

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 implementation of Board decisions will be reviewed by the Board 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; ~~Revised 4-10-96; Revised 3-12-03; Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Reapproved 1-13-16; Last~~ Revised 1-10-18, Effective 2-1-18)

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;~~ 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 District.

Presenters of Library-sponsored programs may receive permission from the Library 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 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; Last Revised 1-10-18, Effective 2-1-18)~~

8-4 Use of Library Bulletin Boards

Bulletin board space is available for postings by local nonprofit 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 always 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. 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 Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Library Executive Director. Appeal of the Library 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 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; Last~~ Revised 1-10-18, Effective 2-1-18)

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 Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Library Executive Director. Appeal of the Library 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; ~~Revised 7-13-11, Effective 10-7-11; Reapproved 12-11-13; Reapproved 1-13-16; Last~~ Revised 1-10-18, Effective 2-1-18)

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 for staff approval.

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 Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Library Executive Director. Appeal of the Library 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.

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; Last Revised 1-10-18, Effective 2-1-18)~~

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; Last~~ Revised 1-13-16; Effective 2-1-16; Reapproved 1-10-18)

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 1	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 January 2 will be taken commencing on the preceding November 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 or approved on-line reservation. 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.
4. 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 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.
6. 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, 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.
7. Meeting rooms may be scheduled no more than one year in advance within the Library District’s scheduling cycle of January 2 – December

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.
8. 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.
 9. Meeting rooms may not be used for recreational gatherings such as showers, birthday parties, or dances.
 10. 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.
 11. Smoking is prohibited in all Library facilities.
 12. 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.
 13. 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.
 14. 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.
 15. Meetings must be conducted so as not to disrupt library functions and operations. The Library reserves the right to stop meetings that are disruptive.

16. 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.

17. 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.

18. 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; Last Revised 1-10-18, Effective 2-1-18)~~

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; Reapproved 1-10-18)~~

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; Reapproved 1-10-18~~)

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; Reapproved 1-10-18~~)

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.

Staff will thank and recognize volunteers following the Volunteer Recognition Plan.

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; Last~~ Revised 1-10-18, Effective 2-1-18)

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 aPartnership 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 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 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 Partnership 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; Revised 1-10-18, Effective 2-1-18~~Last Revised 3-14-18, Effective 4-1-18)

Policy 8 Comprehensive Review: Adopted 8-13-86; Last Revised 1-10-18, Effective 2-1-18.

9 – Human Resources

9 - 1 Employment

All employees are hired for an indefinite and unspecified duration. Accordingly, employment is by mutual consent of the employee and the **Palatine Public Library District (hereafter referred to as the Library)** and can be terminated at will by the employee or the Library with or without notice, with or without cause.

This policy is not a contract and should not be construed as a contract. Nothing in this policy is intended to be an offer of employment or continued employment. Any of the policies and procedures contained herein can be changed by the library at any time, with or without prior notice. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16~~)

9 – 2 Equal Employment Opportunity

The ~~Palatine Public Library District, hereafter referred to as the Library,~~ provides equal employment opportunities without regard to **sex**, race, color, **ancestry, national origin, citizenship status**, religion, **age, national origin, ancestry,** disability, marital status, **sexual orientation, gender identity, pregnancy,** military **or veteran** status, ~~gender, sexual orientation, age,~~ genetic information (~~Genetic Information Act 2008~~), **order of protection status**, or any other characteristic that is protected under applicable law. This policy applies to every aspect of employment including, but not limited to: recruitment, employment, promotion, transfer, training, compensation, benefits, reduction in force, and termination. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16~~)

9 – 3 Non-Exempt Employees

Non-exempt employees include all **hourly** employees who are classified by the Library as covered by the overtime provisions of the federal Fair Labor Standards Act and any applicable state laws. Employees in this category are entitled to overtime pay for work in excess of 40 hours in a work week. (Adopted 11-13-96; ~~Reapproved 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16~~)

9 – 4 Exempt Employees

This category includes all **salaried** employees who are classified by the Library as exempt from the overtime provisions, **including overtime pay**, of

the federal Fair Labor Standards Act and any applicable state laws. Such employees generally include those classified as management, or professional employees. (Adopted 11-13-96; ~~Reapproved 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14~~; Reapproved 2-10-16)

9 – 5 Full-time Employees

Employees regularly scheduled to work 37.5 hours or more per week will be considered full-time employees and be entitled to ~~full~~ holiday, sick leave, ~~and~~ vacation, **and insurance** benefits. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14~~; Reapproved 2-10-16)

9 - 6 Part-time Benefited Employees

Employees regularly scheduled to work at least 20 hours but less than 37.5 hours per week will be entitled to holiday, sick leave, and vacation benefits on a pro-rated basis. **Part-time employees scheduled to work at least 30 hours per week are entitled to insurance benefits.** (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14~~; Reapproved 2-10-16)

9 – 7 Part-time Non-Benefited Employees

Employees regularly scheduled to work less than 20 hours per week will not receive holiday, sick leave, or vacation benefits. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14~~; Reapproved 2-10-16)

9 – 8 Working Hours

The Library work week begins at 12:00 midnight on Sunday and runs through 11:59 p.m. on the following Saturday.

The standard work week for full-time employees is 37.5 hours excluding meal breaks for all employees. The work schedule for both full-time and part-time personnel may include weekend and evening hours as the Library requires.

An employee scheduled to work **at least** 7½ continuous hours ~~or more~~ must take a minimum thirty (30) minute unpaid meal break. This meal break must be taken no later than five (5) hours after beginning work (820 ILCS 140/3). The meal break is not optional and must be taken except in case of an emergency. If an employee is unable to take a meal break, the employee will be compensated for that time. Managers may grant employees working less than 7½ hours permission to take a thirty (30) minute unpaid meal break. All employees ~~are may be~~ permitted one 15 minute rest break which cannot be

combined with a meal break and cannot be taken at the end of the work shift. Meal and rest breaks may not be taken in the final hour of an employee's shift. The time allotted for meal and rest breaks includes the time to leave and return to one's work station.

All employees, except those exempt by the Fair Labor Standards Act, will be paid time and a half for work over 40 hours per week. All paid overtime (over 40 hours per work week) must be approved in advance by the employee's Manager unless it is an emergency situation and authorized by the Person In Charge (PIC).

Telecommuting (working from home using computer and telecommunication technology) may be part of an exempt employee's regularly scheduled working hours only if the exempt employee is on approved leave of absence. Prior approval from the **Executive** Director is required. (Adopted 11-13-96; Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16)

9 – 9 Attendance

Attendance and punctuality are important to the efficient operation of the Library. Regular and predictable attendance is an essential function of every position at the Library. Absenteeism and tardiness are disruptive and make it difficult for the Library to function properly.

Each employee is responsible for being present at the correct time each day. On occasion, employees may have reason to be absent from work. On these occasions, they are required to directly notify their Supervisor prior to the start of their scheduled shift. The voice mail system is in operation 24 hours per day. Employees should know their Supervisor's extension and leave a message if they are unable to speak with a Supervisor. Employees are to follow additional departmental procedures as established. Human Resources may request a medical doctor's statement certifying that an illness or injury is the reason for the absence or to authorize a return to work.

