

BELLEVILLE PUBLIC LIBRARY

Policy Manual

Revised & Approved: August 9, 2018

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CODE OF CONDUCT POLICY

Belleville Public Library strives to provide the highest level of service to all library users. In order to foster an environment in which all customers are able to use the library's resources, services and programs as effectively as possible, we require that all customers comply with the following rules of conduct.

- The use of cell phones, pagers and other communication devices is prohibited inside the Archives and Genealogical research area. In all other areas of the library, cell phones and pagers should be answered promptly. To avoid disturbing others, customers should speak in low tones and keep conversations brief. If conversations cannot be conducted quickly, customers are expected to move to the lobby or outside the building.
- The use of picture phones or other electronic recording devices is prohibited without prior permission of the library director.
- Customers may not talk loudly or behave in a disorderly or disruptive manner. The use of profane or threatening language or other harassment of library users or library staff will not be permitted.
- Weapons are prohibited on library property.
- The consumption of alcoholic beverages is prohibited on library property.
- Smoking and the use of smokeless tobacco is not permitted inside the library.
- Selling, soliciting, panhandling or loitering on library premises is not permitted.
- Petitioning inside library buildings is prohibited. The circulation of petitions outside Library facilities may not impede the free access of the public to library buildings and resources. Petitioners refusing to comply with this policy will be asked to leave library property.
- Customers are expected to abide by established time limitations for the use of public access computers and other equipment and must observe the Library's Computer Use Policy.
- Customers should leave the library promptly at closing time.
- Parents are responsible for the behavior of their children while they are on library property. Children under eleven years of age must be accompanied and adequately supervised by a responsible adult or babysitter. Older brothers, sisters, or caretakers under the age of seventeen are not considered adequate supervisors.
- Individuals of any age with mental, physical or emotional problems who require supervision should be accompanied by a parent or caregiver at all times.

- The teen and children's areas of library facilities are designed for children, teens, their families and caregivers. Use of these areas by adults who are not parents, guardians, teachers or caregivers may be restricted to ensure that children, teens and their families have adequate access to the resources provided specifically for them.
- Animals are not permitted on library property except when needed to aid persons with disabilities or used in conjunction with library programs.
- Vandalism of library facilities, equipment or materials will be prosecuted.
- Library materials must be properly checked out before being removed from the building.
- Neglecting personal hygiene so that it is offensive and constitutes a nuisance to other customers will not be allowed on library property.
- Bathing, shaving or washing clothes in public restrooms is not permitted.
- The use of skateboards, roller blades or scooters is not permitted on library property. Bicycles are not permitted inside the library.
- Customers may not post notices or distribute leaflets without the authorization of the library director or his/her designee.
- Engaging in any illegal activity or behavior will be prosecuted.

Library reserves the right to expel any person whose behavior is judged to be disruptive or inappropriate to the library environment or prevents effective use of the library by other customers.

Persons who fail to observe this code will be asked to leave the building or will be subject to arrest.

Established 01/12/2012
Reviewed 01/10/2013
Reviewed 1/14/16

PETITIONS POLICY

The Belleville Public Library allows the circulation of petitions outside its facilities as long as this activity does not interfere with the normal course of business or impede the free access of the public to library buildings and resources. Specifically, individuals or organizations gathering petition signatures may stand on library property, as long as they do not block entrances and/or exits, interfere with customers seeking to use the library, or otherwise disrupt library patrons or activities. In order to ensure this, individuals or organizations gathering petition signatures must remain a minimum of 15 feet from any public entrance. Petitioners are not guaranteed the use of an area protected from sun, heat or inclement weather. Signs promoting petitions may not be placed on doors or buildings, and petitioners must in no way affiliate themselves with the library, through written publicity, signage or verbal statements.

Petitioning inside library buildings is prohibited. Petitioners refusing to comply with this policy will be asked to leave library property.

Established 01/12/2012

Reviewed 01/10/2013

Reviewed 1/14/16

BORROWING PRIVILEGES AND RESPONSIBILITIES - REGISTRATION REQUIREMENTS

The Belleville Public Library is a property tax-supported public library. This means that people residing within the jurisdictional boundaries of the library pay property taxes to support the library. Those people who live within the jurisdictional boundaries of the library need pay no additional fee to be eligible to receive a library card. Library cards are renewed every three years, provided the library card holder continues to reside within the jurisdictional boundaries of the library and is a patron in good standing.

Resident Library Card Registration Requirements:

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the library must bring with them two forms of identification. These forms of identification include, but are not limited to:

- A current photo identification card such as a driver's license or a state photo ID, and
- Utility bill, business mail or official document dated within the last 30 days that has the patron's name and current address.

Library Card Holder Responsibilities:

The library card holder will:

- Be responsible for all materials borrowed on the card and associated charges.
- Abide by all library policies.
- Report lost/stolen cards or change of address immediately.
- Be responsible for use of the card issued to minor children or other individuals for whom you assume legal responsibility.
- Use the card only for the person to whom it has been issued.

Children under the age of 18:

- The application must be completed by the parent with both the child and parent present in the library.
- A parent's signature is required on the application for a library card.
- Children under the age of 18 will be linked to a parent or guardian.

Motel/Hotel Residents:

The library will allow anyone who resides in a motel/hotel within the City of Belleville limits a one-year library card. This person must reside in the motel/hotel for at least one year. The motel/hotel resident must bring in a valid one-year lease in order to apply for a one-year card.

Nursing Home/Retirement Home Residents:

The library will allow anyone who resides in a nursing home, retirement home, institutional facility or is home bound due to long or short term disability within the Belleville City limits to get a library card, valid for three years. Home bound patrons must provide a doctor's statement or some other medical documentation verifying their long/short-term disability.

