriate surfaces.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.06 Equipment

It is the responsibility of the group/organization to insure compliance with fire code restrictions related to the meeting room occupancy limits.

The Library has the following furniture and equipment available for use in the meeting room upon adequate notice: chairs, folding tables, movie screen, and podium. Any other equipment must be provided by the group/organization or checked out by the usual procedure.

There are coffee makers, a refrigerator and a sink in the meeting room kitchen for use.

The Board of Trustees of the Homewood Public Library District will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

Section 15.07 Application

The following application must be completed to apply for use of the meeting room. A valid Homewood Library card must be presented with the application.

Homewood Public Library District Meeting Room Application

Date of Application _____

Organization or Group name _____

Applicant Name _____Card Number _____

Address _____

Phone Number _____

Is the Applicant 18 years or older? ☐Yes ☐No

Specific Date needed Specific Time _____

Anticipated Attendance _____

Purpose of Meeting _____

Are you serving refreshments? ☐Yes☐No

Do you wish do pay $30.00 to have the room set-up done for you? ☐Yes ☐No

If yes, the fee and a room diagram must accompany the application.

Release Statement

I have read the Homewood Public Library District's Policy on the use of its meeting rooms and agree to comply with all regulations. I understand that failure to comply with such regulations may result in termination of the right to use the meeting room facilities. I also understand that the library is not responsible for personal injury or any damage to equipment, supplies, materials, or any personal possessions owned or leased by those sponsoring or attending the meeting described above. I agree to indemnify and hold harmless the Homewood Public Library District for any and all damages that occur to the Library building, grounds, furniture, furnishings or equipment resulting from this use of such meeting room.

Signature of applicant

Application approved ☐Yes ☐No Date _____

Copy mailed to applicant _____ Staff Initials _____

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

## Article XVI. Freedom of Information Act

The ***Freedom of Information Act*** (FOIA) is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act [75 ILCS 70/1 et. seq.] *see* [5 ILCS 140/7.5(b)]).

FOIA Request Procedures
Information and records available to the public may be requested in the following manner:

- All requests should be in written form.
- A request form is available at the Library, 17917 Dixie Highway, Homewood, Illinois, 60430, weekdays 10:00 a.m. – 5:00 p.m., excluding holidays; it is also available online at http://www.homewoodlibrary.org/. A requester is not required to use the Library's request form, but its use is preferred since it will enable the Library to process the request promptly and properly.
- The request must be completed legibly.
- There is no requirement under the FOIA for the Library to provide information other than what already exists in our records.
- The request must specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, they must be specified in the request. The requester may be consulted to clarify what records are being requested and what records are to be certified.
- Legal counsel may be consulted to advise the Library as to the proper response to the request.
- The Library may not require the requester to specify the reason or purpose of the request "except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver."
- The request is to be given to the FOIA Officer, 17917 Dixie Highway, Homewood, Illinois, 60430. The Board will designate an appropriate employee(s) to be the FOIA Officer.
- Requests received after 3 p.m. will be dated as being received on the next consecutive business day.
- Within five (5) business days of receipt of a written request, the Library will respond with information regarding: access to the information, extension of response time under the Act or denial of the request in writing.

- The Library will, within the initial five (5) day period, notify the requester of the reason(s) and the date by which the documents will be available.
- One (1) extension of an additional five (5) business days may be used by the Library if:
    - The requested information is stored at a different location;
    - The request requires the collection of a substantial number of documents;
    - The request requires an extensive search;
    - The requested records have not been located and require additional effort to find;
    - The requested records need to be reviewed by staff who can determine whether the records are exempt from FOIA;
    - The requested records cannot be produced without unduly burdening the Library or interfering with our operations; or
    - The request requires the Library to consult with another public body that has substantial interest in the subject matter of the request.
- Denial of the request will occur if the public records requested fall within one of the specific exemptions of the FOIA or in those situations where the Library does not have either a right of access or ownership of the information.
- If only part of the request is denied, and access will be given to the remainder, this will be stated it in the response.
- Denial of the request by the Library may be appealed to the Illinois Public Access Counselor ("PAC") in writing not later than sixty (60) days after the denial. The requester can file a Request for Review with the PAC by writing to:

  Public Access Counselor
  Office of the Attorney General
  500 South 2nd Street
  Springfield, Illinois 62706
  Fax: 217-782-1396
  E-mail: publicaccess@atg.state.il.us
- Denial of the request by the Library may also be judicially reviewed; a lawsuit may be filed in the Circuit Court of Cook County, Illinois. [5 ILCS 140/11].
- Records may be inspected or copied. If records are inspected, a Library employee must be present throughout the inspection.
- The Board will establish and post a schedule of fees for copying records, production of documents and certification of records. Any and all fees will be consistent with the FOIA.
- Records will be made available by appointment on weekdays, 10:00 a.m. to 5:00 p.m., excluding holidays, at the Library, 17917 Dixie Highway, Homewood, Illinois, 60430.