An employee who is absent for two (2) consecutive scheduled work days without prior or concurrent notice; contact; or approval from his or her Supervisor, Manager, or Human Resources will be considered to have voluntarily terminated employment based on job abandonment. (Adopted 11-13-96; Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16)

9-10 Emergency Closings

On occasion the Library may close due to inclement weather conditions or other conditions such as loss of power, flooding, etc. Employees who are scheduled to work when the Library is closed for an emergency will be paid for the hours they were scheduled. If an employee has already requested paid time off (personal, vacation, or sick) or unpaid time off for any part of the closed period, that paid or unpaid time will be used. Employees who are not scheduled to work during the closed period will not receive additional pay. In the event an employee is required to work to respond to emergencies when the library is closed, the employee will be paid for a minimum of one hour at one-and-a-half times their normal hourly rate.

In the event the Library is open and an employee cannot get to work due to weather, the employee may choose to take a personal or vacation day, make up the time, or take a day of unpaid leave. Any time to be made up must be approved in advance by the employee's Manager, must be completed in the same pay period of the occurrence, and may not qualify for overtime pay. (Adopted _____, Effective _____)

9 – 4011 Recruitment and Hiring

The **Executive** Director is responsible for the final selection, appointment, supervision, and dismissal of all library staff. The selection of staff members is based on their meeting the qualifications of the job as outlined in the job descriptions, including but not limited to education, experience, and technical qualifications. There will be no discrimination on the basis of **sex**, race, color, **ancestry, national origin, citizenship status**, religion, ~~national origin, ancestry~~, **age**, disability, marital status, **sexual orientation, gender identity, pregnancy**, military **or veteran** status, ~~gender, sexual orientation, age~~, genetic information (~~Genetic Information Act 2008~~), **order of protection**, or any other characteristic that is protected under applicable law.

An ongoing recruitment program will provide for the highest quality personnel in accordance with the needs of the Library. Current employees are encouraged to apply for open positions for which they are qualified. Open positions are posted.

An employee who resigns from the ~~Palatine Public Library District~~ within the prior 12 months and is rehired by the Library retains credit for all years of consecutive service at the Library for purposes of vacation accrual. An employee who changes benefited status during a 12-month period retains all years of consecutive service at the Library for purposes of vacation accrual. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Reapproved 2-10-16)~~

9 – ~~11-12~~ Immigration Compliance

The Library ~~District~~ seeks to comply with the requirements of federal immigration law. The Library retains a properly completed Form I-9 for all employees. (Adopted 12-14-05; ~~Reapproved 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – ~~12-13~~ Criminal Background Investigation

All new hires, 18 years of age or older, must sign a release for a criminal background investigation **to be completed by the Illinois State Police.** ~~on a form provided by the Palatine Public Library District Illinois State Police pursuant to the Illinois Uniform Conviction Information Act.~~

The Library maintains all releases on file for at least two (2) years. Whenever a request for information is made to the Illinois Department of State Police, the Library provides the individual named with a copy of the response furnished by the Department. The individual will then have seven (7) days to notify the Library if any information contained in the response is inaccurate or incomplete. Based on the response from the State Police, further investigation may take place to determine continued employment. Any information obtained from such investigation is maintained on a confidential basis. (Adopted 4-9-97; ~~Revised 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14;~~ Reapproved 2-10-16)

9 – ~~13-14~~ Employment of Family Members

Family members of employees are eligible for employment provided they are qualified for the job. However, family members of an employee are not eligible for employment in the same department. Family members will not report to the same Manager. An employee may not report to or be supervised by a relative or member of the same household.

Family members for this policy includes employee's parent, spouse, child, brother, sister, grandparent, grandchild, mother-father in-law, daughter-son in-law, domestic partner, or member of the household for whose care the employee is financially responsible.

Family Members of current Board Trustees and of the Management Team are not eligible to be hired. Management Team includes the **Executive** Director, Assistant Directors, ~~all~~ Managers, and Assistant Managers. (Adopted 11-13-96; ~~Revised 1-12-00; Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – ~~14-15~~ Personnel Records

A personnel file is maintained for each employee. Among other items, this file includes information regarding pay, performance, disciplinary action, and commendations. It is considered an official record.

Employees have a right to review their own files in the presence of the **Executive** Director or **an** Assistant Director. Such requests for review must be made in writing. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – ~~15-16~~ Resources Provided For Staff Use

To maintain a productive and comfortable work environment, the Library provides resources including but not limited to: desks, work stations, file drawers, computers, software, phones, and lockers for many employees. Although these resources are provided for staff use they are the sole property of the Library. Such resources are available for staff to use **ONLY** during scheduled work hours. Staff is not required to access Library resources on unpaid time. The Library has no expectation that non-exempt staff must use their personal electronic devices for Library business.

Accordingly, the Library reserves the right to inspect all Library-provided resources listed in the preceding paragraph and the contents thereof. Such inspections may occur before, during, and after the close of the day and without prior notice to the employee.

Employees are encouraged not to leave any valuable items in the workplace. The Library cannot assume any liability for loss, theft, or damage to any item left in a desk, locker, at a work station, or in any other area of the library.

Library walkie-talkies, phones, and computers are provided primarily for Library purposes. All personal telecommunication should be held to a minimum and should not be made at public desks. In the event it is necessary to make a business-related or personal emergency phone call outside the Chicago metro area, a phone call form should be submitted to the Business Office as soon as possible following the call. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Revised 10-12-11; Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 -~~16-17~~ Dress Standards

Employees are to adhere to the Dress Code guidelines posted on the Intranet under Human Resources. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – ~~17-18~~ Staff Lounge

The Library maintains a staff lounge for the comfort and convenience of its employees during breaks and meal periods. Persons not employed by the Library are permitted to use the lounge only if accompanied by a staff member. (Adopted 11-13-96; ~~Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14;~~ Reapproved 2-10-16)

9 – ~~1819~~ Standards of Conduct

Whenever people are required to work together for any purpose, certain guidelines are necessary to govern personal conduct. The Library believes that a safe environment is necessary for employees to be successful and productive. Conduct that disrupts both an employee's ability to positively contribute to the organization on a day-to-day basis and the organization's ability to efficiently run its operations will not be tolerated. These guidelines are a necessary part of operating the Library and ensure that employees can work safely, effectively, and professionally in their jobs.

All employees are expected to conduct themselves appropriately at all times. A Manager or Person In Charge has the authority to send an employee home with or without pay for violation of a policy or guideline. The following is a list of conduct which is specifically prohibited and may lead to disciplinary action up to and including termination. This list is intended to provide examples only, and is not intended to be all-inclusive. The Library reserves the right to discipline or discharge employees for acts or omissions not appearing on the list.

1. Harassing, intimidating, abusing, coercing, or threatening any other employee or patron.
2. Unreasonable behavior or communication that demeans, insults, or humiliates people either as individuals or as a group.
3. Frequent or excessive tardiness or absence from work, or failure to report absences.
4. Insubordination, including improper conduct toward a person of authority, or failure or refusal to perform tasks as assigned in the appropriate manner.
5. Non-compliance with or disregard of Library safety and security procedures.
6. Unsatisfactory performance.

7. Conduct that substantially interferes with work and/or prevents work from being accomplished.
8. Falsifying, omitting, or withholding necessary information, including information on an employment application.
9. Improper behavior and/or unethical conduct.
10. Altering or falsifying ~~time-time~~-keeping records.
11. Tampering with, theft of, or unauthorized removal of property from the Library, fellow employees, or anyone on Library property.
12. Bringing dangerous or unauthorized items such as firearms, explosives, weapons, or other similar items on Library property.
13. Intentionally intruding on a person's privacy by spying or stalking.
14. Release of confidential information about the Library, its patrons, or another employee.
15. Damage to Library property or disruption of Library services.
16. Failure to comply with or enforce library policy.

