

## 10—Digital and Maker Resources

### 10-1 General Statement

Palatine Public Library District (the Library) provides and uses digital and maker resources ~~(including, but not limited to, computers, peripherals, websites, subscription databases, eReaders, tablets, digital equipment, and downloadable library materials)~~ to fulfill its mission. Specific procedures for the use of digital-these resources are included in Appendix 10A—Use of Digital and Maker Resources and Policy 2-7 Computer-Use and Program Cards. In offering these resources, the Board of Library Trustees recognizes that there exists an innate difference between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is comfortable and welcoming to all users and staff. In balancing these two objectives, the Board has sought to develop a policy that will best meet the needs of our community. The Board will review this policy on a regular basis ~~in light of~~ to address changes in technology and ~~to address~~ the development of legal and professional standards. (Adopted 10-8-03; Revised 3-10-19, Effective 4-1-20)

### 10-2 Digital and Maker Resources

Specific procedures for use of digital resources are listed in Appendix 10A. Certain activities are prohibited. These include but are not limited to copyright violation, threats of violence or endangerment, child pornography, harassing communications, and attempting to install or execute unauthorized software applications. ~~These include, but are not limited to, copyright violation, threats of violence or endangerment, child pornography, harassing communications, attempting to install or execute unauthorized software applications, and other applicable laws.~~ Deliberate tampering with any library ~~computer~~ equipment, network, or system is a crime and is strictly prohibited. Failure to comply with procedures and restrictions as noted in Appendix 10A may result in a user's loss of Internet access privileges, loss of ~~the~~ library privileges, and ~~or~~ legal prosecution.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library ~~digital~~ resources. The Library, Library staff, and affiliated entities are not liable for damages arising from the use of, or the inability to use, the Library's ~~digital~~ resources or their related content and functions. (Adopted 10-8-03; Revised 3-10-20, Effective 4-1-20)

### 10-3 ~~Internet Station~~ Registration and Access

~~Registration is required for access to all Internet~~ internet stations except designated guest stations. Registration may be required to access certain

computers and equipment. Some stations-resources may be reserved for the exclusive use of Library cardholders. Registration for and use of certain computers-resources are limited by age (see section 10-7). An individual's own valid library card or a form of government-issued identification including a photo, which will be used to verify valid cardholder status, ~~is may be~~ required to schedule or ~~begin a registered computer session~~use a computer or equipment. See Appendix 10A for registration and access details. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

#### 10-4 Wireless Access

The Library offers wireless access to the ~~Internet~~internet for users with wireless-enabled devices at the Main Library. The Library's network is open to all visitors. No special encryption settings, user-names, or passwords are required. The Library's ~~Internet~~internet use policies apply to all ~~Internet~~internet access in the building. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

#### 10-5 Internet Content

The ~~Internet~~internet offers access to many valuable sources of information, but not all sites are accurate, complete, or current. The Library does not monitor or control information accessed via the ~~Internet~~internet. There are many sites with content that some users may consider controversial, offensive, or inappropriate. Users are encouraged to evaluate the validity and appropriateness of information accessed via the ~~Internet~~internet. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

#### 10-6 Internet Filtering

To meet the diverse needs of our community, the Library provides access to the ~~Internet~~internet via both filtered and unfiltered stations (see Appendix 10A). Filtering does not guarantee the appropriateness of material on the ~~Internet~~internet for any particular age group or individual user. In choosing and implementing filtering software, the Library strives to provide full access under the First Amendment while maintaining a library setting that is conducive to a comfortable and welcoming space.

Unfiltered ~~Internet~~internet stations are clearly marked. ~~Unfiltered stations are reserved for valid Palatine Public Library District cardholders. See Appendix 10A for registration and access details.~~ Wireless access within the Library is not filtered, ~~including:~~ Laptops loaned by for use inside the Library ~~provide filtered access. Staff Internet workstations may be filtered differently in order to provide staff extended searching capabilities for serving the public.~~ (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

#### 10-7 Internet Stations for Youth

The Library designates certain ~~Internet~~internet stations to be reserved for children and teens ages 13 and younger. These ~~Internet~~internet stations are filtered. Filtering does not guarantee the appropriateness of material for any age group or individual user.

Parents or legal guardians of children and teens ages 13 and younger may permit their child's use of the unfiltered ~~Internet~~internet computers at the Library by submitting a written request ~~on a form available upon request~~. ~~Upon~~Within 48 hours of receipt of the ~~completed form~~request, staff will enable the child's card ~~so that it they will be enabled~~ to access an unfiltered ~~Internet~~internet stations~~s within 48 hours~~.

The Library affirms the right and responsibility of parents or guardians to make choices for their own children. Library staff will not monitor the age of children using ~~Internet~~internet stations except for the purpose of managing age-designated computers. Parents or guardians are solely responsible for whether their children access the ~~Internet~~internet through filtered or unfiltered ~~Internet~~internet stations. (Adopted 10-8-03; Revised 3-10-20, Effective 4-1-20)

#### 10-8 Privacy and Security on the Internet

In keeping with Library policies and state and federal laws, the Library strives to protect users' rights to privacy and confidentiality (see Policy 11—~~Privacy Policy~~). The Library avoids unnecessarily collecting or maintaining records that could compromise the privacy of users. However, electronic communication by its nature may not be secure or private. The Library cannot guarantee the security or privacy of online transactions. By using the Library's ~~Internet~~internet stations, websites, and services, users signify acceptance of the Library's Privacy Policy. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

#### 10-9 Use of the Library Websites

The Library has created and maintains [www.palatinelibrary.org](http://www.palatinelibrary.org) and certain related websites in order to make information about its programs, collections, and resources available to the public via the ~~Internet~~internet. Examples of such websites include subscription databases, downloadable library materials, social networking sites, and related mobile applications. By using the Library websites and their content, users agree to comply with and be bound by the following terms and conditions. These terms and conditions may change from time to time. Use of the Library websites signifies acceptance of the terms and conditions in effect at the time of use.

