

# OPERATING POLICIES PALATINE PUBLIC LIBRARY DISTRICT

## 1—Policy Development

The formulation and adoption of written policies constitute the basic plan by which the Board of Library Trustees (the Board) exercises its leadership in the operation of the Library District ([Library](#)). In the absence of pertinent policy, the Executive Director has the authority to take appropriate action consistent with the Board's philosophy. Decisions will be subject to review by the Board. (Adopted 12-11-85; Last Revised 2-13-19, Effective 3-1-19)

### 1-1 Policy Drafting

Proposals for new policies, or the revision or repeal of existing policies, may be initiated in writing by any Trustee, staff member, or resident of the District. All proposals are referred to the Board or committee of the Board for consideration. The Policy Committee is appointed to consider and draft policy recommendations for presentation to the Board. In formulating policy, Board and staff will consider the "Guidelines for Library Policies" (Appendix 1A), as adopted by the American Library Association Intellectual Freedom Committee. The Policy Committee seeks and considers staff, Trustee, and member input in formulating proposed policy. (Adopted 12-12-73; Last Revised 3-10-20, Effective 4-1-20)

### 1-2 Policy Adoption

The Board formally adopts all policies by a roll call vote at a scheduled Board Meeting. Policy approval is recorded in the minutes of the Board. The Board may seek the judgment and counsel of the Executive Director, the Library's attorney, and other appropriate personnel before adopting proposed policy. (Adopted 12-12-73; Last Revised 2-13-19, Effective 3-1-19)

### 1-3 Policy Dissemination

All policies adopted by the Board include the date the policy was approved or revised and the effective date. Policies are made available to Trustees, the Executive Director, and all staff. All policies are available in the Library for public review and are posted on the Library's website. The Library will comply with applicable laws and statutes. (Adopted 12-12-90; Last Revised 2-15-22, Effective 3-1-22)

#### 1-4 Policy Review

Trustees and staff review and evaluate every policy no less than every two years. (Adopted 12-11-85; Reapproved 3-10-20)

| Policy 1 Comprehensive Review: Last Revised 2-15-22; Effective ~~03-01~~-22.

## **APPENDIX 1A—Guidelines for Library Policies**

The American Library Association has adopted the Library Bill of Rights and Interpretations of the Library Bill of Rights to provide library governing authorities, librarians and other library staff and library users with guidelines on how constitutional principles apply to U.S. libraries.

Publicly supported libraries exist within the context of a body of law derived from the U.S. Constitution, defined by federal, state, local, and tribal law, and implemented by regulations, policies, and procedures established by their governing bodies and administrations. These regulations, policies, and procedures establish the mission of the library; define its functions, services, and operations; and help ascertain the rights and responsibilities of the individuals served by the library.

Publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library is a governmental entity that provides free, equal, and equitable access to information for all people of the community it serves. When this purpose is confirmed in policies and practices, the library is a designated limited public forum for access to information. When library policies or practices make meeting rooms, exhibit spaces, or bulletin boards available for public use, these spaces are designated as limited public forums for the exchange of information.

Since the Library Bill of Rights "affirms that all libraries are forums for information and ideas," libraries that are not publicly supported are encouraged to observe these guidelines as they develop policies, regulations, and procedures.

Libraries adopt administrative policies and procedures regulating the organization and use of library materials, services, and facilities. These policies and procedures may have the effect of restricting, denying, or creating barriers to access to the library as a public forum, including the library's resources, facilities, and services. Library policies and procedures that impinge upon First Amendment rights are subject to a higher standard of review than may be required in the policies of other public services and facilities.

Public libraries function as limited public forums for access to information. Article V of the *Library Bill of Rights* states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." Thus, policies, procedures, or regulations that may result in denying, restricting, or creating physical or economic barriers to access to the library's public forum must be based on a compelling government interest. However, publicly supported libraries' governing authorities may place reasonable and

narrowly drawn restrictions on the time, place, or manner of access to library resources, services, or facilities, provided that such restrictions are content neutral and not based upon arbitrary distinctions between individuals or classes of individuals. Some examples of such distinctions would be restricting access based on citizenship or immigration status, restricting access for minors to resources routinely provided to adults, restricting access based on financial means or housing status, or restricting access based on partisan or doctrinal disapproval of the user's views or of the information the user seeks.

