

## 6 – Library Facilities

### 6-1 Disaster Plan

The Palatine Public Library District (the Library) maintains a Disaster Plan which is reviewed and updated as needed annually. (Approved 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)

### 6-2 Emergency Manual

The Library maintains an Emergency Manual which is reviewed and updated as needed annually. (Approved 9-9-09; Revised 3-14-12, Effective 3-14-12; Revised 4-9-14, Effective 4-9-14; Reapproved 5-11-16)

### 6-3 Fire Drills

The Library has a plan of action in case of fire. A minimum of two fire drills will be held each calendar year. (Approved 4-12-82, Revised 10-11-95, Reapproved 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)

### 6-4 Bomb Threats

The safety and well being of patrons and staff is the primary consideration if a bomb threat occurs. The administration and staff will follow procedures established with fire and law enforcement agencies. These procedures are located in the Library's Emergency Manual. (Approved 8-13-86, Revised 10-11-95; Reapproved 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)

### 6-5 Smoking

All Library facilities are designated as smoke-free. No person may smoke in any area of Library facilities or garages, including in vehicles in the garage. Smoking is prohibited within 15 feet of any entrance. (Approved 8-8-90, Revised 10-11-95; Revised 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)

### 6-6 Building Cleaning

Library property should be clean and well-maintained at all times. The Director will see that the facilities and grounds are cleaned and maintained according to an established maintenance schedule. All damage and repair needs should be reported to the Director. Each Manager is responsible for the care of furnishings and equipment in his/her department. (Approved 8-

13-86, Revised 10-11-95; Revised 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Revised 5-11-16, Effective 6-1-16)

#### 6-7 Equipment and Supplies

All equipment and supplies owned and/or leased by the Library, and not designated for public use, are limited to staff use. (Approved 8-13-86; Revised 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)

#### 6-8 Bloodborne Pathogens

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Normal library operations are not likely to involve circumstances exposing employees to bloodborne pathogens. However, the Board of Library Trustees recognizes that in extraordinary circumstances employees may potentially encounter bloodborne pathogens while fulfilling their duties. The Illinois Department of Labor has published minimum requirements for protection of employees in these instances. The Board accepts these standards and directs managerial staff to implement adequate procedures and training designed to prevent and minimize the occupational exposure of employees to bloodborne pathogens and other potentially infectious materials. (Approved 12/14/05; Reapproved 9-9-09; Reapproved 3-14-12; Reapproved 4-9-14; Revised 5-11-16, Effective 6-1-16)

#### 6-9 Noise Zones

Noise zones are designated and posted throughout areas of the Main Library. The purpose of these designated zones is to indicate conversation and activity levels patrons may expect in various areas of the library. Information about zone locations and explanations of each are found in Appendix 17. (Approved 1-12-11, Effective 2-1-11; Reapproved 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)

#### 6-10 Space Needs Assessment of Library Facilities

Periodically and not less than every 10 years an assessment of the space needs of the Library's facilities is conducted. (Approved 9-9-09; Revised 3-14-12, Effective 3-14-12; Reapproved 4-9-14; Reapproved 5-11-16)