##### ~~Use of Content from Library Websites~~

~~The Library encourages users to access content from the Library websites, provided that these guidelines are followed:~~

- ~~Content downloaded from the Library websites is owned or leased by the Library and may be used only for personal, educational, or research purposes.~~
- ~~Users are responsible for determining use restrictions and for obtaining necessary permissions. Library websites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library websites is protected by third-party rights, users are responsible for obtaining the necessary rights in order to use the content in question (see section 10-11 Copyright).~~
- ~~The Library is not in a position to provide advice to users about which content is protected by third-party rights and which content may be used freely. The following website has information about copyright, fair use, and other related topics that may be useful:  
<http://www.copyright.gov/>.~~
- ~~It is the obligation of users to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing content from the Library's collections and Library websites. Users are solely responsible for determining whether the use of any digital object requires the permission of any other person or entity, and are responsible for paying any associated fees. Questions concerning legal issues surrounding the use of digital objects should be directed to the user's attorney.~~

### Accessibility

The Library intends to ensure accessibility of its websites for people with disabilities. All reasonable effort has been made to ensure that the pages of the Library's websites comply with Section 508 of the Rehabilitation Act ~~Amendments of 1998~~ (29 U.S.C. 794d). ~~Section 508~~which requires that individuals with disabilities who are members of the public seeking information or services from a government agency have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

### Disclaimers

- All content on Library websites is provided "as is" without a warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular use, or non-infringement. The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of the Library websites. Users understand and agree that any downloading or obtaining of material or data through the Library websites is done at the user's own risk. In addition, tThe Library disclaims any and all

responsibility or liability for the accuracy, reliability, and legality of content found on the Library websites. ~~In no event shall the~~ The Library, ~~or its employees, and or~~ affiliated entities ~~beare not~~ liable for any direct ~~or~~, indirect, ~~special, incidental, consequential, exemplary, or punitive~~ damages arising from, ~~or directly or indirectly related to~~, the use of, ~~or the inability to use~~, the Library websites ~~or the content and functions related thereto~~.

~~2. Some pages on the Library websites include links to other websites. The Library has not reviewed the entire content of these linked websites and is not responsible for their content. (See section 10-13 Linking to Websites)~~

- ~~• The Library offers access to a broad range of information and content, including certain materials that may contain offensive language or negative stereotypes. Users should view such content in the context in which it was created. All media are presented as specific, original artifacts, without further enhancement to their appearance or quality as a record of the era in which they were produced.~~ Opinions content. Opinions expressed on the Library websites by others are not necessarily those of the Library Board or its staff.
- All other Library policies apply when using digital resources. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

## 10-10 User-Generated Content

Library websites provide a means for the Library to communicate information to users. Some Library websites provide a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. The Library reserves the right to remove content, as indicated below.

The Library ~~will choose not to post or~~ will remove communications that contain obscene or defamatory language; sexual content; incitement of, solicitation of, or threat to engage in violence or illegal activities; personal attacks; or promotions or solicitations for commercial goods or services. The Library encourages user communications to be respectful.

Any text, artwork, photographs, or intellectual property that may be owned by or under copyright protection afforded to someone other than the posting user should not be submitted. Submission of content implies the copyright owner has granted permission to publish on the Library websites.

A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.

Users who fail to follow these guidelines may be blocked from submitting

content or may lose library privileges. (Adopted 1-11-12; Revised 3-10-20, Effective 4-1-20)

## 10-11 Copyright

Content obtained or copied from the ~~Internet~~internet may be subject to copyright laws. US Copyright Law (United States Code Title 17) prohibits the unauthorized reproduction or distribution of copyrighted content, except as permitted by the principles of “fair use.” ~~Patrons~~Users are responsible for determining legal use of copyrighted content.

The Library encourages users to access content from the Library websites, provided that these guidelines are followed:

- Content downloaded from Library websites is owned or leased by the Library and may be used only for personal, educational, or research purposes.
- Users are responsible for determining copyright use restrictions and for obtaining necessary permissions. Library websites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library websites is protected by third-party rights, users are responsible for obtaining the necessary rights in order to use the content in question (see section 10-11 Copyright).
- The Library is not in a position to provide advice to users about which content is protected by third-party rights and which content may be used freely. The following website has information about copyright, fair use, and other related topics that may be useful:  
<http://www.copyright.gov/>

(Adopted 1-11-12; Reapproved 12-13-17)

## 10-12 Third-Party Services

Among the many services offered by the Library is access to resources provided by third parties. These resources (such as subscription databases, downloadable library materials, social networking sites, and mobile applications) are subject to their own terms and conditions. Users should review the terms and conditions specific to each third-party site accessed to ensure compliance with applicable rules. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

## 10-13 Linking to Websites

The Library selects a limited number of links to websites not owned or managed by the Library. The Library has not participated in the development of these other sites and does not exert any editorial or other

control over these sites. The Library provides these links as a convenience, and the inclusion of any link does not imply endorsement by the Library or any association with their operators. The Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

The Library takes reasonable steps to assure data integrity but does not guarantee that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other malware. (Adopted 1-11-12; Revised 3-10-20, Effective 4-1-20)

#### 10-14 Makerspace

The Workshop Lab is the Library's makerspace. This collaborative space provides our members with equipment, technologies, and tools to create, build, and experiment in a supportive atmosphere. The Workshop Lab is available specifically for the use of its equipment. See Appendix 10A for registration and access details.

The Workshop Lab may close occasionally to provide staff training, to perform equipment maintenance, or to conduct a Library event.

Equipment in the Workshop Lab may not be used to produce the following:

- weapons or look-alike weapons
- content or objects prohibited by federal, state, or local law
- content or objects in violation of intellectual property rights
- content or objects that are unsafe, harmful, dangerous, or pose a threat to the well-being of others
- objects or materials that would be considered inappropriate for the Library environment

(Adopted MM-DD-YY; Effective MM-DD-YY)

Policy 10 Comprehensive Review: Last Revised 3-10-20; Effective 4-1-20.