Libraries should develop ongoing training programs to foster understanding of the legal framework and principles underlying library policies. Training should also help library workers gain the skills and ability to respond to potentially difficult circumstances in a timely, direct, and open manner. This program should include training to help develop empathy and understanding of the barriers facing some library users. All library policies, regulations, and procedures should be carefully examined to avoid denying or restricting access or creating barriers to access. All policies should

1. be developed and implemented within the legal framework that applies to the library (including the U.S. Constitution, especially the First Amendment, and those provisions addressing due process and equal and equitable treatment under the law as provided in the amendments to the U.S. Constitution and all other applicable federal, state, local, and tribal law);
2. cite statutes or ordinances upon which the authority to make that policy is based, when appropriate;
3. be developed and implemented within the framework of the Library Bill of Rights and its interpretations;
4. be based upon the library's mission and objectives;
5. avoid restrictions on the access to or use of library resources, services, or facilities unless those restrictions are necessary to achieve the library's mission and objectives;
6. tailor prohibitions or restrictions narrowly, in the rare instances when they are required, so they are not more restrictive than necessary to serve their objectives;
7. balance competing interests and avoid favoring the majority at the expense of individual rights;
8. avoid arbitrary distinctions between individuals or classes of users and denying or abridging a person's right to use library resources, services, or facilities based upon arbitrary distinctions such as origin, age, background, or views;<sup>1</sup>
9. not target specific users or groups of users based upon an assumption or expectation that such users might engage in behavior that will materially interfere with the achievement of substantial library objectives;

10. be clearly stated so that a reasonable person will have fair warning of what is expected;
11. provide a means of appeal;
12. be reviewed regularly by the library's governing authority and legal counsel;
13. be communicated clearly and made available to all library users in an effective manner;
14. be enforced evenhandedly and not in a manner intended to benefit or disfavor any person or group in an arbitrary manner.

ALA's Intellectual Freedom Committee recommends that publicly supported libraries use the above guidelines, based on constitutional principles, to develop policies, regulations, and procedures.

### **Notes**

<sup>1</sup> In the Library Bill of Rights and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals.

Adopted by the ALA Intellectual Freedom Committee June 28, 1994; revised January 19, 2005; March 29, 2014; and June 24, 2019.

(Appendix referenced in Policy 1. Approved by PPLD Board of Trustees 8-12-08, Last Revised 1-19-21, Effective 2-1-21)

## 2—Library Cards and Accounts

A library card account is established for each registered member according to the provisions of this policy. A valid library card entitles the registered member to receive services including checkout of materials and participation in or registration for programs and events at the Library. All registered members are solely responsible for all materials borrowed and services obtained on their library card.

### 2-1 District Residents

A Palatine Public Library District library card is issued without charge to an individual who (1) provides proof of current residency within the District boundaries and (2) agrees to abide by all District policies and procedures, as amended from time to time.

Proof of current residency for persons age 18 and older must include one form of government agency-issued identification including a photo of the resident. If the photo identification does not have the correct current address, a document including a current address is required.

A person ~~who is~~ living in or registered with a temporary group home or shelter in the Library's service area may provide proof of residency with a letter from the administrator of the facility confirming their registration. A photo ID must also be provided.

Youth under age 18 are issued a library card as noted under provision 2-4.

A valid library card is required for various services provided by the Library District. A valid library card is defined in Appendix 2A.

All resident cardholders are required to renew their borrowing privileges by verifying the current address is in the Library's service area at least every three years. Member accounts must have a balance under \$10.00 in order for the card to be renewed. (Revised 5-27-09; Last Revised 6-21-22, Effective 7-1-22)

### 2-2 Nonresidents

An individual residing outside of the District may apply for a District library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a nonresident library card must (1) provide photo identification and proof of current residency in an eligible area, (2) pay the required annual fee, and (3)

agree to abide by all Library policies and procedures, as amended from time to time.

The annual fee for a nonresident library card is calculated as follows:

1. For a homeowner, the fee will equal the current Equalized Assessed Valuation figure on their residence multiplied by the current combined tax rate of the Palatine Public Library District.
2. For a tenant, the annual fee will equal 15 percent of the monthly rental fee paid on the residence. The renter must provide a copy of the rental lease or a current rent receipt for verification purposes.
3. For nonresident youth, the fee will be waived. The card will be valid only for the individual.

For household members living at the same residence as the nonresident library cardholder who has paid the nonresident fee, a library card will be available at no additional charge upon proof of current payment of the annual fee described above and proof of residency at the nonresident address at issue.