(Adopted 11-13-96; ~~Revised 1-12-00; Reapproved 3-11-09; Revised 10-12-11; Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – ~~19-20~~ Progressive Discipline

It is important that all employees perform to the best of their abilities at all times. There will be occasions, however, when employees perform at an unsatisfactory level, violate a policy, or behave in a manner that is inappropriate. As previously noted, employment may be terminated at will by the employee or the employer at any time with or without cause and without following any system of discipline or warning. Nevertheless, the Library may choose to exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of such less severe forms of discipline include verbal warnings, written warnings, probation, and suspension.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. The employee may, of course, resign at any time. The employer may also terminate the employment relationship without following any particular series of steps.

Terminations will be handled by the **Executive** Director or by the **Executive** Director's designee. (Adopted 11-13-96; ~~Reapproved 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – ~~20-21~~ **Grievance-Formal Complaint** Procedure

The **District Library** makes available a **grievance-formal complaint** procedure for all current **District Library** employees. Any employee may utilize this procedure without fear of reprisal or repercussions from any **District Library** employee or Trustee for doing so. Retaliation by any employee or Trustee will not be tolerated.

Any form of retaliation against an employee who reports a grievance files a formal complaint or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library Policy. Any employee or Trustee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to an including termination or censure.

A current employee may file a **grievance-formal complaint** regarding his or her work situation when the employee believes an inequity must be addressed. Only a current employee can file a **grievance-formal complaint** and no person may file a **grievance-formal complaint** on anyone else's behalf.

An employee desiring to initiate the **grievance-formal complaint** procedure should do so within ten (10) calendar days of the precipitating event.

Step 1: The employee should discuss the **grievance-formal complaint** with his or her Manager. If the employee is not satisfied that the **grievance-formal complaint** is resolved within ten (10) calendar days of such discussion, the employee has ten (10) more calendar days to proceed to Step 2.

Step 2: The employee should discuss the **grievance-formal complaint** with the Assistant Director or Human Resources. If the employee is not satisfied that the **grievance-formal complaint** is resolved within ten (10) calendar days of such discussion, the employee has ten (10) more calendar days to proceed to Step 3.

Step 3: The employee may discuss the **grievance-formal complaint** with the **Executive** Director. The employee should notify the manager that he or she desires such a meeting. The manager may be present at this meeting. If the

employee's Manager will not attend the meeting, another Manager or Assistant Director may also be present. The **Executive** Director will give the employee a written response to the **grievance formal complaint** within ten (10) calendar days of the meeting.

Step 4: If the employee feels that the **grievance formal complaint** is still not resolved after following Steps 1 through 3, the employee may make a written appeal to the Board of Library Trustees. The Board will consider the **grievance formal complaint** at the next scheduled Board Meeting.

The Board will issue a written response to the employee within ten (10) calendar days of the meeting at which the **grievance formal complaint** is discussed. The Board's decision will be final.

The employee's written **grievance formal complaint**, along with all responses thereto, will be filed in the employee's personnel file. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Last Revised 2-10-16, Effective 3-1-16~~)

9 – ~~21-22~~ Policy Against Discrimination and Harassment

The Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library will not tolerate discrimination against or harassment of or by Library employees, by or to anyone, including any supervisor, co-worker, Trustee, vendor, patron, contractor, or other regular visitor of the Library by any means, including via electronic communication. Violation of this policy shall be considered grounds for disciplinary action up to and including termination or censure.

Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as **sex**, race, color, **ancestry**, national origin, citizenship status, religion, ~~sex, pregnancy,~~

~~sexual orientation, gender identity~~, age, disability, marital status, **sexual orientation, gender identity, pregnancy**, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits; interferes unreasonably with an individual's work performance; or creates an intimidating, hostile, or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to or by an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body;
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit

or explicit threats concerning one's employment status or similar personal concerns; or

6. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking, and threats via all forms of electronic communication (email, text/picture/video messages, intranet/online posting, blogs, instant messages, and social network websites like Facebook and Twitter).

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

Investigation Procedure

All Library employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The Human Resources Department shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

A substantiated complaint against an employee or Trustee will subject the employee or Trustee to disciplinary action, up to and including termination or censure. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious

manner, the complainant will be subject to appropriate discipline, up to and including termination or censure.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee or Trustee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination or censure.

Resolution Outside the Library

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact Information:

Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
Springfield: 217-785-5100; TTY: 866-740-3953
Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269; TTY: 312-814-4760
Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000; TTY: 800-869-8001

(Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Revised 2-10-16, Effective 3-1-16; Last Revised 1-10-18; Effective 1-10-18)~~

The ~~Palatine Public Library District~~, ~~in order to comply with the provisions set forth in the Drug Free Workplace Act of 1988~~, adopts the following Policy:

1. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, illicit drugs, or controlled substances by any employee is prohibited on the premises and in the mobile units of the ~~District~~Library. Reporting to work under the influence of any of the above substances, including without limitation medical marijuana, to the extent that the employee's ability to perform job duties safely and satisfactorily is adversely affected, is likewise prohibited.
2. Any violation of the above prohibition will result in disciplinary action against the employee up to and including termination and possible referral for prosecution consistent with applicable federal, state, and local law.
3. The ~~Illinois~~ Drug Free Work Place Act ~~of 1988~~ requires that as a condition of employment with the Library all employees will abide by the terms of the Policy and notify the ~~Executive~~ Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five ~~(5)~~ days after such a conviction.
4. The Library may require an employee who violates these provisions to participate satisfactorily in a drug abuse assistance or rehabilitation program. Information on such programs will be provided by Library Administration. A request to participate in such a program does not excuse the employee from possible further disciplinary action.
5. The Library will make available to employees, as appropriate, educational material and programs on the dangers of substance abuse in the workplace. In addition, the Library will provide training to assist in identifying and addressing substance abuse by employees.
6. The Library will take adequate measures to inform employees of this Policy, including a statement that employee compliance with this Policy is mandatory. (Adopted 11-13-96; ~~Revised 1-12-00; Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

Job descriptions for all staff positions are developed and maintained by the Library. Copies of all job descriptions are posted on the Intranet under Human Resources. Job descriptions are updated periodically as needed and may change with or without advance notice. (Adopted 11-13-96; [Revised 3-11-09](#); [Reapproved 10-12-11](#); [Revised 1-8-14](#), [Effective 1-8-14](#); [Last Revised 2-10-16](#), [Effective 3-1-16](#))

9 – ~~24-25~~ Performance Evaluations

Performance evaluations are an important communication tool between employees and their supervisors. Employees **including the Executive Director** will receive **a formal performance assessment (such as a performance evaluation or performance plan)** no less than annually. The supervisor will review the written evaluation with each employee. Employees are encouraged to openly discuss any questions or comments they may have regarding the evaluation. The employee will be asked to sign the performance evaluation and will be given a copy. (Adopted 11-13-96; [Revised 3-11-09](#); [Reapproved 10-12-11](#); [Revised 1-8-14](#), [Effective 1-8-14](#); [Reapproved 2-10-16](#))

9 – ~~25-26~~ Salary Reviews

The **Executive** Director establishes all staff salaries within the framework of the salary schedule established annually by the Board. (Adopted 11-13-96; [Reapproved 3-11-09](#); [Reapproved 10-12-11](#); [Reapproved 1-8-14](#); [Last Revised 2-10-16](#), [Effective 3-1-16](#))