## APPENDIX 10A—~~Use of Digital~~ and Maker Resources

### Access to Digital ~~and Maker~~ Resources

~~Resources with access to digital content~~ Digital and maker resources (including, but not limited to, ~~websites, subscription databases, downloadable library materials, and mobile or desktop applications~~ computers, tablets, and fabrication equipment) are provided by the Palatine Public Library District (the Library).

Users must comply with Policy 10—Digital and Maker Resources and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital and maker resources. The Library may revise user and borrower expectations as outlined in this policy at any time.

A ~~patron's member's~~ access to Library digital and maker resources may be blocked, suspended, or terminated for reasons including, but not limited to, violation of user expectations or borrower expectations, actions that may lead to liability for the Library, disruption of access to other users or networks, or violation of applicable laws or regulations.

No logins for timed computer sessions will be available 14 minutes prior to closing. Timed sessions will end 10 to 15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital media studios and the ~~w~~Workshop Lab must be shut down 10 minutes prior to closing. Staff reserve the right to set time limits on when certain maker projects can begin so that projects are completed before close.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Some ~~computer stations and digital media studios~~ digital and maker resources may be reserved by valid Library cardholders up to two weeks in advance by contacting staff. Cardholders may reserve one session per resource per day and may reserve a ~~station or studio~~ resource for up to three days in a Sunday-to-Saturday week.

Guest passes are available to any visitor and may be used at designated computer stations as listed below.

### Digital Resources Available

#### ~~Computer Stations—No Sign-in Required~~

~~Guest stations are filtered, limited to 20 minutes, and have no age restrictions. Guest computers are available on a first come, first served basis. Patrons Users may not extend their time. Only two persons may use the station at one time.~~

~~Catalog research stations are filtered, and have no time or age restrictions. Only two persons may use the station at one time.~~  
Computer Stations—Sign-in Required

Catalog research stations are filtered and have no time or age restrictions. Only two persons may use the station at one time. The stations may not be reserved in advance. No session registration is required.

Filtered ~~I~~nternet stations are available to holders of a valid District card, computer-use and program card, or reciprocal card. A guest pass may be used at these stations. Use is limited to two hours. ~~Patrons~~ Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. ~~Certain stations are limited to patron members ages 14 and older. Use is not age-restricted~~ These stations may be reserved in advance.

Unfiltered ~~Internet~~ internet stations are limited to holders of a valid District card or computer-use and program card only. ~~Such stations are and~~ for use by ~~patron member~~s ages 14 and older. A guest pass may not be used at this station. Use is limited to two hours. ~~Patrons~~ Users may extend their time when no other user is waiting for a computer. Parents or legal guardians of children and teens ages 13 and younger may permit their child's use of the unfiltered ~~Internet~~ internet computers at the Library by submitting the Request to Permit Child's Access to Unfiltered Internet form a written request. Only two persons may use the station at one time. These stations may be reserved in advance.

Youth stations are filtered and available to holders of a valid District card, computer use and program card, or reciprocal card. Such stations are for use by ages 13 and younger. A guest pass may be used at these stations by members ages 13 and younger. Use is limited to two hours. ~~Patrons~~ Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. These stations may be reserved in advance.

Workshop Sstations are filtered and available to holders of a valid District card, computer-use and program card, or reciprocal card. A guest pass may not be used at this station. Use is limited to two hours. Users may extend their time when no other user is waiting for a computer. Use is not age-restricted. Only two persons may use the station at one time. These stations may be reserved in advance.

#### Digital Media Center Stations—Sign-in RequiredMedia Studios

~~iMac Stations are filtered and available to holders of a valid District card, computer-use and program card, or reciprocal card. Such stations are for use by ages 11 and older. Use is limited to three hours. Patrons Users may extend their time when no other user is waiting for a computer. Patrons Members younger than 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. Only two persons may use the station at one time. These stations may be reserved in advance.~~

Digital mMedia studios are filtered and available to valid District cardholders and computer-use and program cardholders. These stations studios are for use by ages 11 and older. A guest pass may not be used in the studio. Use is limited to three hours. ~~Patrons Users~~ may extend their time when no other user is waiting for a studio. ~~Patrons Members~~ younger than 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. A room capacity limit is posted on each studio door. These studios may be reserved in advance.

#### Makerspace Equipment

Valid Palatine Public Library District cardholders and computer-use and program cardholders may use the Workshop Lab. Members younger than 11 may use the Lab provided that they are accompanied by a parent or responsible adult at all times.

~~Use of~~ Lab equipment and tools ~~is~~are available on a first come, first served basis. Use of equipment or tools is limited to three hours per day. If no one is waiting to use the equipment or tools, use may be extended at staff's discretion.

Select equipment may require proficiency requirements or completed Library training prior to use.

Select equipment and tools may require staff assistance to operate. Independent use of this equipment may occur only if a user has received approval from staff.

All equipment and tools available in the Workshop Lab must stay in the Lab. Approval from Workshop staff may be given to use the equipment elsewhere in the Library.

#### DigitalOther Digital Resources—In-Library use only

Video game stations ~~are limited to two hours and items~~ may be checked out to valid District cardholders ages 11 and older. Use is limited to two

hours. ~~Patrons-Users~~ may extend their time when no other user is waiting. Use is not age-restricted. Up to four persons may use the video game stations at one time.

Tablets are filtered, ~~limited to two hours~~, and may be checked out to valid District and reciprocal cardholders, ages 11 and older. Use is limited to two hours. ~~Patrons-Users~~ may extend their time when no other user is waiting. Use is not age restricted. Tablets loaned in the Workshop Lab must be used inside the Lab.