Upon completion of registration, the individual will be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card is valid only for 12 months. The nonresident homeowner or tenant and their family members must renew library card registration by presenting their library cards, re-establishing eligibility, and paying the applicable annual fee. No refunds for partial years are issued. (Revised 1-14-09; Last Revised 6-21-22; Effective 7-1-22)

### 2-3 District Property Owners who are Nonresidents

In accordance with 76 ILCS 16/30-55.60, a nonresident who, as an individual or as a partner, principal or stockholder, or other joint owner, owns taxable property within the District or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, may obtain one library card for that parcel of property at no charge.

An applicant for a nonresident property owner library card must (1) present the most recent tax bill upon the taxable property and (2) agree to abide by all Library policies and procedures, as amended from time to time.

The library card shall be issued in the name of one qualifying person, and not a corporation or other entity. No additional owner, employee, or family member cards shall be issued.

Upon completion of registration, the individual shall be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card shall be valid for 12 months. To continue receiving cardholder services, the nonresident property owner must renew library card registration annually by presenting their library card and re-establishing eligibility. (Reapproved 1-14-09; Last Revised 6-21-22; Effective 7-1-22)

#### 2-4 Youth

Library cards are available to individuals of all ages. Youth access to specific library services, as well as the right to privacy, is governed by Board policy and any applicable laws.

A child under the age of 18 may become a cardholder only with the written consent of the applicant's custodial parent, legal guardian, or legal foster parent. The parent or guardian's identification and proof of residency may be accepted if the child does not have the required identification. Children under age 14 need not be physically present when a parent, legal guardian, or legal foster parent applies for a library card on the child's behalf.

The parent or guardian is fully responsible for the account of the cardholder under 18 years of age. Parents have the right to revoke the child's library card up to the age of 18. (Last Revised 2-18-20; Effective 3-1-20)

#### 2-5 Reciprocal Borrowers

Borrowing privileges are extended to individuals who are valid cardholders of other Illinois libraries in conjunction with the statewide reciprocal borrowing agreement upon completion of registration with the District.

Borrowing of District materials is permitted when an individual agrees to abide by all District policies and procedures, as amended from time to time, and either is already a member in good standing at a CCS (Cooperative Computer Services) consortium library or (1) provides proof, including a photo, of identity as the cardholder listed on the library card and (2) establishes good standing as a library cardholder at their home library.



Reciprocal borrowers are limited in their access to certain services and materials, as set forth in Appendices 2A and 2C. (Last Revised 8-18-20; Effective 9-1-20)

## 2-6 Business Library Cards

Businesses and not-for-profit organizations located in the District service area are eligible to receive one business library card upon annual presentation of (1) the owner's or manager's personal photo identification and (2) the business's current tax bill, lease agreement, or utility bill. The person whose name appears on the card will be responsible for all resources checked out and any charges assessed to the card. Business cards are valid for one year and may be renewed upon presentation of the aforementioned documents.

The business library card may not be used at other libraries. Business library cards from other libraries are not honored for purposes of reciprocal borrowing. (Revised 5-27-09; Last Revised 8-18-20; Effective 9-1-20)

## 2-7 ~~Computer Use and Program Cards~~

~~A computer use and program card may be issued without charge to any individual who (1) is not eligible for any full-service Illinois public library card via residency within a library service area or via purchase of a nonresident card; (2) completes the Library's computer use and program card application form; and (3) agrees to abide by all Library policies and procedures, as amended from time to time.~~

~~This computer use and program card is for use at Palatine Public Library District facilities only and cannot be used to obtain any other District services nor services at any other library.~~

~~A computer use and program card will be valid for 12 months following registration or renewal. A computer use and program cardholder may renew privileges upon presenting acceptable photo identification.~~

~~Issuance of this card subjects the cardholder to all policy restrictions related to library cards. (Adopted 10-4-07; Last Revised 6-18-19; Effective 8-1-19)~~

## 2-8 Staff Cards

A Library card is issued to each employee upon employment at the Library. These cards are for use only at Palatine Public Library District facilities and may not be used for reciprocal borrowing. Staff who already have a Palatine Library card will be given a staff designation.