Homeless or Displaced Resident:

The library may issue a library card to anyone who resides at a temporary facility. This may include but is not limited to: Salvation Army, Women's Crisis Center, Bethany Place and Oxford House, in city motel/hotel or transitional housing. Proof of residence at a facility is required.

Acceptable forms of verification are receipt from hotel/motel indicating advance payment of room nights. A letter on stationary from a facility official indicating an individual's duration of stay or an I.D. card from a facility indicating residency.

A displaced patron library card shall be valid for 6 months from the date of issue. If the individual establishes permanent residence before the 6 months expires, the card shall immediately become invalid and the appropriate resident/non-resident card shall be issued. The card may be renewed once, allowing the patron a total of one year of library access with the displaced patron status.

A displaced patron card shall be limited to computer usage equal to that allowed by a resident patron. The displaced patron card shall also be allowed to check out two print items excluding best sellers at a time for the standard duration.

Reasonable fines for delinquent items shall be waived; however, fees for damaged, lost or stolen material shall be assessed at the normal rate.

Printouts relating job searching social services, medical assistance or any other topic deemed to be necessary for the individual to obtain permanent residence shall be free of charge. Printouts not so deemed shall be charged at the normal rate.

Displaced Resident cards are valid ONLY Belleville Public Library and are not eligible for reciprocity.

Non-Belleville Residents:

Individuals residing beyond the jurisdictional boundaries of the library by law should obtain a library card from the nearest public library in their school district. Individuals

not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the library may purchase a non-resident fee card.

Patrons may receive either a single "Family" card or individual cards for each family member. The card will provide all the services of a resident card, including the right to use this card at other public libraries (reciprocal borrowing).

The Board of Trustees of the Belleville Public Library is required by Illinois statute to vote whether to sell non-resident cards and the fee to be charged if sold. This vote will take place in the first month of each fiscal year. Fees are assessed by the equation method (average household cost of resident tax area) or by the tax bill method. (Non-resident homeowners pay the same library rate as residents; renters pay a percentage of monthly rent).

Cards are issued for one calendar year from date of purchase. Current tax bills or rent receipts must be brought in each year for renewal.

Belleville Residential Property Owners:

Individuals residing beyond the jurisdictional boundaries of the library, but owning residential property within the jurisdictional boundaries of the library, may obtain a library card for immediate family upon presentation of a current tax bill bearing the owner's name, without additional payment as do people who reside within the jurisdictional boundaries of the library. Library cards are valid for one year increments.

Belleville Business Owners or Business Property Owners:

A business owner or a business property owner residing beyond the jurisdictional boundaries of the library, but operating a business or owning business property within the jurisdictional boundaries of library may obtain a library card for the exclusive use of one designated card holder. Library cards are valid for one year increments.

Borrowing Eligibility:

Individuals presenting valid borrower's cards issued by the library are eligible to borrow materials from the library when the following conditions are met:

1. No outstanding fines in excess of \$5.00 on his/her card.
2. All fines and fees on an account must be paid at the time the account is renewed.

Any Department Supervisor may waive fines or fees owed if he/she feels the circumstances warrant it, but can not waive replacement costs without permission of the Director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow. In addition, the library staff may request the

removal of a library card from the patron's personal property to verify the validity of a library card and to avoid the needless handling of a patron's personal property.

Reciprocal Borrowing:

The individual identified on the valid Belleville borrower's card may physically take his or her library card to another Illinois public library to borrow materials. All library cards issued by the Library with the exception of the Art Access Card are valid for reciprocal borrowing. Borrowed materials are the responsibility of cardholder, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and processes before making your selections.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the library. The card must have the issuing library's name, the name of the individual presenting it, and an expiration date in the future. In addition, the library staff may call the issuing library to verify that the user has a valid library card in good standing.

Updated 1/10/2013
Updated 8/9/2018

Art Access Cards

St. Louis Art Museum Art Access materials are available to anyone within the Belleville News Democrat service area for a yearly Art Access Card fee of \$5.00. No other library services are attached to the card. The card is for local use of Art Access materials only.

Linking Borrowers:

- Immediate family members such as father, mother, minor children (biological, adopted, foster) or other individuals for whom you have legal responsibility living in the same address may be linked in the library database.
- Adult children and non-immediate family members such as uncles, aunts, nieces and nephews living in the same address will not be linked.
- Non-household cardholders may not choose to be linked for convenience. An individual can only request materials or change contact information for him or herself.
- Parents of children under 18 who have outstanding fees or fines in excess of \$5.00 will have their personal card blocked as well as their child's card until the fees and fines are resolved.

Card Issuance Constraints

- Library cards can not be issued less than 30 minutes prior to library closing time due to the time it takes to prepare a library card.
- There is a \$5.00 fee to replace a lost, stolen, damaged or destroyed borrower's card.
- The library reserves the right to refuse a library card or to cancel a library card if a patron chronically abuses library privileges.

Revised 09/13/2008
Reviewed 03/12/2009
Revised 09/10/2009
Reviewed 04/14/2011
Revised 11/10/11
Reviewed 02/09/12
Reviewed 2/8/2013

CIRCULATION - FEES AND FINES

The Belleville Public Library has established the following schedule of fines for overdue materials as well as fees for other services provided by the Belleville Public Library.