Laptops are filtered and ~~limited to~~ may be checked out for two hours. ~~Patrons-Users~~ may extend their time when no other user is waiting for a ~~computer~~ laptop. Laptops may be checked out to valid District and reciprocal cardholders, ages 11 and older. Use is not age restricted. Laptops loaned in the Workshop Lab must be used inside the Lab.

#### ~~Circulating Digital Resources~~Other Digital Resources—Circulating

Circulating digital and maker resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2C.

#### Use of Materials with Maker Resources

Materials for use with maker equipment will be available from the Library for purchase. Material availability is not guaranteed. The Library does not offer refunds for unused materials.

Users may bring in their own materials for use with maker equipment. All user-provided materials must be approved by Workshop staff prior to using the equipment. Staff reserve the right to disapprove any materials and tools.

#### Project Expectations

The Library cannot guarantee product quality, equipment availability, confidentiality of design, or delivery times.

The Library is not responsible if there is damage to a project, if a project does not print correctly, or if a project does not work as a result of using any of the Library's equipment or tools. By submitting content or objects, the member agrees to hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials. The Library reserves the right to halt, delete, or disallow the creation of items that violate Library policies.

#### User Expectations

The Library will not be responsible for any damages, losses, or unauthorized access that may arise in connection with a ~~patron~~member's use of digital and maker resources, or from the actions of other persons.

Members are responsible for the storage of their digital files and providing their own storage devices as needed. The Library is not responsible for data loss while using Library's digital resources.

~~The Library cannot assure access to all sites at any given time; sites may be busy, available only to authorized people, or otherwise unavailable.~~

It is the responsibility of parents or guardians to monitor their child's use of digital and maker resources.

Use of digital and maker resources for any type of illegal or inappropriate activity is prohibited. This includes, but is not limited to, copyright violation, threats of violence or endangerment, child pornography, harassing communications, and attempting to install or execute unauthorized software applications.

Hacking, deliberate tampering with, or damage of any library digital and maker resources or network is prohibited (see Policy 10-9).

Members must use the Workshop Lab and its equipment in a reasonable manner. The Library may deny use of maker equipment and tools to individuals who do not take proper care of the equipment and tools, or do not attend required training in select equipment and tool use. Members may be held financially responsible for willful misuse or damage to equipment.

Failure to comply with these procedures and Library policy may result in legal prosecution or loss of library privileges.

#### Additional Provisions for Wireless Users

Users must be familiar with their own devices and know how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of ~~Internet~~internet traffic across its wireless network. Information and files on, sent to, or sent from a user's device can be viewed or extracted by anyone else with the necessary equipment or software.

#### Borrower Expectations

Borrowers accept full responsibility for all digital [and maker](#) resources while checked out to them.

Borrowers may not leave digital [or maker](#) resources unattended [in the Library](#) for any reason or lend them to another user. Users will not tamper with the digital [or maker](#) resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital [and maker](#) resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for all or partial repair or replacement costs resulting from damage or loss while digital [and maker](#) resources are checked out to them.

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 1-11-12; Last Revised 3-10-20; Effective 4-1-20)

### 3—Library Operations

#### 3-1 Hours of Operation

The Board of Library Trustees of the Palatine Public Library District (the Library) sets the hours that Library facilities will normally be open to the public. A listing of hours of operation for each facility is detailed in Appendix 3A. (Adopted 12-12-90; Last Revised 5-9-18, Effective 6-1-18)

#### 3-2 Holidays

The following days are designated by the Board as official holidays when the Library will be closed:

1. New Year's Eve (Main closed at 1:00 pm; branches closed all day)
2. New Year's Day
3. Easter Sunday
4. Memorial Day
5. July 4<sup>th</sup>
6. Labor Day
7. Thanksgiving Day
8. Christmas Eve
9. Christmas Day

The Library may be closed additional days, selected by the Executive Director and approved by the Board, to allow for continuing education of staff.

When any of the foregoing holidays (except New Year's Eve and Christmas Eve) fall on a Monday, the Library will be closed the previous Sunday.

Extraordinary holidays may be observed at the discretion of the Executive Director and must be approved by the President of the Board (or, in their absence, any other member of the Board). (Adopted 8-13-86; Last Revised 8-20-19, Effective 9-1-19)

#### 3-3 Emergency Closings

Any decision to close the Library because of emergency must be approved by the President of the Board, or in their absence, any other member of the Board. In the event that no Board member can be reached, the Executive Director or designee may close a Library facility and give notice to Trustees as soon as reasonably possible. Emergency situations may be defined as, but not limited to the following:

- damage to building that would endanger staff or public
- complete power failure for an extended period
- loss of water to the building
- loss of heating system during winter (interior temperature drops below 55 degrees)
- extreme weather conditions
- explosions, fire in neighboring buildings, or other catastrophes that demand the immediate clearance of the building

(Adopted 3-14-74; Last Revised 8-20-19, Effective 9-1-19)

### 3-4 Code of Conduct and Loss of Library Privileges

All visitors are expected to follow the Library's Code of Conduct (see Appendix 3D—Code of Conduct).

The Board may exclude from the use of the Library any person who willfully or negligently violates an ordinance or regulation prescribed by the Board (75 ILCS16/30-55.55). The Board gives the Executive Director the authority to make decisions about banning persons from use of the Library.

Visitors to the Library may be banned from the Library facilities, parking areas, and grounds by Library staff when they disrupt normal activities through any behavior including but not limited to the following:

- excessive and continued noise
- running in the building
- fighting
- threatening (in-person or electronically) or assaulting a staff member or member of the public
- deliberate damage of Library resources
- serious violation of Library policy
- other unacceptable behavior

Such visitors may be banned from the Library services and facilities (including parking areas and grounds) until such time and upon such conditions as determined by the Executive Director.

Persons banned from the Library may appeal the decision to the Board. The decision of the Board is final.