9 – ~~26-27~~ Payroll Procedures

Paychecks are issued semi-monthly on the 15th and the last day of each month. If payday falls on a weekend or holiday, employees will be paid on the last week day before the weekend or holiday. (Adopted 11-13-96; [Rev. 3-02-02](#); [Reapproved 3-11-09](#); [Reapproved 10-12-11](#); [Reapproved 1-8-14](#); [Reapproved 2-10-16](#))

9 – ~~27-28~~ Time and Attendance

The Library uses computer software to automatically process and manage time and attendance records. Every employee is issued a swipe card with a personalized badge number. Employees are responsible for swiping in and swiping out for their scheduled shifts. Employees must not swipe in or swipe out for another employee. **Any employee who violates this policy shall be subject to discipline, up to and including termination.**

At the end of every pay period Managers review, make corrections, and approve the time and attendance records for each of their employees. Payroll is processed based on the records collected from an automated system. (Adopted 11-13-96; ~~Rev. 1-12-00; Rev. 3-2-02; Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14;~~ Reapproved 2-10-16)

9 – ~~28-29~~ Illinois Municipal Retirement Fund

The Library ~~District~~ and eligible ~~District~~**Library** employees participate in the Illinois Municipal Retirement Fund (IMRF) pursuant to State laws. Both the ~~District~~**Library** and the participating employees contribute to IMRF. IMRF provides disability and retirement benefits to eligible employees. All aspects of participation in and benefits provided by IMRF are determined by IMRF and not by the Library. Employees with questions are directed to the IMRF website, www.imrf.org. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 9-14-05; Effective 8-10-05; Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14;~~ **Last** Revised 2-10-16, Effective 3-1-16)

9 – ~~29-30~~ Payroll Deductions

The Library is required by law to comply with all statutory rules and regulations with respect to payroll deductions. Generally, payroll deductions consist of Federal and State Income Taxes, Social Security Tax (Federal Insurance Contribution Act Tax or FICA) and other applicable deductions required by the state and/or municipality. In these cases, the Library is merely acting as a tax collector for the federal, state, and municipal governments, as all of the deductions indicated above are sent to the various governmental agencies.

Some employee benefits also result in payroll deductions. See the Human Resources for information concerning individual payroll deductions. (Adopted 11-13-96; ~~Rev. 1-12-00; Reapproved 3-11-09; Reapproved 10-12-11;~~ ~~Reapproved 1-8-14;~~ **Last** Revised 2-10-16, Effective 3-1-16)

9 – ~~30-31~~ Health Insurance

Health insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. This policy is subject to the provisions of the Affordable Care Act. The Library currently pays 85% of individual coverage for health insurance for employees eligible under the terms of the Affordable Care Act. The employee is responsible for the balance of the premium. If an employee elects to have dependent coverage, he or she is responsible for 100% of the premium for the dependent coverage. Domestic partners, as defined by the insurance carrier policy, are eligible to apply for coverage as a dependent. The Library reserves the right to select

the insurance plan and benefits provided, to change them at any time, and to change any required premium contribution. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 6-11-08; Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11, Revised 6-13-12, Effective 7-1-12; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16)~~

9 – ~~31-32~~ Dental Insurance

Employees eligible to enroll in the Library's health insurance must enroll in the Library's dental insurance program if they elect health insurance coverage. Employees pay 100% of the premium. If an employee elects to have dependent coverage, he or she is responsible for 100% of the premium for the dependent coverage. (Adopted 11-13-96; ~~Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Last Revised 2-10-16, Effective 3-1-16)~~

9 – ~~32-33~~ Vision Insurance

Employees eligible to enroll in the Library's health insurance may enroll in the Library's vision insurance program if they elect health insurance coverage. Employees pay 100% of the premium. If an employee elects to have dependent coverage, he or she is responsible for 100% of the premium for the dependent coverage. (Adopted 2-10-16, Effective 3-1-16)

9 – ~~33-34~~ Life Insurance

Employees eligible to enroll in the Library's health insurance ~~Eligible employees~~, if approved by the carrier, must enroll in the Library's life insurance program if they elect health insurance coverage. The Library currently pays 85% of individual coverage for life insurance for eligible employees. (Adopted 3-11-09, ~~Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16)~~

9 – ~~34-35~~ Additional Life Insurance

~~IMRF-IMRF~~-enrolled employees may obtain additional life insurance through a voluntary life insurance plan. Employees are responsible for 100% of the premium through payroll deductions. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16)~~

9 – ~~35-36~~ Employee Assistance Program

The Library offers an employee assistance program to all employees and their families. All contact is confidential. For further information contact Human Resources or call the Employee Assistance Program directly using the number provided to all employees. (Adopted 1-12-00; ~~Reapproved 3-11-~~

09; Reapproved 10-12-11; Reapproved 1-8-14; **Last** Revised 2-10-16, Effective 3-1-16)

9 – ~~36-37~~ **Worker's Compensation Safety**

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and its employees. The Library will do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities.

Employees have an absolute obligation to report or correct unsafe conditions as promptly as possible. The Library will not take reprisals against an employee who comes forth with a safety recommendation or refuses to operate any equipment in an area s/he reasonably feels is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available supervisor, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and to initiate insurance and worker's compensation procedures. Failure to immediately report an accident may result in discipline, up to and including termination.

All employees are covered by ~~Worker's~~ **worker's Compensation compensation** insurance for injuries sustained in the performance of their duties. ~~All injuries must be reported to Human Resources in order for the appropriate forms to be completed. Failure to follow this procedure may result in the worker's compensation report not being filed in accordance with the law, which may consequently jeopardize an employee's right to benefits in connection with the injury or illness.~~ Employees are required to maintain regular communication with Human Resources regarding their return to work date and potential work limitations or restrictions. (Adopted 11-13-96; Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; **Last** Revised 2-10-16, Effective 3-1-16)

9 – ~~37-38~~ **Holidays and Other Scheduled Closings**

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

New Year's Day
Memorial Day
July 4th
Labor Day

Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve (half day)

The Library will be closed on Easter Sunday, on the Sunday before Memorial Day, and on the Sunday before Labor Day. Those employees with benefits regularly scheduled to work every Sunday will receive a paid holiday for these days.

Should a holiday fall on a benefited employee's day off, the employee may request an alternate day with pay within 30 days of the holiday or at the discretion of the employee's immediate supervisor. The employee will be paid his or her pro-rated time for the holiday. (Adopted 11-13-96; ~~Revised 1-12-00~~; ~~Revised 3-11-09~~; ~~Reapproved 10-12-11~~; ~~Reapproved 1-8-14~~; Reapproved 2-10-16)

9 – ~~3839~~ Personal Days

All employees are entitled to a paid day off for their birthday. Part-time non-benefited employees are entitled to 4 hours off for their birthday. Part-time-benefited employees will receive their pro-rated holiday pay. The birthday holiday selected must be approved by the employee's immediate supervisor. One birthday holiday may be taken per calendar year. Employees are eligible for the birthday holiday after completing 3 months of employment.

Employees with benefits will be granted up to 2 personal days with pay per calendar year. Following one calendar year of employment, employees are eligible to take both days starting January 1st of each year. During their first calendar year of employment Staff members hired from January 1st to March 31st earn 2 days; Staff members hired from April 1st to September 30th earn 1 day; and Staff members hired from October 1st to December 31st earn no days. Employees changing from a non-benefited position to a benefited position will follow the same guidelines starting on their effective date during their first calendar year of benefited employment.

