

## 8–Community Relations

### 8-1 Media Relations

The Palatine Public Library District (the Library) recognizes the important role of the media for communicating timely information regarding the Library to the public. To facilitate such communication, the Library provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to the implementation of Board decisions will be reviewed by a Board member prior to release. Other publicity shall be under the direction of the Executive Director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act. (Approved 8-13-86; Last Revised 02-20-2024, Effective 3-1-24)

### 8-2 Trustee Contact Information

Names and Library email addresses of current members of the Board of Trustees are posted in the Library District buildings and on the Library's website. Trustees may be contacted via Library email or by U.S. mail (700 N. North Court, Palatine, IL 60067). (Approved 8-13-86; Reapproved 1-10-18)

### 8-3 Solicitations and Sale of Goods or Services

No person or entity other than the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation may solicit funds or sell goods or services on Library premises, property, or facilities, including the Main Library's parking garage and elevator entry areas. The Friends and Foundation are Library affiliates with the exclusive purpose of supporting the Library.

Presenters of Library-sponsored programs may receive permission from the Executive Director or designee in advance to sell program-related materials at the program. The Library will have no involvement or liability arising from such sales, and the presenter will indemnify the Library for any claim or cause of action arising from or related to any such sales of materials.

No person may approach visitors or staff for solicitation purposes, including petition signing, on Library premises, property, or facilities, including the Main Library's parking garage, parking lots, and elevator entry areas. (Approved 12-12-90; Last Revised 9-15-20, Effective 10-1-20)

### 8-3.1 Collection Drives

The Library provides an area in the Main Library for collection drives sponsored by, or designed to benefit, local not-for-profit organizations to serve the needs of the Library's community. A single container is provided for organizations with which the Library has a partnership, organizations that reside within the Library District, or organizations that reside outside the Library District but serve residents within the Library's service area.

The Executive Director may exercise discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly.

Only one organization may use the Library-designated container at any given time. Organizations are permitted to use the charity collection container once per year. Collection is limited to a maximum period of 30 days, unless otherwise approved by the Executive Director. The organization must use the collection container provided by the Library. The collection container will be housed in the lobby of the Library, unless determined otherwise by the Library.

Hosting a container for a collection drive does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event, or viewpoint.

Once deposited in the collection container, donated items will not be returned to the donor. The Library accepts no responsibility for the loss of or damage to any items deposited in any collection drive container. It is the responsibility of the organization collecting donations to make arrangements for their prompt pick up from the Library. (Adopted 6-18-19 Last Revised 10-18-22, Effective 11-1-22)

### 8-4 Use of Library Bulletin Boards

Bulletin board space is available for postings by local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities. Posters or announcements must be submitted to a Library service desk for staff approval.

Because space is limited, it may not be possible to display all posters and announcements. The following priorities will be used to determine which posters and announcements can be posted:

1. materials produced by the Library, the Friends of the Palatine Public Library, and the Palatine Public Library District Foundation
2. materials produced by not-for-profit organizations headquartered within the Library District

3. announcements of events held within the Library District
4. all other announcements

The following items will not be accepted for posting:

- advertisements of products or services offered by for profit, commercial organizations or individuals
- petitions
- electioneering materials

The determination that material is not acceptable for posting under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Posters will be displayed for no more than 30 days and thereupon shall be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 3-12-03; Last Revised 10-18-22, Effective 11-1-22)

#### 8-4.1 Use of Job Opening Bulletin Board

The Library has a separate bulletin board to post its job openings. If space is available, local organizations and businesses may submit job advertisements or recruitment fair advertisements for posting. Posters or announcements must be submitted to Library staff by the employer for approval.

Because space is limited, it may not be possible to display all job openings. The following priorities will be used to determine which posters and announcements can be posted:

1. Job openings for the Library
2. Job openings and advertisements of recruitment fairs for not-for-profit organizations within the Library District
3. Job openings and advertisements of recruitment fairs for businesses located within the Library District
4. All other job openings or recruitment fairs

The following items will not be accepted for posting:

- Job advertisements by individuals

- Job advertisements that discriminate or violate Illinois labor laws
- Job advertisements that incur a fee to the job seeker
- Job postings by a second party or unauthorized representative

The determination that a job posting is not acceptable for posting under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. Job openings will be displayed for no more than 30 days and thereupon shall be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use job opening bulletin board does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 02-20-24; Effective 03-01-24)

#### 8-5 Distribution of Material

The Library has a limited amount of space available for the distribution of announcements and literature by not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities within the Library District. Announcements and literature for distribution must be submitted to a Library service desk for staff approval.

Because space is limited, it may not be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

1. materials produced by the Library, the Friends of the Palatine Public Library, and the Palatine Public Library District Foundation
2. materials created to promote a partnership event or endeavor between the Library and another organization or entity
3. announcements of events to be held in Library facilities, with preference given to not-for-profit organizations
4. materials produced by organizations headquartered within the Library District
5. all other materials

The following items will not be accepted for distribution:

- advertisements of products or services offered by commercial organizations or individuals

- promotions for fundraising events or requests for contributions, with the exception of those from the Friends of the Palatine Public Library and the Palatine Public Library District Foundation
- petitions
- electioneering materials
- religious materials

The determination that material is not acceptable for distribution under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Signage posted on Library property, handouts found anywhere in the Library, or flyers left on vehicles that have not been approved for display or distribution will be removed and disposed of by Library staff. (Approved 3-12-03; Last Revised 02-20-24, Effective 3-1-24)

#### 8-5.1 Tabling

Local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities may request table space in the Library's lobby to interact with visitors and provide information about the organization's services.