(Adopted 2-9-83, Last Revised 10-20-20, Effective 11-1-20)

### 3-5 Weapons, Hazardous Materials, and Dangerous Behavior

Weapons, as defined and restricted under applicable federal, state, and local statutes and ordinances, including the Illinois Firearm Concealed Carry Act (430 ILCS 66), are prohibited in all Library facilities. Staff members will contact emergency authorities immediately if they reasonably suspect that a dangerous weapon may be present. Dangerous weapons include but are not limited to guns, explosives, bombs, certain chemicals, and knives. All sworn law enforcement officers are exempt from the prohibition against concealed firearms, as provided by state and federal law.

Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances that are capable of posing an unreasonable risk to health, safety, or property are prohibited in all Library facilities and grounds. These items include but are not limited to materials that are flammable, explosive, corrosive, toxic, or radioactive. Staff will contact emergency authorities immediately when they become aware of the possibility of hazardous materials present.

Dangerous behavior is prohibited in all Library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property. (Approved 2-14-07; Last Revised 10-20-20, Effective 11-1-20)

### 3-6 Unattended Children

To ensure the safety and well-being of children on Library premises, parents are responsible for their children whether or not the parent is present. Children under age 9 must be closely supervised by a parent or other responsible person age 12 or older at all times on Library premises.

Children unattended during hours of operation: If a child under age 9 is unattended in the Library during hours of operation, staff will seek to locate the responsible person within the Library. When this person and the child are reunited, staff will inform them of the Unattended Children Policy.

If the responsible person cannot be located within the Library, the staff will obtain the parent's phone number, if possible. When the parent is contacted, they will be notified of the Unattended Children Policy and asked to come to the Library to assume responsibility for the child. If the parent does not provide appropriate supervision or the parent cannot be reached within 30 minutes, staff will contact law enforcement and ask that they assume responsibility for the child.

Children unattended at closing: The designated person in charge and another staff member will stay with any unattended child under the age of 14 and will repeat the procedures listed for contacting the parent of an unattended child during operating hours.

If a child has not been picked up and a parent has not been reached 15 minutes after the Library has closed, staff will call law enforcement and ask that they assume responsibility for the child.

If the child tells staff that a parent or responsible adult has been contacted and is on the way to pick up the child but that person has not arrived by 20 minutes after the Library has closed, staff will call law enforcement and ask that they assume responsibility for the child. (Adopted 2-13-08; Last Revised 10-20-20, Effective 11-1-20)

### 3-6.1 Vulnerable Adults

All adults who can understand and follow the Library's policies and who can care for themselves are welcome in the Library. Vulnerable adults must be attended and have adequate supervision by an adult over the age of 18 during their visit. A vulnerable adult is functionally, mentally, or physically unable to care for themselves and should not be left unattended or unsupervised when in the Library. Library facilities are neither designed nor licensed to provide adult care needs.

If it is determined a vulnerable adult is in the Library without a parent, legal guardian, or caregiver, staff will attempt to contact the parent, legal guardian, or caregiver. If a parent, legal guardian, or caregiver cannot be reached within 30 minutes, law enforcement will be contacted and asked to assist, including at closing time. (Adopted 10-20-20, Effective 11-1-20)

### 3-7 Use of Library Facilities, Grounds, and Services

The Library's facilities are open for use by Library residents and other members of the public during hours established by the Board. Checkout of Library resources is limited to Library cardholders and to those with valid cards from libraries participating in the statewide reciprocal borrowing agreement. The Library reserves the right to establish rules and restrictions for use of facilities and services, including those listed in Appendix 2A.

The Main Library property includes adjacent parking areas and a designated drop-off zone on North Court in front of the building. This area in front of the building is intended for drop-off or pick-up of Library visitors and for visitors using the outside walk-up materials return. This area is

also a parking area for any emergency vehicles that may need to be at the Library. Cars may stand in the drop-off zone for up to five minutes.

Drivers must abide by all posted traffic control signs on Library property and operate vehicles in a safe, controlled manner. (Adopted 3-11-98; Last Revised 10-20-20, Effective 11-1-20)

### 3-8 Food or Drink in Library Buildings

Covered beverages are permitted in Library facilities except in all digital media rooms.

Consumption of food or uncovered beverages is permitted only in meeting rooms, the vending area, and other designated areas at the Main Library. (Last Revised 10-20-20, Effective 11-1-20)

### 3-9 Alcoholic Beverages

The Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be served on Library property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director. Use of alcoholic beverages will be in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 et seq.).

Serving of alcoholic beverages will be permitted only at Library events or at events co-sponsored by the Library. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by the Executive Director. Outside groups or individuals conducting a meeting or event at the Library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

Alcoholic beverages may be served at preapproved events held within an enclosed or controlled space on Library grounds. This enables the Library to ensure the following:

- preventing access to the general public during the event
- prohibiting alcoholic beverages from being removed from the event space by attendees
- preventing the sale or distribution of alcoholic beverages to persons under the age of 21
- prohibiting attendees from bringing outside beverages to the event

Alcoholic beverages may be served at preapproved events by catering staff secured for such purpose by the Library or by any Library staff member or volunteer who is of legal age and designated by the Executive

Director to do so. Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature.

The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event or the event itself.

The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act. When serving alcoholic beverages, the Library must provide liability insurance with a coverage limit that saves harmless Library from all financial loss, damage, or harm under the maximum liability limits set forth in the Act. The Library's liability insurance coverage is determined annually. The Executive Director shall ensure that Library's liability insurance coverage meets the parameters set forth in this policy. Any other business or organization that wishes to sell alcoholic beverages at events held in any Library building or on Library property must maintain dram shop liability insurance in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm. A current certificate of insurance must be presented before any alcohol can be dispensed or sold. (Adopted MM-DD-YY; Effective MM-DD-YY)

### 3-10 Photography in the Library

Library staff members may take photographs and video recordings of participants in Library programs or activities. All persons attending Library programs and activities agree that any photograph or video recording may be used by the Library for promotional purposes, including its digital media, websites, brochures, and other publications, without additional prior notice or permission and without compensation to the participant.