Employees can take their personal days as soon as they are earned. Personal days do not accumulate from calendar year to year and are not converted into pay at termination of employment. (Adopted 11-13-96; ~~Revised 1-12-00~~; ~~Revised 3-11-09~~; ~~Revised 10-12-11~~, ~~Effective 10-12-11~~; ~~Reapproved 1-8-14~~; Reapproved 2-10-16)

9 – ~~3940~~ Sick Leave

Sick leave with full pay will be granted to employees who are designated benefited employees. Sick leave is granted at the rate of one day per month

of full-time service up to a maximum of 240 days. It is pro-rated for part-time benefited employees. Unused sick leave is not converted into pay at termination of employment. Upon retirement, accumulated sick leave may qualify for additional IMRF pension credit.

Employees are eligible for sick leave after completing 30 days of employment. Sick leave is earned during this 30 day period.

Sick leave may be taken in no less than 1 hour increments and ½ hour increments thereafter, for medical reasons including the care of the ill. Human Resources may request a medical doctor's statement certifying that an illness or injury is the reason for the absence or to authorize a return to work.

No sick leave is earned by an employee for any calendar month in which an employee is on an unpaid leave of absence. Benefited employees will not be granted time off without pay unless under an approved medical leave (see 9-50.4 and 9-50.5). (Adopted 11-13-96; ~~Revised 7-9-97; Revised 3-11-98; Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16~~)

9 – ~~40-41~~ Vacation

Full-Time Employees

Full-time Librarians, Managers, ~~the~~ Assistant Directors, and the **Executive** Director receive four weeks annual paid vacation.

All other full-time staff receive two weeks annual paid vacation. After five years of benefited employment these staff members receive 3 weeks and after ten years of benefited employment they receive 4 weeks. Vacation benefits are accrued monthly.

Part-Time Benefited Employees

These employees earn vacation benefits pro-rated according to the number of hours scheduled to work each week. They receive the pro-rated equivalent of two weeks annual paid vacation. After five years of benefited employment they receive the pro-rated equivalent of 3 weeks and after ten years of benefited employment they receive the pro-rated equivalent of 4 weeks. Vacation benefits are accrued monthly.

Employees can never carry more vacation time than they are entitled to accrue in one year. Employees carrying the maximum vacation time will not accrue additional vacation time.

New staff hired with benefits must work **six-three** months before being eligible for pro-rated vacation time. After the completion of **six-three** months, vacation accrual is retroactive to hire date or benefit date. For employees changing status from a non-benefited position to a benefited position, the **six-three** month waiting period does not apply if they have been an employee of the Library for more than **six-three** months.

Conditions for taking vacations:

1. Vacation time may be taken in no less than 1 hour increments and ½ hour increments thereafter.
2. Vacation may be taken any time, subject to the Supervisor's pre-approval.
3. No vacation accrual is earned by an employee when on an unpaid leave of absence.
4. Unused vacation is paid out at the time of termination.

Any exceptions to this policy must be requested in writing in advance and be approved by the **Library-Executive** Director. (Adopted 11-13-96; ~~Revised 3-11-98; Revised 4-8-98; Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16~~)

9 – ~~41-42~~ Tuition Reimbursement

The Library offers a tuition reimbursement program to assist current employees in obtaining education or training to increase their competence in present jobs and to prepare for the possibility of advancement within the Library.

Employees may be eligible to participate in the program after completing one year of employment. Applications for tuition reimbursement must be endorsed by the employee's Manager. An employee is expected to pay for the initial course or class taken in any degree or certification program. Employees must complete an application form, participate in an interview, provide verification of successful completion of the first course or class (grade B or above), and have the **Executive** Director's approval for tuition reimbursement before enrolling in the remaining classes for which they intend to request tuition reimbursement. This application process may take place during enrollment in the beginning course or after its completion. Approval is not finalized until after verification of successful completion of the initial course.

Master's Degree in Library Science (MLS) – Associates (grades 5 and up) are eligible to apply for tuition reimbursement for this graduate degree. After

successful completion of the initial course or class in the program, the Library will provide 50% tuition reimbursement for approved employees completing subsequent course work with a grade of "B" or higher toward a Master's Degree in Library Science from an approved program. Employees are eligible for tuition reimbursement for no more than two graduate level classes per fiscal year. Reimbursement will be calculated on an amount no higher than the prevailing course rate at Dominican University, River Forest, IL.

Library Technical Assistant (LTA) – Any employee is eligible to apply for tuition reimbursement for this certificate. After successful completion of the initial course or class in the program, the Library will provide 100% tuition reimbursement of subsequent course work for approved employees pursuing a Library Assistant Certificate from an approved college or university with a grade of "B" or higher in the course work. **Employees are eligible for tuition reimbursement for no more than four classes per fiscal year.** Reimbursement will be calculated on an amount no higher than the prevailing course rate at the College of DuPage, Glen Ellyn, IL.

The Library may provide tuition reimbursement for other course work or certification programs which are directly related to an employee's job. The reimbursement allowed for other course work or certification classes will not exceed the total amount of reimbursement for the MLS as noted in this policy.

The amount of tuition reimbursement an employee may receive for any fiscal year may be limited by budgetary constraints. An employee will be reimbursed for no more than two courses or classes taken during any one fiscal year whether reimbursement is provided in the same or following fiscal year.

Upon completion of courses or a certification program, there is no implied promise or guarantee of position reclassification or adjustment to the employee's salary.

No employees will be eligible to receive tuition reimbursement if they are not on the Library's payroll on the date on which the check for reimbursement is to be approved by the Board of Library Trustees.

The Library may request that an employee enroll in a class or course for purposes of training or continuing education. When the Library assigns an employee to a workshop, class, or course, the provisions of the Tuition Reimbursement Policy do not apply. The Library will pay fees for the class or course. (Adopted 4-28-93; ~~Revised 11-13-96; Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 6-26-13, Effective 7-1-13, Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16~~)

~~—Personal book and media orders may be processed through Technical Services and paid for by the employee. (Adopted 11-13-96; Reapproved 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16)~~

9 – 43 Fines

Current employees may have overdue fines waived. (Adopted 11-13-96; ~~Rev. 1-12-00; Reapproved 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14;~~ Reapproved 2-10-16)

9 – 44 Acceptance of Gifts

On occasion patrons or vendors may wish to express appreciation for exceptional library service, recognition of a holiday, or an employee's retirement. Employees may accept gifts such as food or flowers from patrons or vendors. These gifts must be received only in compliance with the State's Gift Ban Act (5 ILCS 430/10-15 through 10-40). Employees may not accept any gift in the form of a service, loan, tangible item (other than food or flowers), or tip from any library patron or vendor. (Approved 1-8-14, Effective 1-8-14; Reapproved 2-10-16)

9 – 45 Training

The Library will provide appropriate training for all employees. All employee travel and training must be preapproved according to the guidelines set by the **Executive** Director or designee. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14;~~ Reapproved 2-10-16)

9 – 46 Use of Vehicles for Library ~~District~~ Business

9 – 46.1 Use of Library District Vehicles for Library ~~District~~ Business

All drivers of library vehicles must have and show proof of a valid, current, and class appropriate driver's license. Drivers and passengers using library vehicles must be on library business. The driver and passengers must observe all applicable motor vehicle laws and regulations. The driver and passengers must wear seat belts and use appropriate restraints. Using a phone while driving a library vehicle is prohibited. Failure to comply with these requirements may result in disciplinary action up to and including dismissal. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 2-14-01; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last Revised 2-10-16, Effective 3-1-16)~~

9 – 46.2 Use of Private Vehicles for Library ~~District~~ Business

When private vehicles are used for Library Business, drivers must have and show proof of a valid, current, and class-appropriate driver's license and adequate insurance. Approval to attend meetings and/or conferences outside the Library includes approval of use of a private vehicle for Library ~~District~~ Business. The Library will reimburse the operator of the vehicle at the prevailing rate per mile set by the Internal Revenue Service. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 2-14-01; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16~~)

Policy 9 – 47 Expense Reimbursement

The Library ~~District~~ will reimburse reasonable, documented travel expenses incurred by staff members who are preapproved by the **Executive** Director or designee to attend meetings, workshops, and/or conventions. The Library ~~District~~ will reimburse reasonable, documented travel expenses incurred by Trustees and the **Executive** Director while on Library business. Reimbursement of travel expenses for employees and officials of this Library ~~District~~ shall be in compliance with the Illinois Public Act 99-0604, "Local Government Travel Expense Control Act" ~~(the "Act")~~, and pursuant to the requirements set forth herein.

