

## 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 to the Public regarding the Library. To facilitate such communication the Library provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to administration of Board policy will be reviewed by the Board prior to release. Other publicity shall be under the direction of the Director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act. (Approved 8-13-86; Revised. 4-10-96; Revised 3-12-03; Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Reapproved 1-13-16)

### 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; Revised 3-12-03; Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Reapproved 1-13-16)

### 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 District.

Presenters of Library-sponsored programs may receive permission from the Library 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 patrons 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; Revised 4-10-96; Revised 3-12-03; Revised 7-13-11, Effective 10-7-11; Revised 12-11-13, Effective 12-11-13; Reapproved 1-13-16)

#### 8-4 Use of Library Bulletin Boards

A limited amount of bulletin board space (for example the board located in the Main Library 1<sup>st</sup> floor photocopier alcove) is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, civic, or charitable activities within the Library District's geographic boundaries. Posters or announcements must be submitted to a Library service desk.

Because space is limited, it may not always be possible to display all posters and announcements that are acceptable under the above guidelines. 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. Announcements of events held within the Library District's geographic boundaries
3. Materials produced by non-profit organizations headquartered within the Library District's geographic boundaries
4. All other announcements

The following items will not be accepted for posting:

1. Advertisements of products or services offered by commercial organizations or individuals
2. 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
3. Petitions
4. Electioneering materials

The determination that material is not acceptable for posting under the criteria for rejection contained herein will be made by the Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Library Director. Appeal of the Library 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 thirty 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; Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Revised 1-13-16, Effective 2-1-16)

#### 8-5 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 18. The Library is unable to secure items in patron 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 District residents and organizations consisting of at least one Library District cardholder have priority over non-residents and organizations without a Library 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, 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 Library Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Library Director. Appeal of the Library 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; Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Reapproved 1-13-16)

#### 8-6 Distribution of Material

The Library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, civic, or charitable activities within the

Library District's geographic boundaries. Announcements and literature for distribution must be submitted to a Library service desk.

Because space is limited, it may not always 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. Announcements of events to be held in Library facilities
3. Materials created to promote a partnership event or endeavor between the Library and another organization or entity.
4. Materials produced by organizations headquartered within the Library District's geographic boundaries
5. All other materials

The following items will not be accepted for distribution:

1. Advertisements of products or services offered by commercial organizations or individuals
2. 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
3. Petitions
4. Electioneering materials

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

Handouts found anywhere in the library, including in the front entry area of the Main Library which have not been approved for display or distribution will be removed and disposed of by Library staff. (Approved 3-12-03; Revised 7-13-11, Effective 11-7-11; Reapproved 12-11-13; Revised 1-13-16; Effective 2-1-16)

## 8-7 Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from Library District 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 task(s) 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 patrons or staff. (Approved 12-12-73; Revised 2-14-07; Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Revised 1-13-16; Effective 2-1-16)

#### 8-8 Public Use of Meeting Rooms

(For Study Rooms, see Policy 3-13 Public Use of Study 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 13. 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 and 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 1A   | 75                    |
| Meeting Room 1B   | 50                    |
| Meeting Room 1A-B | 185                   |
| Meeting Room 2    | 40                    |
| Meeting Room 3    | 20                    |

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 12 - 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 during the 12-month period beginning June 1 will be taken commencing on the preceding March 1. 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 and payment. Payment must be made within 14 days after reserving the room or the room will become available for others. Full payment for the room use and any setup or service fees must be made prior to use of the room. Room reservations are confirmed only after the completed form and payment are submitted.
4. Reservation requests may be submitted at any time during open hours; however, staff may not be able to accommodate requests placed less than forty-eight (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.
5. The Library should be notified within forty-eight (48) hours if a cancellation becomes necessary. If the group has paid, the person who reserved the room may reschedule within 30 days, if 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, bad weather, scheduled 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. Meeting rooms may be scheduled no more than one year in advance within the Library District's scheduling cycle of June 1 - May 31. Consecutive weekly meetings may be reserved at the beginning of any

month for the duration of that month only. Meeting rooms cannot be reserved by any one organization on a weekly basis other than as described above.