Visitor names will never be used without the visitor's written consent. If a visitor prefers not to have Library staff photograph or film them or a member of their family, that visitor should notify a staff member at that time.

While the Library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of

free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library's mission.

Subject to the preceding paragraph, visitors are permitted to take photos, video, or audio recordings within the public spaces of Library facilities, provided it is for personal use, does not create a safety hazard, and does not block library aisles, walkways, stairwells, doors, or exits. Library access by photographers may be limited either by time constraints or to specific areas depending upon the impact such sessions could have upon other library users. The taking of photos or videos is strictly prohibited in the following non-public spaces: restrooms, rooms reserved for nursing, child care areas, areas reserved for staff use only, employee offices, and other areas of Library facilities not open to the public. Persons taking photos and videos shall not compromise an individual member's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Visitors taking photos and videos shall not violate the law in their activities and shall not trespass into non-public spaces, become physically violent, or be unreasonably disruptive to an employee's ability to serve other visitors.

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings shall not disrupt the meeting or create a safety hazard.

In order to ensure that such activity would not be disruptive to or interfere with the Library staff or visitors or be inconsistent with the Library's mission, anyone proposing to engage in extensive or commercial filming in the Library or anywhere on Library property must request and receive preapproval by the Executive Director. (Adopted 4-9-14; Last Revised 10-20-20, Effective 11-1-20)

### 3-1~~10~~ Lost and Found Items

The Library maintains a lost and found. Reasonable attempts will be made to contact the owner of lost items if identifying information is available. Staff will attempt to return items identified as owned by other organizations to those organizations. After four weeks, unclaimed items become Library property.

Unclaimed books will be donated to the Friends of the Palatine Library for inclusion in used book sales or will be recycled. Unclaimed currency will be added to the Library's operating fund. Potentially dangerous items will be turned over to the police department. Other unclaimed items will be

donated, recycled, or discarded as determined by the Executive Director or designee.

The Library is unable to secure visitors' personal possessions and cannot be responsible for lost or damaged personal property. (Adopted 11-10-10; Last Revised 10-20-20, Effective 11-1-20)

### | 3-1~~24~~ Service to Visitors with Disabilities

The Library is committed to providing service to visitors with disabilities in compliance with applicable federal and state statutes. The Library will strive to develop services that uphold human rights, inclusion, and safety for all visitors. Visitor privacy will be protected (see Policy 11—Privacy Policy) and the Library will not require documentation of a disability.

The Library provides services including but not limited to the following:

- assistance in a quiet, reduced-distraction environment
- one-on-one appointments
- homebound delivery service (see Policy 3-12 Homebound Services)
- hearing loop assistance or translation services in Library programming
- access for service animals (see Policy 3-13 Animals)

In addition to those services, the Library acts as facilitator between the visitor and the federal program known as "Services to the Blind and Visually Impaired." (Adopted 12-15-05; Last Revised 10-20-20, Effective 11-1-20)

### | 3-1~~32~~ Homebound Services

The Library offers materials delivery service to members who are valid Library cardholders and are unable to come to the Library for a minimum of 30 days due to a temporary or permanent disabling condition.

Eligible members may complete an application form and submit it to the Library.

Delivery will be scheduled at the mutual convenience of staff and member, generally once per month. All Library materials are available for home delivery.

All Library policies, including fees and limits, apply to those receiving homebound services.

Materials will be checked out on the card of the person receiving the service. The Library will maintain a record of all items checked out by a homebound member for purposes of selecting materials for that person.

Members who are eligible for homebound delivery service but who have a household or family member or other authorized person willing and able to pick up Library materials, deliver them, and return them to the Library may designate one or more individuals to use the member's Library card on the member's behalf. Such designated persons will have full access to the member's record in the Library database.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the member, member's parent or legal guardian, or an individual with power of attorney to act on behalf of the member. (Adopted 3-9-11, Last Revised 10-20-20, Effective 11-1-20)

### | 3-1~~43~~ Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from Library facilities except as part of a Library program. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

Under the ADA, all service animals must be harnessed, leashed, or tethered while in Library facilities, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. The Library reserves the right to request that the service animal be removed from the premises if the animal is out of control and the handler does not take effective action to control the animal. The term "out of control" includes but is not limited to repeated or uncontrolled barking, wandering away, growling, or otherwise threatening the safety of visitors or staff. (Approved 12-12-73; Last Revised 10-20-20, Effective 11-1-20)

### | 3-1~~53~~4 Reference and Reader's Advisory Policy

Library staff provides reference service (defined as connecting visitors with the resources and information requested or required) and reader's advisory service (defined as connecting visitors with materials, both print and digital). The goal in offering these services is to provide accurate, timely, thorough, interesting, and beneficial information and resources to visitors.

## Resources

Staff uses many sources to answer questions and to make reading recommendations. Reference resources, circulating resources, microfilm, subscription databases, websites, magazines, digital media hardware and software, and audio visual resources, as well as contacts with outside agencies or authorities, may all be used in the provision of reference and reader's advisory service. Print materials designated as "Reference" are to be used in Library facilities and are not available to be checked out.

Remote access to most subscription databases is available 24/7 to Library cardholders. The Library's website is available to anyone 24/7.

## Services

Reference and reader's advisory services are provided by trained staff all hours the Library is open. Visitors may receive these services in person, by telephone, or via digital means. Requests are handled in the order in which staff receives them.

Reference and reader's advisory services include but are not limited to assistance with finding specific information or resources; the catalog and Library computers; using subscription databases and digital resources; software on Library computers; use of circulating equipment; interlibrary loan (available to Library cardholders only); information needed for school assignments; consumer information; and availability of resources at other area libraries.

