

3.0 LIBRARY FACILITIES POLICY

3.1 RULES OF BEHAVIOR

3.1.1 Enforcement of Rules

3.2 UNATTENDED CHILDREN

3.3 FOOD AND DRINK

3.4 SOLICITATION AND SELLING

3.5 WEAPONS

3.6 SMOKING AND TOBACCO PRODUCTS

3.7 LIBRARY THEFT

3.8 SECURITY CAMERAS

3.8.1 Public Notice

3.8.2 Camera Location

3.8.3 Access to Digital Images

3.8.4 Unauthorized Access and/or Disclosure

3.8.5 Retention of Digital Images

3.8.6 Patron Privacy

3.8.7 Disclaimer of Liability

3.8.8 Damages and Liability

3.9 EXHIBITS AND DISPLAYS

3.10 MEETING ROOM

3.11 24-HOUR LOCKER PICK-UP

3.12 APPENDIX

3.12.1 Banned Patron Notice

3.12.2 Unattended Children Notice

3.12.3 Exhibit Request Form

3.12.4 Meeting Room Request Form

3.0 LIBRARY FACILITIES POLICY

The purpose of the Library Facilities Policies is to ensure the Deer Creek District Library has a pleasant and productive environment for study, research, and recreational purposes. All patrons shall have a fair and equitable opportunity to enjoy the Library's services, materials, and facilities. The Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff and for preserving and protecting the Library materials, equipment, facility, and grounds.

3.1 RULES OF BEHAVIOR

For the comfort and safety of patrons and staff and the protection of Library property, the following actions are examples of conduct prohibited on Library property:

1. Activities that violate Federal, State, local, or other applicable law or Library policy.
2. Disobeying a reasonable direction of a Library staff member.
3. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs Library staff or patrons. Examples include, but are not limited to: conduct that involves the use of abusive language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.
4. Disrespectful or offensive behavior. Examples include, but are not limited to: being under the influence, sexual conduct, harassment of staff or patrons, threats or actions of violence, or bringing hazardous materials into the Library.
5. Using Library material, equipment, furniture, fixtures, or building in a destructive, abusive, or potentially damaging manner or in a manner inconsistent with its customary use or likely to cause personal injury to the individual or others.

In addition:

- The Library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.
- The Library is not responsible for any personal property left unattended.
- Patrons must wear clothing, including shirts and footwear.
- Patron use of Library telephones is only allowed at the discretion of Library staff.
- The Library reserves the right to impose time limits on the continuous use of Library equipment.
- Patrons whose bodily odor is so offensive as to constitute a nuisance to others may be required to leave the building.

3.1.1 Enforcement of Rules

Persons who violate the above rules are subject to withholding of Library privileges as follows:

1. Patrons may be given a verbal warning when they violate the Rules of Behavior. A Staff Member may then require the patron to leave the Library for the rest of the day.
2. Any person may, without prior notice or warning, be required to leave the Library if his/her presence or conduct is severe enough to warrant such action.
3. Library Staff Members may contact the Police Department for assistance when deemed necessary. Police will be contacted if patron(s) fail to leave the building at closing time or after being told to leave for causing a disruption of service or engaging in unacceptable behavior.
4. Serious or continued violations may result in a suspension of Library privileges by the Library Director for up to thirty (30) days.
5. The Board gives the Library Director full authority to make all decisions concerning banning patrons. The Library Director may also delegate authority for banning decisions when necessary.
6. Individuals whose Library privileges are withheld for more than one (1) month may appeal to the Board of Library Trustees by communicating in writing within thirty (30) days after receiving the Library's notice of the ban. The Board shall receive and review the appeal at the next regularly scheduled meeting and respond in writing within ten (10) days following the meeting.
7. In cases of damage inflicted on Library property, borrowing privileges of all those at the same address as the one inflicting the damage will be stopped until payment in full has been received by the Library.

3.2 UNATTENDED CHILDREN

The Deer Creek District Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped—and it is not the Library's role—to provide long- or short-term child care.

For the safety and comfort of children, a parent/guardian/caregiver should accompany children while they are using the Library. While in the Library, the parent/guardian/caregiver is responsible for monitoring and regulating the behavior of their children. The parent/guardians/caregiver is responsible for monitoring their children's use of the Library and

Deer Creek District Library

3.0 Library Facilities Policy

access to or borrowing of physical and digital items. The Library will not monitor access to or borrowing of physical or digital items by children.

Juvenile library cards are issued to individuals 17 and under.

1. Children ten (10) and above may use the Library unattended. This right can be revoked for individuals.
2. Children under the age of ten (10) should be accompanied at all times and adequately supervised by a parent/guardian/caregiver.
3. Children may use the Library as long as their behavior is not disruptive to other patrons or staff. Children must at all times abide by the Library's Rules of Behavior listed in Section 3.1.
4. When possible, the parent/guardian/caregiver will be notified that a child has been required to leave the Library using the appendix 3.12.2 form.
5. If a child who has been required to leave the Library indicates they need transportation home, the child will be allowed to use the Library telephone to make arrangements. The Library does not provide transportation.

Violations of this policy are grounds for suspension of library privileges. When the safety of an unattended child is in doubt or the parent/guardian/caregiver cannot be located, the Library Staff is authorized to call the police and stay with the child until the police arrive.

3.3 FOOD AND DRINK

While in the Deer Creek District Library, users are required to cooperate with the following guidelines regarding food and drink.

