

**1.0 GENERAL LIBRARY POLICIES**

**1.1 MISSION STATEMENT**

**1.2 BRIEF HISTORY OF THE LIBRARY**

**1.3 BEST PRACTICES IN PUBLIC LIBRARIES**

**1.4 FREEDOM OF INFORMATION ACT (FOIA)**

**1.4.1 Brief Description of Our Public Body**

**1.4.2 Requesting Information**

**1.4.3 Record Categories Maintained**

**1.5 LOCAL RECORDS RETENTION POLICY**

**1.6 CONFIDENTIALITY OF RECORDS**

**1.7 IDENTITY PROTECTION POLICY FOR THE PUBLIC**

**1.8 PHOTO/VIDEO/AUDIO RELEASE POLICY**

**1.9 VOLUNTEERS**

**1.10 AMERICAN DISABILITIES ACT**

**1.10.1 ADA Compliance Officer**

**1.10.2 Service Animals in the Library**

**1.10.3 Accommodations to Persons with a Disability**

**1.11 STATEMENTS FROM THE AMERICAN LIBRARY ASSOCIATION (ALA)**

**1.11.1 Library Bill of Rights**

**1.11.2 Freedom to Read**

**1.11.3 Freedom to View**

**1.11.4 Code of Ethics for Library Staff**

**1.12 APPENDIX: ORGANIZATIONAL CHART**

## 1.0 GENERAL LIBRARY POLICIES

The purpose of General Library Policies is to:

- provide a way to ensure all members of the public know what they can expect from the Library and that they are treated equitably;
- provide a mechanism for the Board of Library Trustees, managers, and staff members to translate the Library's service priorities into actions;
- serve as the primary tool for ensuring all staff members have the information they need to do their jobs effectively;
- define current Library practices; and
- ensure the Library is in compliance with all local, state, and federal regulations.

### 1.1 MISSION STATEMENT

The mission of the Deer Creek District Library is to grow our community through inspiration and connect our community through experiences. Inspiring our community requires a commitment to supporting the educational, informational, and recreational needs of all ages in the community with quality materials. Supporting connection through experiences promotes a commitment to library services, programming, and technology for the community.

### 1.2 BRIEF HISTORY OF THE LIBRARY

On March 29, 1965, the Deer Creek Woman's Club started a volunteer library with 150 books. The Community Men's Club gave them the use of their building near the northeast corner of First Ave. and Logan Street. In 1967 the library filed to become a district library that was tax-supported. The proposition passed that year and the library joined the Illinois Valley Library System in 1968.

Since those early days, the Deer Creek District Library has continued to grow. A new 4,400 sq ft library building was built at 205 East First Ave. in 2001. The Deer Creek District Library collection is over 13,000 items including a children's section, young adult's area, DVDs, CDs, fiction and non-fiction books. The library is also a member of the Resource Sharing Alliance providing access to materials from 144 different libraries and two digital download sites.

### 1.3 BEST PRACTICES IN PUBLIC LIBRARIES

The Library Board of Library Trustees and staff will adhere to the standards and best practices as applicable and provided in *Serving Our Public 4.0: Standards for Public Libraries*, published by the Illinois Library Association (2020).

### 1.4 FREEDOM OF INFORMATION ACT (FOIA)

Requests for public records are fulfilled under the guidelines of the Illinois Freedom of Information Act (FOIA) (5 ILCS 140).

**1.4.1 Brief Description of Our Public Body**

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is found at the end of 1.0 General Library Policies as 1.11 Appendix.
- C. The total amount of our operating budget for FY 2023/2024 is \$120,000. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations.

The Library Funds are:

- 1. Corporate purposes (for general operating expenditures)
- 2. Maintenance (for maintaining the building)
- 3. Tort Liability (for insurance premiums, risk management, attorney's fees, and related expenses, unemployment, and worker's compensation insurance)
- 4. Social Security (provides for employee's FICA costs and related expenses)
- 5. Audit (for annual audit and related expenses)
- 6. Working Cash (for internal loans: [no longer levied])
- 7. Capital Reserve Fund (not levied; rollover for building/maintenance projects)

D. The office is located at this address:  
205 E. First Ave., P. O. Box 347, Deer Creek, IL. 61733

E. We have the following number of persons employed:

- 1. Full-time 1
- 2. Part-time 1

F. The following organization exercises control over our policies and procedures: The Deer Creek District Library Board of Library Trustees meets monthly on the first Monday of each month, at 6 p.m., at the library. Its members are:

Annette Brehmer, President; Bev Potts, Vice President; Linda Brown, Treasurer; Brenna McGahan, Secretary; Betty Rock; Linda Staley; Shea Kamp

G. We are required to report and be answerable for our operations to:

Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); the Director of the State Library; and various other staff.

#### 1.4.2 Requesting Information

You may request the information and the records available to the public in the following manner:

- A. Your request should be directed to the attention of Annette Brehmer, FOIA Officer, and sent to the library's address or dropped off at the library.
- B. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- C. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:  
  
The first 50 black and white pages are free, then \$.15 cents per page for employee copied records and \$1.00 per page for certification of records.
- D. Requestors will be contacted within the time allotted by law with a response to their request. At that time, the requestor will be told of any fees associated with their request.
- E. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- F. You may appeal the decision of the FOIA officer to the Board of Library Trustees.
- G. The place and times where the records will be available are as follows:  
Deer Creek District Library during normal business hours.