All reference information provided and answers given will be factual in nature. Sources used to answer questions are cited when information is provided to the visitor. Reader's advisory recommendations will be based upon staff knowledge and resources.

Staff members do not offer personal opinion, advice, or interpretation as fact when providing reference or reader's advisory services. In particular, staff members are not qualified to give legal, medical, financial, or income tax advice or recommendations. The Library assumes no responsibility for damages caused or for decisions made from information gathered or obtained at the Library.

Library staff provides instruction in effective use of resources that may include instruction of individuals, dissemination of print or online guides or bibliographies, online tutorials, and formal classes covering a variety of resources and software.

Lengthy research that requires extensive time to collect data from single or multiple sources, including searches of print or digital resources, or extensive copying of materials, is outside the scope of reference or reader's advisory assistance and will not be conducted by Library staff.

### Standards

Visitor queries are addressed with no distinction about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality. The staff adheres to the American Library Association's Code of Ethics and Bill of Rights (Appendices 3B and 3C).

The quality and nature of reference and reader's advisory services provision will be evaluated periodically by Library staff to ensure that the services further the Library's goals and support its mission statement. (Adopted 11-11-09; Last Revised 10-20-20, Effective 11-1-20)

## | 3-1~~65~~ Interlibrary Loan

Interlibrary loan (ILL) is an agreement among libraries to share materials by borrowing and lending to each other. This service is intended to complement local collections to meet user needs.

The Library is a member of ILLINET (Illinois Library and Information Network) and OCLC (Online Computer Library Catalog). Staff follows the guidelines of the ILLINET Interlibrary Loan Code based on the American Library Association Interlibrary Loan Code. This code governs all transactions under the guidelines of the State Library.

This policy does not pertain to reciprocal borrowing, which is covered under Policy 2-5.

### Member Responsibilities

1. A valid Palatine Public Library District card is required to initiate the interlibrary loan process.
2. Members are responsible for paying any fees assessed by the lending library, any shipping fees incurred in obtaining the loaned items, and full replacement costs, plus any applicable processing fee if an item is lost, damaged, or not returned. Additional ILL requests will not be accepted until these costs are paid in full.
3. Members are expected to return items on time and in the same condition as received.
4. Members are asked to return ILL materials to a staff member at the Circulation Desk of any branch of the Palatine Library.

### Materials Borrowed From or Loaned to Other Libraries

Materials are available to Palatine Public Library District cardholders by request from other libraries, provided the materials are not owned by the Library.

The following items are available to loan and borrow:

- books
- music CDs
- audiobooks on CD
- nonfiction DVDs (including Blu-ray)

The following items are not available to loan or borrow:

- new materials (one year old or less)
- video games or software
- periodicals
- entertainment DVDs (including Blu-ray)
- reference resources
- textbooks

New materials will be loaned to other libraries after they have been in the Library collection for one year. Exceptions may be made if the title is not in demand by Library cardholders. The interlibrary loan period is three weeks.

### Additional Guidelines

Materials will always be first requested from local libraries. Staff cannot guarantee the time for filling a request and will cancel any request that cannot be filled within six weeks.

Members may have three interlibrary loan requests in process at any time. Due dates and renewals are determined by the lending library. Additional conditions may be imposed by the lending or borrowing libraries.

Interlibrary loan borrowing privileges may be suspended if a member does not comply with these guidelines.

Members are encouraged to suggest for purchase any recent items that the Library does not own. Staff reserves the right to determine whether an item will be requested for Interlibrary Loan or purchased for the collection. (Adopted 11-10-10; Last Revised 10-20-20, Effective 11-1-20)

The Main Library has study rooms available for public use. The study rooms are designed to meet the needs of members who want to use the rooms in small groups or as individuals for a limited period of time. There are study rooms with seating for one to eight visitors depending upon the size of the room.

Members may use a room for one session a day for up to two continuous hours depending on room availability. Providing there are no new requests for rooms, members can extend their current session with no time guarantee.

Valid Library cardholders may reserve study rooms up to two weeks in advance. Cardholders may reserve one session per day and may reserve a room for up to three days in a Sunday-to-Saturday week. Otherwise, all members may use a room as available on a first-come, first-served basis.

Sign-in for study room use is required. The person who signs in for the room must present a valid Library card or photo ID and remain in the room for the duration of the session. If a room was reserved in advance, the cardholder who reserved the room must be present at sign-in to claim the reservation. The person who signs in for the room is responsible for appropriate use of the room, including leaving the room in good condition upon vacating. Staff assigns study rooms based upon the size of the group or need for equipment in a room. A room capacity limit is posted on each study room door. Members may not bring additional chairs or furniture into a study room.

A multi-seat quiet reading room is available for individuals who desire a quiet space. This room is available to any visitor during all hours of operation and may not be reserved.

If the individual who has reserved a room is not present by 10 minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting. If members vacate the room or leave belongings behind and Library staff is unable to locate the person who signed in for the room, the items may be removed, and the room reassigned. (Adopted 11-11-09; Last Revised 10-20-20, Effective 11-1-20)

### | 3-187 Public Use of Meeting Rooms

The Library meeting rooms are a resource to be used in the fulfillment of the Library's mission.

The Library makes its meeting rooms in the Main Library available for public meetings to organizations comprised of at least one District cardholder with a valid card as defined in Appendix 2A. At all times,

however, Library activities and functions have priority in the scheduling and use of meeting rooms. Meetings may be reassigned to a different room than originally reserved to accommodate a Library or affiliate (Friends or Foundation) program.

The Library reserves the right to impose reasonable, content-neutral time, place, and manner restrictions to prohibit interference with normal delivery of library service. Because Library facilities also provide places for research, study, reflection, and reading, the use of meeting rooms for activities that interfere with these endeavors outside the meeting room will be denied or terminated.

<u>Room</u>	<u>Capacity Limit</u>
Meeting Room 1	185
Meeting Room 2	40
Meeting Room 3	20
Board Room	40

The following provisions apply to public meeting room use.