- Alcohol consumption is not allowed in the Library building or on the Library grounds.
- Food and open beverages are not allowed at the public computers.
- Keep the Library clean for other users by disposing of garbage in trash cans located throughout the Library.
- Report spills to a Staff member immediately.

3.4 SOLICITATION AND SELLING

The Library seeks to provide a pleasant atmosphere for those using this facility. Therefore, the following rules have been adopted:

Deer Creek District Library

3.0 Library Facilities Policy

1. No organization or individual shall be permitted to solicit monetary donations on Library property or place in the Library any receptacle to solicit monetary donations.
2. No organization or individual shall be permitted to sell tickets of any kind, or ask Library staff to sell tickets of any kind, on Library property.
3. No organization, business, or individual shall be permitted to distribute advertising material or solicit information directly from patrons on Library property.
4. No organization or individual shall be permitted to circulate a petition or solicit signatures from patrons or staff members within the Library.
5. The Library may offer used items to the public for a specified donation amount.

3.5 WEAPONS

The Deer Creek District Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed in the Library building or on Library property. In conformance with State Statute, the Library will post at all entrances to the building the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

3.6 SMOKING AND TOBACCO PRODUCTS

Smoking, including e-cigarettes, and the use of tobacco products is allowable only outside the building, 15 feet beyond the Library entrances, exits, windows that open, and ventilation intakes to ensure that tobacco smoke does not enter the facility. No Smoking signs or the international No Smoking symbol shall be clearly and conspicuously posted at every entrance to the facility.

3.7 LIBRARY THEFT

A person commits theft when he or she borrows from a library facility library material that has an aggregate value of \$50 or more under an agreement with or procedure established by the library facility for the return of such library material, and knowingly without good cause fails to return the library material so borrowed per such agreement or procedure, and further knowingly without good cause fails to return such library material within 30 days after receiving notice from the library facility for the return of such library material. The Library reserves the right to pursue legal action and/or use a collection agency.

3.8 SECURITY CAMERAS

The Deer Creek District Library uses security cameras for the safety and security of Library users, staff, and property. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and activities and, when necessary, to assist law enforcement

in the apprehension and prosecution of offenders, following applicable federal, state, and local laws regarding the confidentiality of library records

3.8.1 Public Notice

The Library shall post and maintain signs at the entrances of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

3.8.2 Camera Location

Cameras are positioned to monitor public areas of the Library such as service areas, entrances, and areas prone to theft, vandalism, or other activities that may violate Library policy or criminal law.

Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

3.8.3 Access to Digital Images

Video data is recorded and stored digitally. Recorded data is considered confidential and secure.

Access to live feeds of images and recorded video data may only be viewed with the Library Director and/or an Officer of the Library Board of Trustees. Live feed activities are randomly monitored. Because the cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

3.8.4 Unauthorized Access and/or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about Library users.

Only authorized employees can view and/or export video footage. No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted. Any Library employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

3.8.5 Retention of Digital Images

Recordings shall be kept until the system overwrites with newer footage except for appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall

be retained for one year after the incident or until any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area.

In situations involving banned patrons, stored still images may be shared with Library Staff.

3.8.6 Patron Privacy

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed concerning a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is a reasonable basis to believe a claim may be made against the Library for civil liability.

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.

Law enforcement officials or agencies may be provided access to the recorded data according to a subpoena, court order, or as permitted by law.

Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois state law and the Library's policies.

3.8.7 Disclaimer of Liability

The Library disclaims any liability for use of the video data per the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

3.8.8 Damages and Liability

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual per the Deer Creek District Library's Rules of Conduct.

3.9 EXHIBITS AND DISPLAYS

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 disrupt the regular flow of library work and service. Such exhibits will remain in place for no longer than four (4) 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 ensure its safety.

The Library maintains bulletin boards and displays for the exclusive purpose of promoting the services, materials, and programs of the Library. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for the design and placement of all rests with the staff of the Library.

Flyers and information that is of interest to the community are posted in the Library foyer. The Library reserves all rights to remove anything that has been posted.

3.10 MEETING ROOM

The Deer Creek District Library has a meeting room with seating for 15. The primary purpose of this meeting room is to support Library functions, meetings, and programs. The meeting room may be made available for use by members of the public. Organizations not affiliated with the Deer Creek District Library may use the meeting room only when all of the following conditions are met with approval from the Library Director:

- The reservation for the meeting is made by a resident or for an organization in the Library's service area.
- The Organization conducting the meeting is not doing so for immediate or ultimate gain of a for-profit business.
- No fee may be charged to those attending.
- The meeting may only take place during regular Library hours.
- The meeting cannot disrupt the ability of the library to conduct its business in a normal manner.
- The organization assumes all responsibility for set-up and clean-up.
- Groups using the Library facilities must comply with ADA requirements.

3.11 24-HOUR LOCKER PICK-UP

Lockers are installed outside of the Library's main entrance so patrons can pick up Library materials independent from the Library's open hours. The use of this service is based on request. Individuals who choose to use a Library locker are responsible for items placed in the locker as items are checked out to the user. Patrons have the ability to check their Library account online or can call the Library for assistance with due dates and/or renewals.

Individuals who use the locker system are also responsible for following the directions on the locker which includes making sure the locker is properly locked after use. Lost or damaged padlocks will incur a \$50 fee. Repeated or severe misuse of the system will result in the loss of privilege.

3.12 APPENDIX

Additional notices and forms for Library use.