9. Financial transactions including admission charges, collections, donations, club dues, tuition, sales and display of goods, or other money raising activities are strictly prohibited except in connection with activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation.
10. Meeting rooms may not be used for recreational gatherings such as showers, birthday parties, or dances.
11. Possession or use of hazardous materials or weapons of any type is prohibited and may result in expulsion from Library facilities. Staff will contact emergency authorities immediately when they become aware of the possibility of the presence of hazardous materials or weapons. (Policy 8-11) Use of objects with flames or smoke such as matches, candles, sterno, incense, etc. is prohibited.
12. Smoking is prohibited in all Library facilities.
13. 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.
14. 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 patrons, groups with members in attendance under the age of 18 must have a responsible adult present.
15. Serving food or beverages of any kind requires payment of a fee. The kitchenette is available for the serving of light refreshments only. Cold 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.
16. Meetings must be conducted so as not to disrupt library functions and operations. The Library reserves the right to stop meetings that are disruptive.

17. 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 District.

18. 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.

19. See Appendix 10 for Meeting Room Use Fees.

Failure to abide by these and other Library rules may result in cancellation and/or refusal of future reservations. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations.

(Public Use of Meeting Rooms Policy 8-8: Adopted 2-9-94, Revised 3-12-03; Revised 2-13-08, Effective 3-1-08; Revised 2-10-10, Effective 6-1-10; Revised 2-9-11, Effective 6-1-11; Revised 2-8-12, Effective 6-1-12, Reapproved 12-12-12; Reapproved 12-11-13; Revised 12-10-14, Effective 1-1-15; Revised 1-13-16, Effective 2-1-16; Reapproved 1-11-17)

#### 8-9 Palatine Historical Library

The Library District is a party to an Interlocal Governmental Agreement with both the Palatine Park District and the Palatine Historical Society. This agreement states that the building known as the Clayson House shall be used as an Historical Library and Museum. Further, this Historical Library and Museum shall be operated and insured by the Historical Society. The Library District shall be absolved of any liability originating with the Clayson House and-or its operations. The Library District shall be listed as an additional insured on all insurance for the Clayson House. (Approved 8-13-86, Revised 4-10-96, Revised 3-12-03; Reapproved 7-13-11; Reapproved 12-11-13; Reapproved 1-13-16)

#### 8-10 Food or Drink in Library District Buildings

Covered beverages are permitted in Library District 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. (Revised 10-7-08; Revised 7-13-11, Effective 10-7-11; Revised 9-11-13,



Effective 9-11-13; Reapproved 12-11-13; Revised 1-13-16, Effective 2-1-16)

#### 8-11 Weapons, Hazardous Materials and Dangerous Behavior

Weapons, as defined and restricted under applicable federal, state and local statutes and ordinances, 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 this prohibition. Possession of firearms in library facilities or on library property must be in compliance with the Illinois Firearm Concealed Carry Act (Public Act 098-0063).

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 which 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 and 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; Revised 7-13-11; Effective 10-7-11; Revised 12-11-13, Effective 12-11-13; Revised 2-12-14, Effective 2-12-14; Reapproved 1-13-16)

#### 8-12 Volunteers

The Palatine Public Library District 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 16 and over are eligible to apply for volunteer service. Youth ages 11-15 may only apply to serve as volunteers for designated youth programs and special projects and must have written parental approval.

All new volunteers, 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. The Library cannot accommodate persons seeking to fulfill court-ordered community service or peer jury sentencing.

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.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. (Approved 5-27-09; Effective 6-1-09; Revised 7-13-11, Effective 10-7-11; Revised 12-11-13, Effective 12-11-13; Reapproved 1-13-16)

### 8-13 Partnerships

The Palatine Public Library District (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:

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

The Library and each partner will agree to act or contribute in ways that are mutually beneficial as outlined in a written agreement. (see Appendix 20) Partners will be provided a level of recognition commensurate with their contributions as set forth in the partner agreement.

The Library 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 patron records and will not share any information about patrons or patron 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 and-or patrons.

Partners who terminate an agreement with the Library are to give written notice 30 days prior to the partnership start date noted on the Partnership Agreement Form. Failure to provide adequate written notice of termination or failure to meet the terms of the agreement as stated in the Partnership Agreement may disqualify the organization for future partnering agreements.

Intergovernmental agreements or long-term partnership agreements (longer than one year) may be subject to additional or different provisions than those included in this policy.

The word "partnership" as used in this Policy or in the Agreement (Appendix 20) 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, Effective 3-1-13; Reapproved 12-11-13; Reapproved 1-13-16)