Overdue materials:

- **Books:** \$.20 per day, not to exceed the cost of the item.
- **Books on CD:** \$.20 per day, not to exceed the cost of the item.
- **DVD:** \$.20 per day, not to exceed the cost of the item.
- **Interlibrary Loans:** \$1.00 per day

Patrons with responsibility for overdue material of any kind are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

Fees

- **Copies:** B&W \$.20 per page. COLOR \$.50 per page
- **Computer printouts:** \$.20 per page. COLOR \$.50 per page
- **Microfilm printouts:** \$.25 per page.

Revised 04/08/2010
Reviewed 2/11/2011
Reviewed 02/09/12
Reviewed 2/8/13
Reviewed 2/11/16
Revised 2/8/2018

CIRCULATION - INTERLIBRARY LOAN

Request material that is not available within the Belleville Public Library is provided through the process of interlibrary loan. Materials borrowed through interlibrary loan will be governed by the rules of the Belleville Public Library not by the lending library. Any BPL Patron whose library card is in good standing may request material through interlibrary loan. Material that is provided by institutions outside of the State of Illinois may incur a nominal postage fee. In these situations, the fee will be passed on to the patron requesting the material. Patrons are responsible for postage whether or not they check out the requested material. Habitual failure to abide by the rules governing interlibrary loan may result in individual loss of the privilege.

Revised 3/11/2011

Revised 4/12/2012

Language updated 3/14/13

Circulation - Hots Spots

The loan period for Hot Spots will be 30 days with no more than two 30 day renewals for a total of 90 days.

All of the Hot Spot devices will be **Local Request only**.

There will be no overdue charge for being late. If the Hot Spot is kept more than 7 days past the due date, the full price of the item \$150.00 will be added to the patron's account. This charge will be eliminated upon the return of the item.

When a patron connects to a device, he/she will have to acknowledge the same use policy as if they were using a public PC or connecting via the Belleville Public Library WiFi.

Established 07/14/2016

CIRCULATION - LENGTH OF LOANS

The Belleville Public Library circulates materials in a variety of formats including books, magazines, books on cassette, and CD-ROM. The following terms of loan are applicable as indicated:

	<u>Length of Loan</u>	<u>Renewals</u>
Books	3 weeks	2
Books on cassette	3 weeks	2
Books on CD	3 weeks	2
Playaways	3 weeks	2
Magazines	3 week	2
Music CDs	3 weeks	2
VHS, DVDs & software	3 week	2
Discovery Backpacks	3 weeks	not renewable
Art Access Kit	1 week	2

Account Limits

Multimedia items are limited to no more than 5 of each format.

Discovery Backpacks are limited to 2.

Art Access Kits are limited to 1 kit.

Revised 04/08/2010

Reviewed 3/11/2011

Reviewed 3/14/13

CIRCULATION - LOST AND/OR DAMAGED MATERIALS

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
3. A \$5.00 processing fee will be assessed in addition to the cost of the damaged or lost material.

Revised 7/12/2007
Reviewed 4/8/2010
Reviewed 3/11/2011
Reviewed 3/14/13
Reviewed 3/14/13

CIRCULATION - RESERVES

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Belleville Public Library. When the reserved materials are available, the patron who has placed the reserve has the option of being notified via phone or e-mail. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. Material will be held for the patron for a period of 7 days not counting holidays or Sundays from the date the material is scanned in at the library NOT from the date of notification. If at the end of seven (7) days the material is not picked up by the requesting patron, it will be placed back into general circulation.

Reviewed 04/08/2010

Reviewed 3/11/2011

Revised 4/12/2012

Reviewed 3/14/13

CONFIDENTIALITY OF RECORDS

The Belleville 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 Belleville Public Library does not make available the list of records of patron transactions to any party except in compliance with the law. The Belleville Public Library does not make available lists of registered library patrons except in compliance with the law.

Reviewed 4/8/2010
Reviewed 4/14/2011
Reviewed 4/12/12
Reviewed 4/11/13

DRUG AND ALCOHOL FREE LIBRARY POLICY

The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons are engaged in activities under the jurisdiction of the Library.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, at its discretion, refer incidents to the appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

Revised 4/8/2010

Reviewed 4/14/2011

Reviewed 4/11/13

Cardholders

Belleville Public Library cardholders in good standing and with no fines on the cardholder's account or the accounts of members of the same household in excess of \$5.00, may use the computers designated for public use.

Visitors and Non-Belleville Public Library Cardholders

Visitors or non-Belleville Public Library card holders aged 18 and older wishing to use a computer are required to present a valid I.D. They will be given a visitors pass that will allow them up to three, 30-minute sessions per day.

Computers User Restrictions and Policies

The library reserves the right to limit, refuse and/or ban any user from using the library equipment and computers.

Use of the computers throughout the library shall be governed according to the laws and regulations of the State of Illinois and the City of Belleville.

Use of the computers is on a first come, first serve basis. Scheduling will be in one-hour increments. If no one else is waiting to use the computer, a user session will automatically be extended for an additional hour. A patron's session may be extended twice per day, for a total usage of 3 hours.

All computers will be shut down 10 minutes before closing time. Abuse of the rules and/or equipment may result in the loss of computer and/or library privileges. Users will abide by the library's cell phone policy while using computers.

Computer Users will not display or download any profane, obscene, vulgar or otherwise offensive material. (Belleville City Ordinance 30-1-36, Obscene Literature)

In addition, Computer users will not:

- Make any attempt to alter computer configurations.
- Make any attempt to cause degradation of system performance.
- Use any library workstation for any illegal or criminal purpose.
- Engage in any activity that is deliberately and maliciously offensive, libelous or slanderous.
- Install or download any software/ programs to the hard drive.
- Use one's own personal computer to connect to the library's electronic network.