- Certain types of information maintained by the Library are exempt from inspection and copying. However, the following documents or categories of records are maintained and available for public viewing and will be disclosed upon request:

    - Monthly financial statements.
    - Budget levy resolutions.
    - Operating budget.
    - Annual audits.
    - Minutes of the Library Board that have been approved and minutes of closed meetings that have been released.
    - Library ordinances, resolutions and policies.
    - Annual Reports to the Illinois State Library.
    - A block diagram giving the Library's functional subdivisions.

Reviewed: January 20, 2010
Adopted: February 17, 2010
Effective: February 17, 2010

## Article XVII. Exceptions

Exceptions or changes to the policy manual are at the discretion of the Board of Trustees.

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| Reviewed: | December 17, 2008 |
| Adopted: | December 17, 2008 |
| Effective: | December 17, 2008 |

# Appendix A —
# Ordinance No. 19

An Ordinance Providing for the Offense of Library Theft and Penalties for the Violation Thereof.

BE IT ORDAINED by the Board of Trustees of the Homewood Public Library District as follows:

Section 1: A person commits the offense of library theft when he or she :

(a) Knowingly and intentionally removes any library materials from the premises of a library facility without authority to do so; or

(b) Knowingly and intentionally conceals any library material upon his or her person or among his or her belongings, while standing in the premises of a library facility and in such manner that the library material is not visible through ordinary observation although there may be some notice of its presence, and removes such library material beyond the last point in the premises of the library facility at which library material may be borrowed in accordance with procedures established by that library facility for the borrowing of library material; or

(c) With the intent to deceive, borrow or attempt to borrow any library material from a library facility by (i) use of a library card issued to another without the other's consent, or (ii) use of a library card knowing that it is revoked, canceled or expired, or (iii) use of a library card knowing that it is falsely made, counterfeit or materially altered; or

(d) Borrows from a library facility library material which has an aggregate value of $200 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material, and willfully without good cause fails to return the library material so borrowed in accordance with such agreement or procedure, and further willfully without good cause fails to return such library material within 30 days after receiving written notice by registered mail from the library facility demanding the return of such library material.

Section 2:

(a) Any person who violates Section 1 of this ordinance shall be liable for a daily service charge not to exceed Twenty-Five Cents ($.25) per day for each day that books or printed material are overdue, and not to exceed Four Dollars ($4.00) per day for each day that nonprint objects are overdue; and

(b) Library theft, as defined in paragraph (d) of Section 1, is a petty offense for which the offender may be fined an amount not to exceed $500 in order to reimburse the library for actual replacement costs of the materials not returned.

(c) Library theft, other than as defined in paragraph (d) of Section 1, when the

aggregate value of the library material, which is the subject of such theft, does not exceed $300, is a Class A misdemeanor.

(d) Any library theft, when the aggregate value of the library material which is the subject of such theft exceeds $300, is a Class 3 felony. For the purposes of sentencing under sections (b), (c) and (d), separate transactions totaling more than $300 within a 90 day period shall be presumed to constitute a single offense.

Section 3: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 4: That the Ordinance shall be in full force and effect from and after its passage and approval as required by law.

# Appendix B —
# Ordinance No. 20

An Ordinance Providing for the Offense of Criminal Mutilation or Vandalism of Library Materials.

BE IT ORDAINED by the Board of Library Trustees of the Homewood Public Library District as follows:

Criminal mutilation or vandalism of library materials.

Section 1: A person commits criminal mutilation or vandalism of library materials when he knowingly tears, marks on, maliciously renders imperfect or otherwise damages or destroys library materials.

Section 2: Criminal mutilation or vandalism of library materials, when the aggregate damage or loss of the library materials which are the subject of such mutilation or vandalism does not exceed $300, is a Class A misdemeanor.

Criminal mutilation or vandalism of library materials, when the aggregate damage or loss of the library materials which are the subject of such mutilation or vandalism exceeds $300, is a class 3 felony. For the purpose of sentencing under Section 2, separate acts totaling more than $300 within a 90 day period shall be presumed to constitute a single offense.

Section 3: That the invalidity of any item or section of this Ordinance shall not effect the validity of the whole or part thereof.

Section 4: That the Ordinance shall be in full force and effect from and after its passage and approval as required by law.

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