#### 1.4.3 Record Categories Maintained

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
  - B. Annual Receipts and Disbursements Reports
  - C. Budget and Appropriation Ordinances
  - D. Levy Ordinances
  - E. Operating Budgets
  - F. Annual Financial Reports
  - G. Minutes of the Board of Library Trustees
  - H. Library Policies
  - I. Annual Reports to the Illinois State Library
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### 1.5 LOCAL RECORDS RETENTION POLICY

The Deer Creek District Library retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

In Illinois, no public record may be disposed of without the approval of the appropriate records commission. Refer to the *Illinois Records Management Reference Manual For Illinois State Government Agencies*.

### 1.6 CONFIDENTIALITY OF RECORDS

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

Staff will access patron accounts only as required for Library operations and will require identification before providing any account information to a patron.

### 1.7 IDENTITY PROTECTION POLICY FOR THE PUBLIC

The Library adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs) which agencies collect, maintain, and use.

The Deer Creek District Library does not collect Social Security Numbers from members of the public.

### 1.8 PHOTO/VIDEO/AUDIO RELEASE POLICY

The Deer Creek District Library reserves the right to use photographs, audio recordings, and/or video recordings taken at the Library for publicity purposes in printed materials and online. All library patrons consent to the use of their image and/or voice taken at the Library or during a Library event unless they specifically inform Library staff of an objection to such use. No names will be used in conjunction with photographs, audio recordings, and/or video recordings without express written consent.

### 1.9 VOLUNTEERS

There are several reasons for the Library to welcome Volunteers. The sense of ownership that the Volunteers have as a part of the Library organization promotes advocacy for the Library

within the community. Using Volunteers extends the resources of the Library. Not only do Volunteers perform tasks that might otherwise not get done, but they also provide valuable input to Library staff about the community.

If Volunteers have access to confidential information that is needed to perform their job duties, they agree to access only that information needed as part of their task. Any information accessed must be held confidential by the Volunteer.

Working as a Volunteer does not serve as a link to employment by the Deer Creek District Library.

### 1.10 AMERICAN DISABILITIES ACT

The Deer Creek District Library complies with the Americans with Disabilities Act of 1990, as amended (the “ADA”), and offers alternative reasonable compliance to meet its requirements. Accordingly, the Library takes appropriate steps to ensure that Library communications with applicants, employees, and members of the public with ADA disabilities are as effective as communications with others; makes reasonable accommodations in Library policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a Library program would result; and operates its services, programs, and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. The Library provides equal access to persons with disabilities, including those individuals who use service animals.

#### 1.10.1 ADA Compliance Officer

The Library Director or designee is the Library’s ADA Compliance Officer. The ADA Compliance Officer may be contacted via telephone at: 309-447-6724 or via email at: [dclddirector@gmail.com](mailto:dclddirector@gmail.com).

Implementation of this Policy is the responsibility of all Library staff.

#### 1.10.2 Service Animals in the Library

The Library welcomes service animals, and service animals are permitted in any area of the Library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the Library. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack or performing other duties. The work or task that the dog has been trained to provide must be directly related to the person’s disability.

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Some service animals may wear special collars, harnesses, vests, or capes and some are licensed and certified and have identification papers. However, special identification and certification are not required by the ADA. Employees may only ask an individual who accesses the Library with a service animal the following two questions:

- a. whether the animal is a service animal and
- b. what work or task the service animal has been trained to perform. Employees may not require identification documents for the animal and may not ask about the person's disability.

A service animal may be removed from the premises only if

- a. the animal is out of control and the handler does not take effective action to control it, or
- b. the animal is not housebroken.

Service animals must be harnessed, leashed, or tethered unless such devices interfere with the animal's work or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

When there is a legitimate reason to remove a service animal, staff will offer the person with the disability the opportunity to obtain Library materials or services without the animal's presence. Staff is not required to provide care, food, or a special location for the animal.

### 1.10.3 Accommodations to Persons with a Disability

Staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying and retrieving Library materials, and completing Library forms.

In addition, in order to assist persons with visual, hearing, mobility, intellectual, or other disabilities, the Library provides materials in a variety of formats: conventional print, large type, DVD, CD, electronic download, and streaming services. When materials are not available in all needed formats, the Library attempts to provide equivalent or similar items for use by persons with disabilities.

### 1.11 STATEMENTS FROM THE AMERICAN LIBRARY ASSOCIATION (ALA)

The American Library Association (ALA) is the oldest and largest library association in the world. Its mission is "to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all." The Deer Creek District Library recognizes and supports the following statements issued by ALA.

### 1.11.1 Library Bill of Right

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

### 1.11.2 Freedom to Read

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

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reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

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

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

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

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

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

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We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

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

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

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

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

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to

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which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

*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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

### 1.11.3 Freedom to View

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of

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Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

#### 1.11.4 Code of Ethics for Library Staff

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

1.12 APPENDIX: ORGANIZATIONAL CHART