Library Patrons may:

- Users may access instant messaging, chat rooms, games, e-mail, etc. It is at the library staff's discretion to disallow any site, instant messaging, chat-room, game, e-mail, etc., that may lock-up the computer or add to the degradation of the system.
- Printouts are available at 20¢ per page and 50¢ per page for color copies. Users are expected to abide by the copyright laws (Title 17, United States Code), which govern the making of photocopies or other reproductions of copyrighted materials.
- Users may use their own flash drive.
- The library does not provide personal electronic mail accounts.
- If user behavior becomes inappropriate while using the computers, the library staff reserves the right to end the session.
- Users agree that the library will not be responsible for any indirect, consequential, special, or punitive damages or losses that may arise in connection with their use of the computers.

Accuracy/Authenticity Disclaimer

The Library recognizes the right of individuals to determine what is most appropriate for their needs. Users should be aware that information accessed via the Internet may be controversial, inaccurate, or dated.

Computer Use by Minors

It is the responsibility of parents or guardians to restrict their children's computer use, releasing the Belleville Public Library from any liability.

Parents or guardians must sign a waiver for children under the age of 18 to use library computers.

Staff Assistance

Staff may provide limited assistance but can not provide computer training. It is the responsibility of the user to understand basic personal computer usage.

Vandalism

Vandalism or any other misuse of the computers will result in the loss of privileges. Vandalism is defined as any malicious attempt to harm equipment and/or software. This includes, but is not limited to the uploading or creation of computer viruses. Violations and unlawful activities will be dealt with appropriately.

Policy Enforcement

Users who violate the Computer Use Policy are abusing computer services and are subject to losing library privileges. Library staff will address policy violations by issuing a "cease and desist" warning, termination of library card and/or use of the building.

Revised June 10, 2010

Revised April 14, 2011:

Reviewed and Updated May 9, 2013

Reviewed and Updated October 9, 2014

3D Printing Policy

The Library's 3D printers may be used only for lawful purposes. The public will not be permitted the use the Library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Weapons and/or weapons components may not be printed on library printers.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights.

The library reserves the right to refuse any 3D print request.

Cost of 3D printing \$.20 per gram of finished weight for any PLA print and \$.50 per gram of finished weight for any resin print.

Items printed from library 3D printers not picked up within 7 days may become the property of the library. Items must be picked up by the individual who requested the print.

Only designated library staff and specially trained designees may have hands-on access to the 3D printers.

TELEPHONE AND CELL PHONE POLICY

Library Telephone Use: Library telephones are for library business only. Library staff will use telephones to call 911, police and fire for emergencies.

Patron Cell Phone Use: The library recognizes that many patrons carry cell phones as a necessity; however, cell phones can be distracting to other patron and to library business.

Patrons are requested to place cell phones on vibrate while in the library. When using cell phones in the library, patrons should consider others in the library by speaking in low tones, keeping conversations brief and moving away from other patrons or service desks so that the library business of patrons and staff may be effectively conducted. Library staff will help the next patron needing assistance if a patron is actively using a cell phone.

Staff Cell Phone Use: Staff must turn off their cell phones or place them on vibrate while at the library. Library staff should limit personal calls to breaks. Personal cell phones are not to be used while on duty. Personal calls should be conducted during breaks off the public floor and out of visual sight of patrons.

Reviewed July 8, 2010
Reviewed 7/14/11
Reviewed 7/11/13

EXHIBITS

All exhibits will be considered based upon the following criteria:

1. Space within the library.
2. Consistency with the stated goals and mission of the library.
3. Disruption of the regular flow of library work and service.

Exhibits will remain in place no longer than one calendar month. Set up and removal are 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.

Reviewed May 14, 2009

Reviewed and amended June 14, 2012

Reviewed May 9, 2013

MEETING ROOM POLICY

The meeting rooms at the Belleville Public Library are intended primarily for use by the Library Board of Trustees, Foundation, Friends, and library programming. These usages take precedence over all others.

The following conditions apply to meeting room use:

- I Qualifying groups:
 - a) The meeting room is available to legal non-profit or community based groups and organizations.
 - b) For profit organizations may use the meeting room for educational or charitable purposes only.
 - c) The meeting room may not be used for commercial activities, monetary solicitation or planning of fundraising events.
 - d) Organizations promoting a specific political candidate or ballot issue are prohibited.

- II Reservation Issues
 - a) Reservations must be made by an adult, 18 years or older who will be responsible for the conduct of the meeting and for any damages to Library property.
 - b) The Board of Trustees, the Foundation the Friends of the Belleville Public Library and library sponsored programs will receive first priority for reservations. Departments of the City of Belleville receive next priority for reservations. All other reservations are on a first-come, first-serve basis and will be reserved no more than six months in advance.
 - c) A \$20.00 non-refundable usage fee will be charged to all qualifying groups for use of the meeting room.
 - d) Groups may solicit donations from its attendees in order to pay the usage fee. However, no other solicitation will be allowed.
 - e) The Library Director or the Board of Trustees may waive the usage fee at their discretion.
 - f) Uses of the meeting room by any subsidiary of the Belleville Public Library or the City of Belleville are exempt from the usage fee.
 - g) The individual or group reserving the meeting room is responsible for any damage to library property. If damage is found to have occurred, the responsible party will receive a bill for the damages and be barred from making future reservations until compensation is received.
 - h) When a group finds it necessary to cancel an event, it is the responsibility of the applicant to notify the Library 24-hours in advance.