The Library ~~District~~ will pay its pro rata share for staff/trustees attending meetings in conjunction with staff/trustees of other Libraries. Whenever possible, the Library ~~District~~ will pay the registration fees and major transportation expenses in advance. Air transportation will be by coach; a traveler may upgrade at his or her own expense or with air miles. Air miles earned on flights belong to the traveler.

A report of any meeting attended will be submitted to the supervisor and the Board if requested.

Travel Expenses

"Travel expenses" are those expenses "directly incident" to official travel by employees or officials which involve reimbursement or direct payment to private companies providing "transportation or related expenses." These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library ~~District~~.

Entertainment Expenses

No employee or official may receive payment for any entertainment expense, unless such expense is **additional and secondary directly related** to the purpose of the program or event. Entertainment expenses include, but are not

limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.

Expense Authorization

The Library ~~District~~ Travel Reimbursement Request form provided by the Library ~~District~~ must be completed and authorization for travel expenses obtained prior to the activity or travel, unless preapproval is not reasonably possible. The information is to include the employee or official's name, title/office, travel dates, cost estimates for transportation, lodging, meal, and other necessary costs or receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. The employee or official should indicate whether per diem or actual reimbursement allowances will be requested. For conference/meeting, travel and/or lodging approved or recommended by the sponsoring organization of the conference/meeting should be used whenever possible. For other travel, the lowest reasonable cost option(s) should be chosen whenever possible. The expenses allowable under this Policy must be approved by the ~~Library's~~ Executive Director and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Library Trustees by roll call vote at an open meeting of the Board. In addition, Board approval by a roll call vote at an open meeting of the Board is required for expenses incurred by a member of the Board.

Reimbursement

Payment or reimbursement for an authorized employee's or official's travel expenses shall be as follows:

1. For those activities which involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Library ~~District~~, or for activities which further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the employee's or official's professional field.
2. The maximum allowable reimbursement for travel expenses shall be the per diem expense or the actual, ordinary and reasonable expenses incurred.
 - a. Per diem expenses are based on the U.S. General Services Administration (GSA) per diem rates. Refer to the GSA website: www.gsa.gov/perdiem for per diem rates according to the geographic areas involved in travel. Because rates for specific

localities may change as often as every two months, please be careful to ensure that the applied rate is appropriate to the actual dates of travel.

- b. For actual expenses, the original receipts or proofs of payment are required.

This Policy shall be in addition to any current regulations, requirements, or guidelines on expense reimbursement for employees or officials of the Library District. In the event of any inconsistency or conflict, the provisions of this Policy shall control. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 2-14-01; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16; Last~~ Revised 12-14-16, Effective 1-1-17)

9 – 48 Studies and Projects

The **Executive** Director has the discretion to approve or disapprove all proposals for studies, projects or internships involving the Library, its material, personnel, and patrons. (Adopted 11-13-96; ~~Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Reapproved 2-10-16~~)

9 – 49 Requests for Services of Library Staff

All requests for services of staff members outside the building during the normal working day must have the prior approval of the **Executive** Director. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16~~)

9 – 50 Leaves of Absence

9 – 50.1 Jury Duty

Employees will be excused from work for the purpose of fulfilling jury duty. All employees will be compensated for the time they are normally scheduled to work. Employees will not be required to work an evening shift on a day of serving jury duty. (Adopted 11-13-96; ~~Revised 6-11-97; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – 50.2 Military Leave

Military leave will be provided in accordance with applicable law. (Adopted 11-13-96; ~~Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Reapproved 2-10-16~~)

9 – 50.3 Bereavement

Employees may take up to three paid days per death in their immediate family. This time is prorated for part-time employees. Immediate family for this policy includes employee's parents, spouse, child, brother, sister, grandparent, grandchild, mother-father in-law, daughter-son in-law, brother-sister in-law, grandparent-in-law, domestic partner or member of the household for whose care the employee is financially responsible.

Furthermore, an employee who has been employed by the Library for at least 12 months, and worked at least 1,250 hours in the last 12 months may be entitled to take up to two weeks of unpaid time off for the death of anthe employee's child. Additional approved time may be taken from accrued sick leave and vacation. (Adopted 11-13-96; ~~Revised 3-11-98;~~ ~~Revised 1-12-00;~~ ~~Reapproved 3-11-09;~~ ~~Revised 10-12-11, Effective 10-12-11;~~ ~~Revised 1-8-14, Effective 1-8-14;~~ **Last** Revised 2-10-16, Effective 3-1-16)

9 – 50.4 Family and Medical Leave

This policy is subject to the provisions of the Family and Medical Leave Act (FMLA). Eligible employees may take up to a total of 12 work weeks of leave during the designated ~~12 month~~**12-month** period for any one or more of the following reasons:

1. The birth of the employee's son or daughter, and to care for the newborn child;
2. the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
3. to care for the employee's spouse, son, daughter, or parent with a serious health condition; and
4. because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.
5. because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

An eligible employee is any employee who has been employed by the Library for at least 12 months (need not be consecutive) and for at least 1250 hours of actual service during the ~~12-12~~-month period immediately preceding the commencement of the leave.

The ~~12-12~~-month period in which the 12 work week leave entitlement occurs will be a rolling 12 month period measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 work weeks which has not been used during the immediately preceding ~~12-12~~-months.

An eligible employee who is the spouse, son, daughter, ~~parent~~ **parent**, or next of kin of a covered service member will be entitled to a total of 26 work weeks of leave during a single ~~12-12~~-month period to care for the service member, provided such leave will only be available during a single ~~12-12~~-month period, ~~and during this single 12-month period~~ **during which** the eligible employee will only be entitled to a combined total of 26 work weeks of leave, inclusive of any other entitled leave.

For the purpose of this policy, a “serious health condition” entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or
2. A serious health condition involving continuing treatment by a health care provider.

The determination as to whether or not a condition is a “serious health condition” as that term is defined in the Family and Medical Leave Act and the federal regulations promulgated thereunder will be made by the Library on a ~~case~~ **case-by-by**-case basis.

Family or medical leave may be taken intermittently or on a ~~reduced~~ **reduced**-leave schedule when ~~medically~~ necessary. ~~Leave may not be taken intermittently or on a reduced leave schedule because of the birth or placement of a child for adoption or foster care, unless the mother or the child has a serious health condition.~~ Employees needing intermittent leave or leave on a reduced schedule ~~must~~ **should** attempt to schedule the leave so as not to disrupt the operations of the Library. Certification of the medical necessity of intermittent leave or leave on a reduced-leave schedule may be required.

