



Visit the World @ your library
BOARD OF TRUSTEES
Policy Committee Agenda
201 S Kankakee St, Wilmington IL 60481
September 20, 2021
6:30 P.M.

1. Roll Call
2. Call to Order – Action
3. Policy Review
 - A. American Library Association Freedom to Read Statement
 - B. American Library Association Freedom to View Statement
 - C. American Library Association Library Bill of Rights
 - D. Community Room Policy
 - E. Community Service Policy
 - F. Conduct Policy
4. Adjournment



American Library Association Freedom to Read Statement

The Wilmington Public Library District subscribes to the *American Library Association Freedom to Read Statement*, which says:

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.
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.
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
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
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.

Adopted this day
Amended
Reviewed

2/21/00
7/16/01, 3/16/09
3/21/05, 3/19/07, 11/15/10, 4/16/12, 3/18/13, 3/17/14, 4/20/15, 3/21/16,
3/20/17, 3/19/18, 3/18/19, 3/16/20, 9/20/21



American Library Association Freedom to View Statement

The Wilmington Public Library District subscribes to the *American Library Association Freedom to View Statement*, which says:

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

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

Adopted this day	2/21/00
Amended	7/16/01, 3/16/09
Reviewed	3/21/05, 3/19/07, 11/15/10, 4/16/12, 3/18/13, 3/17/14, 4/20/15, 3/21/16, 3/20/17, 3/19/18, 3/18/19, 3/16/20, 9/20/21



American Library Association Library Bill of Rights

The Wilmington Public Library District subscribes to the *American Library Association Bill of Rights*, which says:

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

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

Adopted this day

2/21/00

Amended

7/16/01, 3/16/09

Reviewed

3/21/05, 3/20/07, 11/15/10, 4/16/12, 3/18/13, 3/17/14, 4/20/15, 3/21/16
3/20/2017, 3/19/18, 3/18/19, 3/16/20, 9/20/21



Community Room Policy

The Board of Trustees of the Wilmington Public Library District offers the use of its community room to organizations, businesses, community groups and individuals. Meetings held must be for the purpose of educational, civic or cultural programming, public information or other purposes that contribute to the growth and welfare of the community.

General Guidelines

- The community room was designed primarily to meet the operational needs of the library in accomplishing its service goals. It is intended for the following purposes, in order of priority:
 1. Library sponsored or co-sponsored programs;
 2. Library-related meetings;
 3. Meetings of community groups with educational, cultural and civic purposes;
 4. Other meetings deemed appropriate to the mission and facilities of the library, in the opinion of the Library Director,
- Use of the community room does not constitute library endorsement of the viewpoints expressed by participants in programs. Advertisements or announcements implying such endorsement are not permitted.
- The library reserves the right to refuse to schedule any group either because of the nature of its proposed activities or because of previous disregard of this policy. Permission to use the room will be withheld from groups damaging the room, equipment or furniture, causing a disturbance, or failing in any other way to comply with this policy.

Specific Guidelines

- The room is not available for commercial purposes such as bake sales, craft sales, demonstrations of products or services, or meetings held for financial gain. Admission charges, collections (other than regular club dues), sales or any moneymaking activities are not permitted, unless the library is the beneficiary of the funds raised or by special permission of the Library Director.
- The library's address may not be used as an organizational mailing address. Phone inquiries about the meeting will be answered with time and date only. Incoming calls during the meeting cannot be forwarded to the community room.
- All meetings of groups of persons under 18 years of age must be attended by an adult who will assume responsibility for the group's activities and behavior.

- Smoking, use of illegal drugs and use of alcohol are not permitted on library property.
- Maximum capacity of the room is 40 persons.
- Groups are expected to leave the room in the same condition in which it was found.
- Groups may serve light refreshments, previously prepared. Groups supply their own coffee, cream, sugar and paper goods. Library staff is not available to assist with coffee making or to carry supplies. Storage space is not available.
- Special parking arrangements for groups cannot be provided.
- Decorations should be limited to those that can stand on the floor or the tables. Nothing is to be attached to the wall or ceiling without prior permission.
- Unless prior arrangements are made with staff at the time of scheduling, all meetings must be completed and cleaned up prior to the library's daily closing time.

Fees for meeting room use

- Custodial fees of \$20.00 per hour will be assessed of any group which leaves the room in such condition that it requires cleaning by library personnel. This includes failure to clean the kitchen, wash the coffeepot, or otherwise return the room to its normal condition.
- The cost of repairs for damages to furnishings, equipment or the building that have been caused by members of a group using the meeting room will be charged to the group through the person who scheduled the meeting. Payment of fees or charges is both the responsibility of the individual making the reservation and the group for which the reservation was made.

Reservations and Scheduling

- Application for use of the community room must be made on the form provided, and returned to the library AT LEAST ONE WEEK PRIOR TO THE MEETING DATE. The form is to be signed by the group's presiding officer.
- Requests are considered confirmed upon the library's receipt of a signed application.
- Standing reservations for groups using the meeting room more than four times per year may be made annually.
- Groups should notify the library of cancellation of any meeting as soon as possible.