III Care of Meeting Room

- a) Setting up of tables and chairs is the responsibility of the group reserving the meeting room.
- b) Belleville Public Library has limited AV and presentation equipment available. Arrangements for use of the equipment must be made at time of reservation. Groups are welcome to bring in their own equipment provided they check with the library in advance to make sure it will not cause any undue disruption of the normal operation of the library.
- c) The library will not store or accept responsibility for any equipment brought in by a group.
- d) Wireless connectivity is available in the meeting room.
- e) Staff member(s) and the group representative will check the condition of the room and its contents both before and after the meeting. If damages are detected, the room assessment report will be referred to the director for adjudication.
- f) Children must be supervised in a ratio appropriate to the age group and activity.
- g) Materials may not be mounted on the walls or ceiling of the meeting rooms.
- h) Users are responsible for leaving the room in a neat and orderly condition. The room must be restored to an acceptable state agreeable to staff upon completion of use.
- i) Refreshments prepared in advance may be served, with the exception of alcoholic beverages. Refreshment supplies are not provided by the Library.

IV General Meeting Issues

- a) No admittance fee may be charged or contributions taken or collections made other than for the usage fee. There may be no selling or taking of orders for any profit-making purpose. A materials fee may be charged for materials needed for a workshop or class.
- b) All meetings must be open to the public. No closed meetings will be allowed with the exception of library board executive sessions, staff meetings, and board/union negotiations.
- c) The use of the library's meeting room does not constitute the library's endorsement of the group's policies, beliefs or practices.
- d) All announcements, press releases, etc. should state that the meeting is not sponsored by the Belleville Public Library.
- e) No press releases or meeting announcements shall be made until after meeting dates have been confirmed.
- f) Meetings must be scheduled during regular operating hours of the library and must end 15 minutes before the library closes.

V Board Oversight

- a) Violation of this policy may result in the group being denied further use of the room and forfeiture of usage fees.
- b) The Library may have to cancel a group's use of a meeting room due to unforeseen circumstances. The library will make every effort to contact the group if this should occur.
- c) The Board of Trustees reserves the right to deny use of the room.
- d) This policy may be modified by the Board of Trustees at any time.

Revised September 9, 2010

Revised 7/14/11

Revised July 14, 2012

Updated June 13, 2013

Updated February 8, 2018

SERVICE TO PATRONS WITH DISABILITIES

The Belleville Public Library offers the same services to patrons with disabilities as to all other segments of the population. Any patron requiring assistance should request the same.

Reviewed June 10, 2010

Revised 7/14/11

Reviewed June 14, 2011

Updated June 13, 2013

UNATTENDED CHILDREN

The Belleville Public Library welcomes children to use its facilities and services. However, responsibility for children using the library rests with the parent/guardian or assigned caregiver, not with the library staff. The library staff does not accept responsibility for the safety, care, supervision or entertainment of children on its premises. Parent/guardian or assigned responsible caregiver is responsible for the behavior of their children while in the library. Children must be 11 years old to use the library unattended by an adult, subject to other library rules and policies concerning behavior, conduct and demeanor. Children ten (10) and under must be accompanied and directly supervised at all times by a parent/guardian/assigned responsible caregiver at all times.

The library staff must use sensitivity and good judgment when young children are left unattended and/or are causing problems. It is not expected that the staff can always be aware of which adults and children are together. However, when problems arise with a child who appears to be unattended, the following procedures should be followed:

1. Try to locate the parent/guardian/assigned caregiver responsible for the child in the library and turn the child over to him/her.
2. If the parent/guardian/assigned caregiver is located in the library, explain that he/she is responsible for the child while the child is in the library. No child under age 11 is allowed to be left unattended.
3. If the parent/guardian/assigned caregiver is not in the library, the child should be taken to the Youth Department or other public services point for further action. At West Branch, the child should be given into the hands of the supervisor on duty. Try finding the caregiver by phone.
 - Instruct the parent/guardian/assigned caregiver to come and pick up the child as soon as possible.
 - Call the police if the parent/guardian/assigned caregiver is located but has not taken the child into his/her care within thirty (30) minutes or if the library is closing. Under no circumstances shall a staff member take the child out of the building or transport the child in any manner.
 - If the parent/guardian/assigned caregiver cannot be contacted or if the library is closing, call the police immediately.

Revised 8/14/2008
Reviewed 7/8/2010
Revised 7/14/11
Reviewed 7/12/12
Reviewed 7/11/13

DISCIPLINE POLICY

To insure that all patrons may have considerate use of the Belleville Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy. Patrons must refrain from the following activities in the library:

1. Loud talking or boisterous behavior.
2. Eating in the library except with prior approval of the Library staff. Bottled water or other covered drinking containers will be allowed on the first level of the Main library and in designated reading areas. Beverages will be prohibited near public computers and in the Archives area.
3. Smoking.
4. Destruction or mutilation of library property.
5. Parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. Bicycles or other vehicles may not be used on library property except to approach or exit the property.
7. Conduct which is disruptive to the operation of the library, or threatening to patrons, staff, or library property.
8. Inappropriate behavior while using computers, WiFi or personal electronic devices within the library as defined under the computer use policy.

Disciplinary Procedure

The library staff endeavors to treat all patrons equally. The following procedures will be followed should discipline become necessary.

1. Verbal warning. No consequences if patron complies.
2. Second Warning. Banned from the library for one month.
3. Third warning. Banned from the library for three months.
4. Severely inappropriate or illegal behavior may result in permanent loss of library privileges.

Appeals process: A patron may submit a written request to the Board to reinstate library privileges.

Revised 7/9/2009
Reviewed 7/8/2010
Revised 7/14/11
Revised 7/12/12
Reviewed 7/11/13

DRESS POLICY

Individual personal appearance affects the perception of the professionalism at Belleville Public Library. All employees must dress appropriately and maintain high standards of personal hygiene. Consistent with other policies, clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images.