In any instance where the necessity for leave arises from any qualifying exigency due to a spouse, son, daughter, or parent of the employee being on active duty in the Armed Forces is foreseeable, whether because the spouse, son, daughter, or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation,

the employee will provide such notice to Library as is reasonable and practicable.

Insurance coverage will be maintained for the duration of the 12 work weeks of leave for those employees with current coverage under Library's plan. The terms and conditions of insurance coverage, including any applicable premium contributions by the employee, will remain the same during the family or medical leave. Employees on leave must make timely payment of any employee portion of the insurance premiums. If an employee's premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee.

~~If during the Leave of Absence, or upon completion of the Leave of Absence the employee decides not to return to work, the employee will be billed the total cost to maintain the insurance plans during the Leave of Absence.~~

Employees must provide sufficient notice of the need for FMLA leave and must explain the reasons for the needed leave. A request for family or medical leave should be made 30 days in advance, when the need for the leave is foreseeable. Such requests should be made to Human Resources. When unforeseeable events occur that require family or medical leave, employees must give notice to Human Resources as soon as practical, but not later than 3 days after the employee learns of the need for leave.

Requests for family or medical leave or for extensions of such leave must be substantiated by medical certification. A form will be provided to the employee.

Employees are required to maintain regular communication with Human Resources regarding their return to work date and potential work limitations or restrictions.

When medical leave is granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. Second and third opinions with respect to any medical certification may be sought by the Library at its expense. The health care provider for any such second or third opinions will be designated by the Library.

Eligible employees who have any accrued paid time off benefits must substitute all such available paid leave as part of the 12 work weeks for FMLA leave. Upon exhaustion of all accrued paid time off benefits that is substituted for FMLA leave, any remaining portion of FMLA leave will be unpaid.

Employees will not accrue sick leave or vacation during the unpaid period of the leave. Employees will begin accruing sick leave and vacation benefits when they return from leave. Should a paid holiday fall during the paid period of the leave, the employee will receive holiday pay. No holiday pay will be given if on unpaid leave.

Employees taking family or medical leave will be restored to their previous position or to an equivalent position in accordance with the Family and Medical Leave Act, provided the employee would otherwise be employed at the conclusion of the leave if the employee had not taken the leave.

Acceptance of employment elsewhere during the term of the leave will result in termination. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – 50.5 Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence when an employee is unable to perform the functions of his or her position because of the employee's health condition. The maximum amount of time the Library may allow is **typically** 6 weeks in a rolling ~~12-12-~~ month period. **An extension may be granted at the discretion of the Executive Director.** To be eligible for such a leave, an employee must have been employed by the Library for at least 6 months. Eligibility is determined as of the date the leave commences, not when the leave is requested.

The Library will require medical certification to support a claim for leave for an employee's health condition within 7 days of a request for a leave. The certification must include a statement that the employee is unable to perform the functions of his or her position, the date on which the health care condition began and the probable duration of the absence. If the need for the leave is foreseeable, such as a planned medical treatment, at least 30 days prior written notice must be given by the employee. If the need is unexpected, employees are required to provide as much notice as possible.

This medical leave is generally unpaid leave. However, employees with benefits must use any available sick, personal time, and vacation during this period. During the paid portion of the leave, the employee with benefits will continue to accrue benefits.

Upon the employee's return to work following a leave, an employee must provide a written statement from his or her physician certifying that the employee is capable of performing his or her duties. (Adopted 3-11-09; ~~Revised 10-12-11, Effective 10-12-11; Revised 1-8-14, Effective 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

9 – 50.6 Victims' Economic Security and Safety Leave

An employee who is a victim of domestic or sexual violence may take unpaid leave from work for up to 12 work weeks per 12-month period according to the provisions set forth in the Victims' Economic Security and Safety Act (VESSA). (Adopted 3-11-09; ~~Reapproved 10-12-11; Reapproved 1-8-14;~~ Reapproved 2-10-16)

9 – 51 Resignation

A resigning employee is requested to give advance notice in writing to his or her Manager. Resignations should state the reason and the effective date. The effective date should be the last day the employee is scheduled to work. Managers and exempt employees are asked to give a four-week notice of intent to resign. Non-exempt employees are asked to give a two-week notice. Employees are required to be physically present on their last scheduled day of employment. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Revised 1-8-14, Effective 1-8-14;~~ Reapproved 2-10-16)

9 – 52 Exit Interview

A resigning employee will have the opportunity to have an exit interview with his or her Supervisor, Manager, Human Resources, or the **Executive Director**. (Adopted 11-13-96; ~~Revised 1-12-00; Revised 3-11-09; Reapproved 10-12-11; Reapproved 1-8-14;~~ **Last** Revised 2-10-16, Effective 3-1-16)

9 – 53 HIPAA Anti-Retaliation Policy

Title II of the Federal Health Insurance Portability and Accountability Act (42 USC §§ 1320d to 1329d-8, and Section 264 of Public Law 104191) ("HIPAA"), and its accompanying Privacy Regulations, 45 CFR Parts 160 and 164, require that "covered entities," as defined by the HIPAA Privacy Regulations, refrain from any retaliatory acts targeted toward those who file complaints or otherwise report HIPAA violations or infractions. The purpose of this policy is to clearly state the position of the ~~Palatine Public Library District ("the Library")~~ on intimidation and retaliation. This policy applies to all workforce, volunteers, management, and officials of the Library.

Under no circumstances will the Library intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for:

1. The exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against the Library;
2. The filing of a HIPAA complaint with the Secretary of HHS;

3. Testifying, assisting, or participating in a HIPAA investigation, compliance review, proceeding, or hearing; or
4. Opposing any act or practice that is counter to the HIPAA regulations, provided the individual has a ~~good~~**good**-faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of protected health information in violation of HIPAA.

No retaliatory action against an individual or group involved in filing HIPAA complaints or otherwise reporting infractions will be tolerated.

Under no circumstances will the Library require any member(s) of its workforce, volunteers, management, or officials to waive their rights under HIPAA.

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by the Library in a timely manner. **The Human Resources Department shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary.** (Adopted 9-10-03; ~~Reapproved 3-11-09;~~ ~~Reapproved 10-12-11;~~ ~~Reapproved 1-8-14;~~ Reapproved 2-10-16)

9 – 54 Employee Enforcement of Privacy Policy

The Board of Library Trustees places the highest priority on the effective implementation of the Privacy Policy by the Library ~~District~~ staff. All employees are expected to have a working understanding of the privacy policy in effect and must adhere to the provisions of the Library ~~District~~'s Privacy Policy and procedures.

To assist in policy implementation, a designated ~~privacy officer and/or~~ Person In Charge will be on duty at the Main Library during all hours that Library ~~District~~ facilities are open to the public.

An employee may not disclose the personally identifiable information of a user contained in library circulation or registration records except in accordance with Privacy Policy and procedures.

The ~~privacy officer and/or~~ Person In Charge ~~or an employee if the privacy officer is not available~~ may, however, disclose private information to proper authorities contrary to the privacy policy only if the employee reasonably believes that an individual faces a real and imminent threat of bodily harm that could be averted by the prompt disclosure of such information in accordance with Policy 11-9. If an employee releases the information, he or she must report the matter to the **Executive** Director or designee as soon as possible.

Employees who violate the Library ~~District~~'s Privacy Policy will be subject to disciplinary action up to and including dismissal.