Adopted	3/21/05
Amended	4/16/07
Reviewed	3/15/10, 11/15/10, 5/21/12, 4/15/13, 7/21/14, 7/20/15, 3/21/16, 3/20/17 3/19/18, 3/18/19, 3/16/20, 9/20/21

Formatted: Font: 10 pt
Deleted:



Community Service Policy

From time to time, the Library District may allow individuals assigned court-appointed community service to provide services to the Library District.

Individuals seeking to provide community service to the Library District shall submit to the Library District a Community Service Application (copy attached).

Individuals 13 years and older are eligible to participate.

Individuals age 17 and younger must attend an orientation with a parent or legal guardian.

Given the nature of Library services and programs provided to patrons and residents, individuals charged with certain behavior or conduct are not eligible for community service at the Library District.

Behavior or conduct rendering an applicant ineligible for community services at the Library District includes the following:

- Behavior/conduct involving inappropriate sexual conduct
- Behavior/conduct involving children
- Behavior/conduct involving violence

The Library District reserves the sole and exclusive discretion and authority to accept applicants seeking to do community service at the Library District.

Adopted this day	2/16/2015
Amended	
Reviewed	3/21/16, 3/20/17, 3/19/18, 3/18/19, 3/20/20, 9/20/21



Community Service Application

Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____

Current Age: _____

Gender: _____

Offense: _____

Name of Supervisor/Probation Officer: _____

Phone number of Supervisor/Probation Officer: _____

Name of Court assigning community service: _____

Number of hours of community service to be completed: _____

Date by which community service is to be completed: _____

I understand and agree that:

- a. I must schedule all community service hours by calling _____ @815-_____
- b. My failure to show up for community service as scheduled may result in termination of my opportunity to provide community service at the Library District;
- c. I will abide by all Library District rules and regulations;
- d. The Library District may conduct a background check;
- e. The Library District may contact my Supervisor/Probation Officer/the Court.

I/we release and discharge the Wilmington Public Library District and its Trustees, Officers, Employees, and Agents from any and all claims, causes of action, losses or other damages resulting from, arising out of or relating in any way to my community service at the Library District.

I affirm that all information in this Application is true.

(Applicant's signature)

Date Signed: _____

For Applicants age 17 and younger

Parent/Legal Guardian

Telephone No: _____

Date Signed: _____



Conduct Policy

The Wilmington Public Library District is dedicated to providing access to knowledge and information, providing for patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to "exclude from the use of the library any person who willfully violates a policy or regulation prescribed by the Board." 75 ILCS 16/30-55.55

The Board of Library Trustees of the Wilmington Public Library establishes its conduct policy as follows:

A patron who engages in any activity that materially disrupts the use of library facilities, collections or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library staff.

- Examples of behavior deemed illegal or threatening to the safety of others include, but are not limited to the following behaviors:
- Carrying a weapon of any type. Concealed weapons by any other than Officers of the Law are not allowed on Library Property as provided in the current Firearm Concealed Carry Act of the State of Illinois (IL Public Act 98-0063).
- Soliciting, selling or using drugs on library property.
- Destruction or theft of any Library property or materials.
- Physical or verbal altercations of any kind including using obscene offensive language.

In such instances involving minors, identification will be requested and the incident may be reported to the police, parent, or guardian.

If, following a request, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Library staff will record instances in which patrons are required to leave the library. All records will be kept by the Library Director in the Incident Report Binder. Upon the third recorded instance in which a patron is required to leave the library premises, the Library Director may bar the patron from use of library premises for a period to be determined. Parents or guardians of minors will be

notified in writing in the event a minor is banned from using the library for a period of time longer than one day. In the case of personal danger to other patrons and/or staff, a person may be barred from the library prior to three instances occurring.

In the event a patron who is barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Library Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Patrons that violate the Library District's Computer Use Policy may be barred from the computers for a period to be determined by the Library Director prior to three recorded instances.

We ask the public to wear shirts and shoes at all times with clothing buttoned or zippered as appropriate.

Patrons are prohibited from selling services or goods on library property unless approved by the director for programming purposes.

Copies of the following notice will be posted throughout the library. "The Wilmington Public Library environment is intended to be safe and healthy for its patrons and staff. The Library reserves the right to ask ill patrons to leave the library."

Patrons wishing to appeal any action may do so upon written request to the Board of Library Trustees within two weeks of receipt of written notification.

This Policy shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the Library.

Adopted this day	9/21/98
Amended	7/16/01, 4/21/03, 7/19/04, 11/21/05, 11/19/07, 11/17/08, 11/16/09, 10/21/13, 3/19/18
Reviewed	11/20/06, 11/15/10, 09/17/12, 10/20/14, 11/16/15, 06/20/16, 11/20/17, 09/16/19, 9/21/20, 9/20/21