"Business casual" dress is appropriate for employees who work in the library buildings. Clothing such as sweatpants, sweatshirts, jeans, shorts, and tee shirts may be worn if staff is involved in a project that warrants such dress. Employees may wear supportive shoes which are clean and neat in appearance.

Library staff may wear jeans during the summer months, June thru August.. The jeans must be in line with the business casual dress policy as previously stated. (rev. April 13, 2006)

The director has the final discretion to deem appropriate apparel.

Revised 8/14/ 2007
Reviewed 8/11/2009
Reviewed 8/12/2010
Revised 7/14/11
Revised 7/12/12
Reviewed 7/11/13

AUTHORITY TO SPEND

The library director is authorized to spend up to \$5000.00 on any single item without prior board approval.

Any expenditure that exceeds \$5,000.00 but is less than \$10,000.00 is subject to the approval of the board.

Any expenditure of \$10,000.00 or more must undergo a formal bid process and be approved by the Library Board.

Revised 8/12/2010
Reviewed 7/14/11
Revised 8/9/2012
Reviewed 8/8/13

INVESTMENT OF PUBLIC FUNDS

PURPOSE. The purpose of this policy statement is to outline the responsibilities, general objectives and specific guidelines for management of public funds by the Belleville Public Library.

RESPONSIBILITIES. All investment policies and procedures of the Belleville Public Library will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Library Director acting by the authority of the Library Board of Library Trustees. Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

OBJECTIVES. In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

GUIDELINES. The following guidelines should be used to meet the general investment objectives:

A) Safety

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.

2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

B) Maintenance of sufficient liquidity to meet current obligations. In general, investments should be managed to meet liquidity needs for the current month, plus one month (based on forecast needs).

C) Return on investment

Within the constraints this investment policy and Illinois law, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

D) Simplicity of management

The time required by library administrative staff to manage investments shall be kept to a minimum.

Reviewed 9/9/2010

Reviewed 7/14/11

Revised 8/9/2012

Reviewed 8/8/13

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Library property (i.e., collection materials, equipment, supplies, or any library property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner:

1. Books, gift materials and non-print materials from the library's collection may be discarded, sold, or given to local philanthropic, educational, cultural, government, or other not-for-profit organizations upon the approval of the Board of Library Trustees.
2. Any other library property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any library property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
6. Disposal of property valued over \$2,500 will be brought before the Board.

Revised 10/11/2007
Reviewed 10/08/2009
Reviewed 10/14/2010
Revised 10/13/2011
Reviewed 9/12/13

BUDGET AND FINANCE POLICY

The Belleville Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the board's finance committee and the library director. Each year, the board of trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees takes action to increase the library's revenue.

The Belleville Public Library spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand alone bibliographic database are not included.

On a monthly basis the library director presents written reports on library operations to the board of trustees. These reports include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The library maintains adequate records of library operations in a manner easily understood by the public as well as the board of trustees and library director. This record of library operations is presented at each board of trustee monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

Reviewed 11/12/2009
Reviewed 11/10/2011
Reviewed 10/10/13

MICROFILM MACHINE POLICY

Patrons must sign in at Archives desk and abide by the designated time limit of 45 minutes. Patrons may request more than one sign up sessions per day. Time limit may be exceeded if no one is waiting to use a microfilm machine. Patrons may be limited to 45 minutes of microfilm machine usage during peak use periods. Patrons must relinquish microfilm machine after 45 minutes if others are waiting to use them.

Children under 13 must have an adult with them to use the microfilm machines.

Revised 11/13/2008
Reviewed 11/12/2009
Reviewed 11/10/2010
Reviewed 10/10/13

INCLEMENT WEATHER POLICY (Snow, Sleet, Ice)

1. On weekdays before 5:00 p.m. the decision to close the Library due to bad weather will be made by the Director or senior Supervisor on duty in conference with City Hall. Notify anyone pertinent of the early closure.
2. After 5:00 p.m. on weekdays and on Saturdays the senior Supervisor on duty at Main or Branch should try to contact the Director, for a decision to close. If the Director can not be reached, the senior Supervisor on duty may make the decision to close, but the Director should be notified of the closure as soon as he/she can be reached. Notify anyone pertinent of the early closure.

Reviewed 12/11/08
Reviewed 12/9/2010
Reviewed 12/13/12
Reviewed 11/14/13
Reviewed 1/14/16

ILLINOIS OPEN MEETINGS ACT POLICY

The Belleville Public Library Board of Directors will comply with the prevailing and current City of Belleville Illinois Open Meetings Act for Board meetings, including

PUBLIC PARTICIPATION IN BELLEVILLE PUBLIC LIBRARY MEETINGS:

- a) Members of the public may address the Library Board in accordance with Section 2.06(g) of the Illinois Open Meetings Act (5ILCS 120/2.06 (g));
- b) Public comments are limited to three (3) minutes per speaker;
- c) The subject of public comments shall be reasonably related to matter(s) identified on the meeting agenda and/or other Library business;
- d) Repetitive public comments should be avoided, to the extent practical, through adoption of prior public comment (e.g. agreeing with prior speaker);
- e) The following conduct is prohibited during public participation:
 - Acting or appearing in a lewd or disgraceful manner,
 - Using disparaging, obscene or insulting language,
 - Personal attacks impugning character and/or integrity,
 - Intimidation,
 - Disorderly conduct as defined in Section 39-1-2 of this revised code of ordinances.