1. All meetings must be open to the public at all times.
2. Meeting rooms are available during normal operating hours of the Main Library (See Appendix 3A—Hours of Service); however, meetings must end no less than 15 minutes before the library closes each day. Under no circumstances will a meeting room be occupied beyond closing time.
3. Reservations for meeting room space are accepted on a rolling six-month calendar. All reservations will be accepted on a first-come, first-served basis as indicated above, upon receipt of the completed Meeting Room Reservation Application Form or approved online reservation, plus payment.
4. Payment must be made within 14 days after reserving the room, or the room will become available for others. Full payment for the base fees and any additional fees must be made prior to use of the room. Room reservations are confirmed only after the completed form and payment are submitted.
5. Reservation requests or requests for changes to a reservation may be submitted at any time during open hours; however, staff may not be able to accommodate requests placed less than 48 hours before the room is needed. If a group arrives to use a room and there is no record that a room was reserved and they do not have a confirmed application

and receipt of payment, staff will try to find a room to use but may not be able to accommodate the group if no appropriate room is available.

6. If a cancellation becomes necessary, the Library should be notified 48 hours in advance of the meeting. If the group has paid, the person who reserved the room may reschedule within 30 days, if a room is available. No refunds will be issued. If the group has not yet paid, the person who reserved the room will be responsible for full payment.
7. The Library reserves the right to cancel any meeting room reservation by giving at least two weeks' notice. Reservations may be cancelled with less notice in case of a building emergency, extreme weather, repair work, or other circumstance beyond control of the Library. The Library is not liable for any expenses of any kind resulting from the Library's cancellation of a meeting room reservation beyond a refund or credit of the meeting room fee. The Library reserves the right to relocate within the building any scheduled meeting.
8. Library meeting rooms may not be used for meetings, programs, or events involving the sale, advertisement, solicitation, or promotion of commercial products or services, with the exception of activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations or membership dues for nonprofit groups and clubs may not be collected on Library property.
9. Meeting rooms may not be used for recreational gatherings such as showers, birthday parties, or dances.
10. Meeting attendees must follow all rules and policies regarding use of the Library.
11. No organization or group may use the Library as its official address. (The Friends of the Palatine Public Library and the Palatine Public Library District Foundation are exceptions.) Storage of items by organizations meeting at Library facilities will not be permitted.
12. The applicant or alternate contact listed on the application must be present throughout the event and is responsible for the attendees' adherence to all Palatine Public Library District policies. For the safety and well-being of members, groups with members in attendance 17 and under must have a responsible adult present.
13. Serving food or beverages of any kind requires payment of a fee. The kitchenette is available for the serving of light refreshments only. Boxed or bagged meals are permitted in the meeting rooms. The

Library provides pots and water for coffee or tea but does not provide consumables or supplies. Potlucks, luncheons, or other meal events are not permitted. Alcoholic beverages may not be brought on premises. Use of objects with flames or smoke such as matches, candles, sterno, incense, etc. is prohibited.

14. Meetings must be conducted so as not to disrupt library functions and operations. The Library reserves the right to stop meetings that are disruptive.

15. In compliance with the Americans with Disabilities Act, attendees needing special accommodations for organizations and groups should direct any such requests to the organization reserving the meeting room, and any such accommodation required under law will be arranged for and financed by the organization and not the Library.

16. Permission to use meeting rooms does not imply Library endorsement or support of any organization using the rooms or the ideas presented therein, nor should the organization imply Library endorsement or support.

17. See Appendix 2B for Meeting Room Use Fees.

Failure to abide by these and other Library rules may result in cancellation or refusal of future reservations. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations. (Adopted 2-9-94; Last Revised 10-20-20, Effective 11-1-20)

### 3-18 Library-Sponsored Programs

Library staff plan and schedule programs and events in order to further the mission of the Library. Staff welcomes program suggestions and recommendations from members and retains the right to determine which programs and events are scheduled.

Staff considers the following criteria in making decisions about program topics, speakers, and formats:

- informational, educational, and entertainment needs and interests of the community
- relevance to community interests and issues
- suitability of content for intended audiences
- presenter experience including background or qualifications in content or format area
- budget
- historical or educational significance

- connection to other community programs, Library programs, exhibitions, or events
- availability of appropriate Library space

Programs may require prior registration or tickets. Programs may be limited to attendance by valid Library cardholders and identified as such in all publicity. Attendees, including members of groups, must each have a valid card as defined in Appendix 2A in order to sign up for such programs.

Registered/ticketed visitors who arrive after the publicized start time for a program or event might not be able to attend the program. Staff will admit standby visitors at the publicized start time if space is available.

Some programs are open to both Library cardholders and reciprocal borrowers or other Library visitors. Staff reserves the right to give preference to Library cardholders if potential attendees exceed the amount of available seating.

The Library offers programs for persons of all ages. Some programs or events are offered for specific age groups, and this information accompanies all publicity about these programs. Staff reserves the right to limit attendance at these programs to those persons of the age specified in the publicity. Some children's programs specify that a parent or caregiver is to be present in the program with the child. Parents or caregivers of children under age 9 are to remain in the Library during the program or event.

The Library may cosponsor programs with other groups or agencies. These programs will still be considered Library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants, or audience members.

Staff may cancel any program in case of an emergency or low registration and will provide as much advance notice to the public as possible. Cancelled programs may or may not be rescheduled.

The Library schedules programs and events at Library facilities, off-site, and online. This policy governs all programs and events regardless of location.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Library Bill of Rights. ADA accommodations for programs are available with at least seven days'

notice to the Library. Accommodations may be possible with less notice.  
(Adopted 9-12-12; Last Revised 10-20-20, Effective 11-1-20)

Policy 3 Comprehensive Review: Adopted 3-14-74; Last Revised 10-20-20,  
Effective 11-1-20.