

Serving the Public Policies

Approved by the Board of Trustees Tuesday July 11, 2007

General Policy

Written 11/9/1989

Revised 5/21/07

The Sycamore Public Library is established and operated in compliance with the *Illinois Compiled Statutes*. The Sycamore Public Library is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Sycamore Public Library is governed by a board of trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes*. The board of trustees has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The board of trustees reviews these bylaws at least semi-annually. The board of trustees meets 12 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The board of trustees has exclusive control of all property owned by the library and of all expenditure of moneys collected, donated, or appropriated for the library fund.

The board of trustees has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The library provides access to ILLINET Online. The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling member library responsibilities. At least every ten years, the board of trustees determines if the physical facility is adequate to meet the needs of the community and conducts a study to determine if the library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the board of trustees takes steps to correct any problems. The board of trustees reviews policies at intervals not greater than three years.

Members of the board of trustees participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Each board member participates in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters, and reports to the full board.

The board of trustees, along with the library director, develop and conduct a meaningful and comprehensive trustee orientation program for each new board member.

The board of trustees conducts an annual review of the library director.

Tax Support**Written 5/21/07**

The Sycamore Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Sycamore Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Sycamore Public Library need pay no additional fee to be eligible to receive their first library card.

Hours of Operation**Written 11/9/1989****Revised 5/21/07****Revised and Approved 11/11/2015**

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

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|-----------|------------------------------------|
| Monday | 9:00 a.m. – 8:00 p.m. |
| Tuesday | 9:00 a.m. – 8:00 p.m. |
| Wednesday | 9:00 a.m. – 8:00 p.m. |
| Thursday | 9:00 a.m. – 8:00 p.m. |
| Friday | 9:00 a.m. – 6:00 p.m. |
| Saturday | 9:00 a.m. – 5:00 p.m. |
| Sunday | 1:00 p.m. – 5:00 p.m. (year round) |

The book drop is available for the return of all material during the hours the library is closed. The book drop is located in the vestibule.

Closing of the Facility**Written 11/9/1989****Revised 5/21/07****Revised and approved 2/10/15**

Annually at the November or December Board meeting the Board of Trustees will determine, the dates which the library will be closed for the following year. Closing dates will be posted on the website (<http://www.sycamorelibrary.org>) and posted throughout the library prior to each closing. Changes to closing dates can be made at the discretion of the Board of Trustees and will be posted as they occur.

Closing for emergencies will be determined by the Library Director or the Director's designee. Emergency closings will be announced on the local radio stations, the library website, and on the library voicemail.

Payments to the Library**Written 5/21/2007****Revised 2011**

Fines, fees, and donations may be paid by cash, check or credit card to the Sycamore Public Library.

Checks must be written for the exact amount of payment. Minimum check amount is \$5.00. Checks returned by the bank for insufficient funds incur a \$25.00 returned check fee.

Service to Patrons with Disabilities**Written 11/9/1989
Revised 5/21/07**

The Sycamore Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Sycamore Public Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.

Exhibits**Written 5/21/07**

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to insure its safety.

Copyright Restrictions**Written 11/9/1989
Revised 5/21/07**

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or videotape or redistributes the loaned copy or publicly performs or displays the computer program or videotape, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

Confidentiality of Records**Written 11/9/1989
Revised 5/21/07**

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

Contest and Program Prizes

Written 11/9/1989

Revised 5/21/07

Members of the board of trustees and staff members are not eligible to win any prize or award that may be given in any contest sponsored by the library.

Records to be Retained

Written 5/21/07

The Sycamore Public Library retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075)

Donation and Gift Requests

Written: November 6, 2009

Board Approved: November 10, 2009

The Sycamore Public Library is a taxing body of the City of Sycamore. Funds received through property taxes are to be spent to benefit the residents who pay those taxes. In that regard, the Sycamore Public Library may opt to donate library swag to organizations who are working on fund raising projects as this is good publicity for the library and reminds people of their local resource. It is not appropriate to donate money or services that are paid for through property tax dollars.

The library board and staff may also at times choose to offer an amnesty program where fines are waived in order to get materials returned to the library. At these times, a program to support a local cause may be implemented.

The library may assist local organizations which are collecting items by providing a space for a collection box in the library's lobby.

Because the library is funded through property tax dollars, grants, and donations, all financial donations accepted at the library are to benefit library programs and services. We are unable to accept donation jars from community groups or individuals.

American Library Association Ethics Statement for Public Library Trustees

The Sycamore Public Library subscribes to the *ALA Ethics Statement for Public Library Trustees* as follows:

- American Library Association Ethics Statement for Public Library Trustees 1.**
Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
 3. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.
 4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
 5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
 6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The Sycamore Public Library subscribes to the *American Library Association Freedom to Read Statement* which follows:

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

AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT

The Sycamore Public Library subscribes to the *American Library Association Freedom to View Statement* which follows.

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 of censorship in any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible 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 content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and 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.

AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

The Sycamore Public Library subscribes to the *American Library Association Bill of Rights* which says:

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

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

AMERICAN LIBRARY ASSOCIATION STATEMENT OF PROFESSIONAL ETHICS

The Sycamore Public Library subscribes to the *ALA Statement of Professional Ethics* which follows:

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.