Organizations are permitted a maximum of 48 hours per year, with a minimum of one hour each time. The organization must use the table provided by the Library. The table will be located in the lobby of the Main Library, unless determined otherwise by the Library.

Current elected politicians or their representatives also may request a table to provide information and constituent services under the same restrictions listed above. The space may not be used for campaigning.

Tabling is intended for one organization at a time. However, two organizations may agree to share tabling space, but space allotted will not exceed two tables. (Adopted 6-18-19, Last Revised 2-20-24, Effective 3-1-24)

#### 8-6 Exhibits and Displays

The Library's exhibit and display space is a resource to be used in fulfillment of its mission statement.

Although space is limited, the Library welcomes requests from persons and organizations wishing to use exhibit and display space in the Library according to guidelines found in Appendix 8A. The Library is unable to secure items in displays and cannot be responsible for lost or damaged personal property.

Library-sponsored displays always have the highest priority in the scheduling of exhibit and display space. Furthermore, Library residents and organizations consisting of at least one District cardholder have priority over nonresidents and organizations without a District cardholder in the scheduling of exhibit and display space. Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

Uses of exhibit and display space that will interfere with Library operations, such as those that produce excessive noise or that present a safety hazard or a security risk will not be permitted.

The determination that material is not acceptable for exhibit and display space will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. (Approved 3-12-03; Last Revised 9-15-20, Effective 10-1-20)

## 8-7 Volunteers

The Library endeavors to encourage volunteerism by providing opportunities for residents to perform a variety of tasks and functions. The Library has two affiliate groups: the Friends of the Palatine Library and the Palatine Public Library District Foundation. This policy does not extend to these affiliates. Each is governed by its own Board of Directors and bylaws.

All new volunteers must have a valid Palatine Public Library District card. Residents age 14 and over are eligible to apply for volunteer service. Youth ages 11 to 13 may apply to serve as volunteers only for designated youth programs and special projects and must have written approval of parent or guardian.

All new volunteers who are 18 years of age or older must sign a release for a criminal background investigation on a form provided by the Illinois State Police pursuant to the Illinois Uniform Conviction Information Act.

Staff may decline to assign an applicant based upon, but not limited to results of a background check, failure of the applicant to abide by Library policies, tasks available at any given time, ability of an applicant to perform available tasks, or ability of an applicant to be present on dates and at times specified by staff. Once assigned, volunteers will continue to serve by mutual agreement with staff.

Staff will thank and recognize volunteers on a regular basis.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. Volunteers who use private vehicles for library business must provide proof of state minimum automobile liability insurance and a valid driver's license.

(Approved 5-27-09; Last Revised 2-20-24, Effective 3-1-24)

#### 8-7.1 Court-Ordered Volunteers

Volunteers who are performing court-ordered service must be approved by the Human Resources Manager. The Library reserves the right to decline volunteers based on the nature of court charges.

Court-ordered service volunteers must provide court paperwork before being brought on board. Library staff is not responsible for enforcement of volunteer attendance.

(Approved 9-15-20, Last Revised 2-20-24, Effective 3-1-24)

#### 8-8 Partnerships

The Library recognizes that partnerships benefit District residents. The Library will consider partnering with an organization, business, government entity, affiliate, or individual in order to provide or enhance programs or services in a manner consistent with the mission, policies, goals, programs, and interests of the Library.

Purposes of entering into partnerships include but are not limited to the following:

- to promote the Library as a public resource in the community
- to support the Library's Strategic Plan goals and mission
- to supplement the Library's revenue or resources in order to provide or enhance programs and services

The Library and each partner will agree to act or contribute in ways that are mutually beneficial. A written partnership agreement or memorandum of understanding may be developed jointly if needed. Partners will be

provided a level of recognition commensurate with their contributions as set forth in the partner agreement or agreed upon in advance.

The Executive Director or designee is responsible for final endorsement of the terms of any agreement with a partner.

At all times, the Library protects the confidentiality of member records and will not share any information about individual members or member records with any partner under any circumstances.

Partnerships do not imply Library endorsement of any products or services. Agreements with a partner will have no impact on and no conflict with the policies and practices of the Library, including those governing access to Library programs, services, and collections.

The Library staff or Board reserves the right to terminate any agreement with a partner if for any reason it is determined that the agreement no longer supports the best interests of the Library or its members.

The word “partnership” as used in this policy or in the partnership agreement means a collaboration between the Library and a participating person, firm, organization, or entity to expand and promote Library services to the community and is not intended to and does not mean or create a “partnership” as defined by law. (Approved 2-13-13, Last Revised 2-20-24, Effective 3-1-24)

Policy 8 Comprehensive Review: Adopted 8-13-86; Last Revised 2-20-24, Effective 3-1-24.