Reviewed 12/10/09

Reviewed 12/9/2010

Reviewed 12/13/2012

Reviewed 11/14/13

Reviewed and Revised 7/9/15

Reviewed 1/14/16

CHALLENGE TO MATERIALS POLICY

When a patron questions the inclusion of any material in the Library's collection, the patron will be offered a copy of the **Collection Management Policy** and given a **Patron's Request for Review of Library Materials** form. This policy and copies of the form shall be made available at all public service desks.

The completed form will be given to the appropriate Department Head and the Library Director. The Library Director and Department Head will discuss appropriate measures to address patron concerns. The patron will then be contacted to seek resolution to the patron's concerns. If the patron chooses to pursue a materials challenge, the Director will, at the earliest possible time, place the item on the agenda to be discussed by the Library's Board of Trustees. The patron will be advised of the meeting time and date and given the opportunity to express his/her concerns in person. The patron will be advised in writing of the decision reached by the Board within thirty (30) days of the Board of Trustees meeting. The decision of the Board will be final.

Adopted 12/13/12

Library Volunteer Cards:

Individuals residing beyond the jurisdictional boundaries of the library but who have demonstrated a commitment to the Belleville Public Library by the volunteering of their time and talents may be eligible for a volunteer Library card. Applicants for this type of card cannot be residents of the city of Belleville or already have a valid reciprocal card from another member library.

Recipients of this card must commit to a minimum of 10 hours of service per month to the library.

This library card is for use by the designated volunteer only and borrowing privileges are not extended to other members of the household.

Volunteer library card holders shall enjoy all other benefits as do non-resident card holders.

Volunteer library card holders must renew their card annually and are subject to all rules and regulations governing all regular library card holders in accordance with Belleville Public Library policies. Volunteers are only eligible for this privilege while they are actively volunteering. When the individual ceases volunteer activities for the library, the card will be expired at the end of the next full calendar month. At that time, all materials will be recalled and any delinquencies will be handled in accordance to established library policy.

Volunteer library card holders will be subject responsible for all fines and fees incurred on their account.

Adopted 12/13/ 2012

MATERIAL SELECTION POLICY

Mission Statement

The mission of the Belleville Public Library is to provide the community with user-friendly access to a broad spectrum of resources supporting cultural needs and life-long learning. The Library also seeks to preserve the historical heritage of its citizens and fulfills its mission by assembling, preserving and administering organized materials in all appropriate formats.

Strategic Plan

To further its mission the library emphasizes the following service responses:

- Current topics and titles
- Local history and genealogy
- Lifelong learning
- Formal learning support for K-8

The Library maintains broadly representative and current collections of materials in a variety of formats on all subjects of general interest to the community in fulfillment of its mission, and within these stated service responses. All materials are selected for the breadth and depth of content and the diversity of viewpoint that they will add to the library collection. For library users interested in more intensive treatments or in topics of very specialized interest, the Library draws upon the wider resources of local, regional, state and national interlibrary cooperative systems.

Responsibility for Material Selection and Collection Management

The Library Director operating within this framework of policies determined by the Board of Library Trustees has overall responsibility for collection development. Typically, the Library Director delegates or shares this responsibility with designated members of the staff. However, all members of the staff, board, and citizenry may recommend titles for consideration, and such recommendations are encouraged.

The Library will attempt to borrow through interlibrary loan any requested item which is out of print, or that the Library determines does not meet the criteria for purchase.

Statement on Access

The Board of Library Trustees of the Belleville Public Library endorses and adopts as library policy and procedure the following documents as published by the American Library Association:

Statement on Access--continued

The Freedom to Read Statement
The Freedom to View Statement
The Library Bill of Rights
The Code of Professional Ethics

The Board of Library Trustees has incorporated these four documents into the Library Policy Manual. These documents can be found on pages 3 through 10 in the Policy Manual or on the Library's website at [www.librarytrustees.org](#)

All of the above documents are also contained in the current edition of the Intellectual Freedom Manual and addendums are published by the Office for Intellectual Freedom of the American Library Association. They are available on the American Library Association's website at [www.ala.org/ifm](#)

It is the Library's responsibility to provide its users with a diversity of information and opinion, thus allowing all library users to exercise their own judgment in the selection of materials for themselves and their children.

The library supports the right and responsibility of parents and guardians to supervise their children's use of the library and its resources. The final decision on any child's access to library materials in every instance is the prerogative of that child's parent or guardian. If a parent feels that certain library materials are inappropriate for the child, it is the parent's right and responsibility to withhold those materials from that child. The library staff cannot perform this duty for parents. The library staff can and will assist parents in locating materials in the library collection that the parents consider appropriate for their children.

The library staff encourages users to share their reactions both positive and negative, to library materials with the staff through verbal or written comments and discussion. Such input is invaluable to the development of a useful and dynamic library connection. In this way the library best fulfills its mission to serve the entire community.

Requests for Reconsideration

The Board of Library Trustees has adopted a separate policy for the reconsideration of materials. Please refer to that section of the policy manual.

General Collection Policies

Criteria for Selection

All materials, whether purchased or donated, are considered in terms of the following standards. An item need not meet all criteria in order to be added to the collection. Items will be evaluated on the significance of the entire work rather than on isolated passages. The general criteria in selecting materials include:

- Accuracy of content
- Literary merit
- Qualifications, reputation, authority of author, editor or producer
- Currency or timeliness
- Suitability of subject and style for intended audience
- Quality of format and ease of use
- Price and availability
- Value and relationship to existing collection and to other materials on the subject
- Scarcity of information in the subject area
- Community interest and demand
- Attention of critics, reviewers, media and public
- Technical quality of non-book materials
- Ease of use of electronic formats
- Accessibility to multiple users of electronic formats

Other factors that have a direct impact upon material selection are budgetary and space restrictions, adequacy and availability of materials through other community institutions, and the function of each specific library branch.