The employee's obligation to protect the privacy of library users under federal and state laws ~~and under the Library District's Privacy Policy and procedures~~ is perpetual and thus extends beyond the term of employment. (Adopted 9-8-04; ~~Effective 9-28-04; Reapproved 3-11-09; Revised 10-12-11, Effective 10-12-11; Reapproved 1-8-14; Last~~ Revised 2-10-16, Effective 3-1-16)

Policy 9 Comprehensive Review: Adopted 11-13-96; Last Revised _____, Effective _____.

APPENDIX 18 – Guidelines for Display Cases and Art Exhibits

Display Case and Art Exhibit Locations

The Main Library includes 4 locations for display cases and art exhibits:

- Student Artwork Case – A glass case on the first floor designated for library use and for display of artwork created by students in schools, [preschools, and children’s clubs](#), ~~that are within the service area of the Library District and the local area~~. This case is 22.5 feet long by 3 shelves high (total height is 5.5 feet).
- Children’s Collections Case – A glass case on the first floor designated for display of items in children’s personal collections (with a valid Palatine Public Library District card). Each of the 2 display areas in the case is approximately 3 feet wide, 25 inches high, and 22 inches deep.
- Teen and Adult Collections Cases – A group of display cases on the second floor designated for display of items in teens’ and adults’ personal collections, or of items that showcase the hobbies, artwork, [memorabilia](#), or crafts of local organizations.
- Art Gallery Walls – Gallery walls on the second floor designated for display of the artwork or photography of local artists. One gallery wall is 24 feet long with a capacity for approximately twelve 14 by 20 inch pieces of framed art. The second wall is 20 feet long with a capacity for approximately ten 14 x 20 inch pieces of framed art. The walls are equipped with an adjustable hanging system to accommodate pieces of varying size.

Requesting Use of Display Cases or Gallery Art Walls

Individuals or organizations wishing to use display space or the art walls are asked to complete an *Art and Display Case Reservation Form* and submit it to a designated staff member. [Once the form is submitted, staff may request a photograph of artwork for review and approval](#). Complete information required is included on the reservation form. Local artists, ~~and~~ photographers, [schools, and organizations](#) who reside in the service area of the Library District will be given priority in scheduling use of the gallery walls [and display cases](#).

An individual or organization may apply once per year (once during a period of 365 days) to place a display at the Library. Names of applicants accepted for display will be placed on a list in the order in which applications were received and will be notified and scheduled in that order. Library staff will honor an applicant’s request for month specified or second choice whenever possible; otherwise a month will be assigned. Generally, an individual or organization may reserve just one display ~~case~~ on the 2nd floor; however, depending upon demand

and availability, the Library may be able to honor a request to reserve multiple cases or gallery walls.

Duration of Displays – Each display or exhibit is scheduled for the period of one calendar month beginning the first weekday of the month (~~falling on a Monday through Friday~~) and ending the last weekday of the month.

Exhibitors are responsible for setting up the display at the beginning of the month and removing items on or before the last weekday of the month. If items are not removed from the display by the final hour the Library is open on the last weekday of the month, Library staff will remove the items. ~~and the displayer will be charged a fee (see Appendix 10 – Schedule of Fines and Fees)~~. The Library cannot be responsible for the storage or condition of any materials staff may need to remove.

Scheduled exhibitors who have not set up their display or art exhibit by the second day of the scheduled month may be deemed ineligible to display that month and may need to reapply and be rescheduled. Any person rescheduled and failing to set up the display a second time will not be eligible to reserve display space for a period of one year.

The Library reserves the right to reschedule any exhibit or display in order to accommodate place a special Library event or series of programs a library-sponsored display or exhibit. Staff will make reasonable efforts to give sufficient notice and to reschedule anyone whose display has been preempted. If the Library schedules exhibits or displays, exclusions named in this policy may or may not apply.

Display Case Items – Items within the display and the total display itself should be of an appropriate size to fill the space allotted. The library will provide a sign indicating the name of the exhibitor and subject/-title of the display when appropriate. The exhibitor may provide additional information about the display, including a brief biography, on an 8.5 by 11 inch sheet of paper.

Art Gallery Wall Items – All pieces must be prepared and ready to hang and should be of an appropriate size and quantity to fill the display. The library will provide a sign indicating the name of the exhibitor and subject/-title of the art display plus medium used for the artwork. The artist or photographer may provide additional signage, including a brief biography, on an 8.5 by 11 inch sheet of paper if desired. Contact information for the exhibitor may be provided; however, the Library will not facilitate the sale of artwork and no items in the display may be labeled with a price nor any price lists posted at the Library.

Exclusions – Items in display cases or exhibited on the art wall may not contain the following:

- Items that defame any individual or group of individuals or which threaten or attempt to incite violence against any person or group of persons
- Defaming or obscene materials as defined by the U.S. Supreme Court or material which could lead to a breach of peace or which advocates the violation of applicable criminal laws.
- ~~Consider adding in language about not allowing items or materials with~~ Obvious advertising or promotional language.

Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

The Library is unable to secure patrons' personal possessions and cannot be responsible for lost or damaged personal property. This includes personal items in displays or exhibits as the Library cannot be responsible for theft, loss, or damage of items in displays or exhibits.

(Adopted 8-10-11, ~~Effective 10-7-11; Revised 7-11-12, Effective 9-1-12; Revised 12-11-13, Effective 12-11-13; Last;~~ Revised 1-13-16, Effective 2-1-16)

NOTE TO BOARD: Recommend removal of Appendix 20. The Library typically does not include forms in the policy manual.

Appendix 20 – Partner Agreement

This agreement is between _____ and the Palatine Public Library District (The Library).

The undersigned partner agrees to provide:

___ Monetary funding in the amount of _____

___ In-kind support in the form of _____ in a quantity of _____

The duration of the agreement will be from _____ through _____ (list begin/end dates)

The Library agrees to fulfill the following obligation(s)/benefit to the undersigned partner:

The undersigned partner will fulfill the following obligations/benefit to the Library:

Partner Name: (individual or business) _____

Contact name and title: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ Fax _____

This agreement, including Policy 8-13, represents the entire agreement between the Library and the undersigned partner.

The Library and partner each represent that the individual signing has the authority to commit his or her respective company or organization.

The agreement may not be modified except in writing by both parties. Either partner has the right to terminate this agreement according to the provisions of Policy 8-13.

Partner Signature and Title: _____ Date _____

Library Signature and Title _____ Date _____

(Approved 2-13-13, Effective 3-1-13; Reapproved 12-11-13; Reapproved 2-1-16)

APPENDIX 6 - ALA Library Bill of Rights

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

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 28, 1967; January 23, 1980 and June 24, 1996 (inclusion of age reaffirmed) by the ALA Council.

(Adopted by PPLD Library Board of Trustees 1-13-99; Readopted 2-13-08; Readopted 2-8-12; Reapproved 2-12-14; Reapproved 3-9-16)

APPENDIX 7 - ~~The~~ ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into

its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

(Approved by PPLD Board of Trustees 1-13-99; Reapproved 2-13-08; Reapproved 3-14-12; Reapproved 2-12-14; Reapproved 3-9-16)

APPENDIX 8 - ALA Freedom to View Statement

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989 and was endorsed by the ALA Council January 10, 1990.

(Approved by PPLD Board of Trustees 1-13-99; Reapproved on 2-13-08; Reapproved 3-14-12; Reapproved 2-12-14; Reapproved 3-9-16)