Special Collections

Archives

The Library maintains a circulating collection of books on the basics of genealogical research which are of value to the general public. The non-circulating collection is more extensive and consists primarily of indexes, bibliographies, and verification tools, and listings of sources for vital records in particular states and foreign countries relevant to local immigration patterns. Illinois and local histories of significance are purchased as well as biographies of prominent Illinoisans. Microfilm of the U.S. Census records as well as books, newspapers and other special materials for the immediate geographic area are purchased as they become available. The Founders collection consists of the volumes that remain from the original 1836 collection of the German Library Society which operated as subscription library from their combined private collections. In 1863 the Society donated their collection to the City for the purpose of founding a public library. This collection is preserved in acid-free boxes and is stored in the vault.

Special Collections—continued

Saint Louis Art Museum Resources

The Library serves as a Saint Louis Art Museum Satellite Resource Center and houses a collection of instructional materials acquired and developed by the Saint Louis Art Museum Resource Center. The collection, initially funded by a grant from the Belleville News-Democrat, includes a variety of materials including realia, posters, reproductions, teaching guides and lesson plans. The Library makes these visual, cultural and education resources available to area students, teachers and others served by the Belleville News-Democrat.

Materials for Adults

The materials are selected to serve the needs of adults and high school students including reference circulation and non-fiction books, fiction and various other formats.

Materials for Children and Young Adults

The children's collection generally serves children through grade seven. Collected materials include classic and contemporary picture books for preschoolers, beginning readers, junior fiction and non-fiction books, periodicals, a wide variety of non-book materials including audio and video titles, computer software, instructional toys and realia. Also connected are materials on parenting, teaching and homeschooling materials. Emphasis is placed on choosing materials that encourage reading skills, stimulate imagination and curiosity, offer entertainment and give children information about the world they live in.

The Young Adult Collection serves youth from grade 8 and up and serves as a bridge between the children's and adult collections. Materials are selected to meet the interests and issues specific to this age group.

Fiction and non-fiction materials for both collections are chosen to complement school curricula and support homework needs for elementary, junior and senior high school students. School reading lists and "Best Books" lists prepared by professional and educational organizations play a strong role in selecting materials for these collections.

Languages

The Library collects materials predominately in the English language. The Fiction Collection includes Fiction in Translation (materials written and published in another language that have been translated into English for American readers.) Materials in foreign languages are reconsidered as community needs change. Individual needs for foreign languages not purchased by the library may be served by interlibrary loan requests.

Languages—continued

The Library maintains a basis collection of foreign language dictionaries and self-instruction materials in a variety of formats.

Intensity of Treatment

The Library collects both popular and technical treatments of subjects, and some research-oriented materials. "Research" in this context means materials written for the well-educated or experienced layperson, not the specialist or the scholar. The Belleville Public Library is not designed to provide research facilities for higher education.

Multiple Copies

The Library will purchase or supply through rental (or rented) books to meet the demand for heavily demanded books.

Reference Works

The Main Library will provide a reference collection at an intermediate level. The West Branch Library will maintain minimal reference materials.

Textbooks

The Library tries to serve student's needs as much as possible; however textbooks are not purchased unless they are the best source of information on a given subject. The Library policy is to purchase materials which will supplement and complement the curriculum offerings of the public and private schools within the Library service area.

Gifts and Exchanges

The Library gratefully accepts gifts of materials in all formats currently collected by the Library with the understanding that any gift material added to the library collection must meet the same standards of selection that are applied to library purchases.

When the Library receives a cash gift or donation for the purchase of materials, whether as a memorial or for any other purpose, the library will honor the wishes of the

donor as to the general nature, format or subject matter of the materials to be purchased. However, the selection of specific materials must be made by the director and designated staff in accordance with the needs of the collection and the standard selection criteria.

Gifts, memorials and other donations cannot be shelved as separate physical entities. Such separate shelving makes access to the materials more difficult for library users. Gift material will be shelved in the appropriate areas of the general collection. A gift bookplate attached to the material will identify the donor or the person memorialized by the donation, according to the preference of the donor.

The Library may also engage in exchange programs with other area libraries, offering surplus items or items that do not fit the Library's collection parameters to other libraries and accepting such material when offered by other libraries.

Withdrawal of materials

The Belleville Public Library is not a library of historical record except in the area of local history and genealogy. Materials that have outlived their usefulness are withdrawn from the collection to insure a vital and current collection of materials of continuing value to the community. Criteria for withdrawal include:

- The item has become physically worn and unattractive
- The information is out-of-date and no longer accurate
- The subject treated is out-of-date and no longer current or relevant to the community
- Lack of use
- Newer items on the same subject have superseded the item and made it surplus to the needs of the collection.

Materials withdrawn from the collection will be sold by the library at its books sales. Individual items being withdrawn may not be saved for specific individuals.

Revised October 8, 2009

Library Partnerships

The Belleville Library welcomes partnerships from within the community. Library Partners work through community organizations and perform services for the Library without compensation or expectation of compensation from the Library. Library Partners are not employees of the Library and have no guarantee of future employment with the Library.

Library Partners report to the Library Director or designee while in the Library but receive their work assignments from their partnering agency.

Library Partners must abide by the same rules of civility expected of City of Belleville employees, have completed criminal background screenings through their partnering agency, and document that they have reviewed City of Belleville policies and will not participate in discriminatory actions to include sexual harassment, sexual misconduct, or acts of violence.

Library Partners generally perform duties not typically assigned to Library employees but may assist Library employees when needed.

Adopted August 9, 2018