When an employee leaves the Library, their staff designation will be removed, or the card will be revoked if they do not live in the Library's service area. (Approved 10-11-12; Last Revised 8-18-20; Effective 9-1-20)

## | 2-~~89~~ Misrepresentation of Eligibility

Any person who misrepresents their identity, address, or other relevant information in attempting to obtain or to use a library card will forfeit their eligibility for a District library card, extended access privileges, and reciprocal borrowing privileges for up to three years. Such forfeiture of eligibility may be authorized by the Executive Director or designee. Individuals have a right to request a hearing before the Board of Library Trustees to appeal this decision. Sanctions, up to and including prosecution for fraud or theft of library services, may result, as circumstances warrant. (Last Revised 2-15-22; Effective 3-1-22)

## | 2-~~910~~ Identification of Member

~~In its continuing obligation to safeguard District property and services, District staff requires picture identification in conjunction with library card issuance.~~ To facilitate member identification, the District takes and maintains a photograph of the cardholder in Library records, to be updated at least every three years.

If a member has a photo in the database and that person does not have their library card or any identification at hand, staff may enter the name of the person as listed on the member record. If the photo of that person matches the person present, staff may provide service including checkout of material.

Any cardholder age 14 and older who does not have a photo in the database may be required to present their library card and a valid picture identification with a library card transaction. In such case, the only acceptable forms of identification are those described in provision 2-1. Any cardholder who refuses to provide adequate picture identification will not be permitted to borrow Library materials. Cardholders under age 14 who do not have a photo in library records must have their library cards with them or must be able to reply correctly to one or two qualifying questions about data in their account record in order to check out materials. The Library reserves the right to request additional identification of cardholders before checking out materials. (Last Revised 8-18-20; Effective 9-1-20)

## | 2-~~101~~ Lost or Stolen Card

Each member is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. The library card may be used only by the individual cardholder to whom it is issued unless the cardholder has given written permission for another person to have access to their account for the purpose of checking out materials or managing activity of the account.

Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the member.

Unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library as circumstances warrant. A cardholder who lends their card to a District nonresident to obtain library services to which he or she is not entitled may have their cardholder privileges suspended for a period of up to three years. (Reapproved 5-27-09; Last Revised 6-21-22; Effective 7-1-22)

#### | 2-1~~12~~ Replacement Cards

Members may request a new card to replace a lost or stolen card at no charge. Member accounts must have a balance under \$10.00 in order for the card to be replaced. (Reapproved 5-27-09; Last Revised 6-21-22; Effective 7-1-22)

#### | 2-1~~23~~ Permission to Pick Up Materials

Members may permit one or more designated persons to pick up items on hold for them. When a designated person picks up a hold, the items will be checked out on the record of the designated member. (Last Revised 8-18-20; Effective 9-1-20)

#### | 2-1~~34~~ Change in Member Registration Information

Cardholders must notify the District of any changes in name and address.

Use of a resident card after moving outside of the District boundaries is neither lawful nor permitted.

Continued access to Library resources and services may be re-established through nonresident card purchase or registration as a reciprocal borrower, where applicable. (Adopted 12-9-04; Last Revised 8-18-20; Effective 9-1-20)

## 2-1~~45~~ Fees and Charges

The Board reserves the right to establish fines, fees, and charges as necessary, including overdue fines; fees for damage to Library material or Library property; fees for failure to return Library material; and charges for meeting rooms or services.

In order to reduce economic barriers to access to library materials and services, and to increase library card adoption and usage, the Library will not charge overdue fines for materials that are returned late.

Current fees and charges are listed in Appendix 2B. The Library uses a materials recovery service to assist in the recovery of overdue materials, fines, and fees.

Fees accrued by District members may be waived by the department manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist members in maintaining valid accounts, as defined in Appendix 2A, so cardholders have access to all services. (Adopted 11-18-81; Last Revised 6-21-22; Effective 7-1-22)

## 2-1~~56~~ Notices

The Library sets loan periods for return of materials (See Appendix 2C). The Library notifies members by email (for those who have an email address listed in the database) a few days before an item is due and notifies members by email or U.S. mail when items are overdue. These notices are sent as a courtesy to members, and all fees for unreturned materials are due to the Library whether or not the member sees or receives any notice. It is each member's responsibility to return items before or when due. (Approved 10-11-12; Last Revised 6-21-22; Effective 7-1-22)

## 2-1~~67~~ Extended Access

Extended Access privileges allow residents to utilize library locations during designated unstaffed hours. To obtain Extended Access privileges, users must first register in person at any Palatine Library District location and sign an acceptable use agreement. Users must be at least 16 years of age with a valid library card and balance under \$10.00. Nonresident cardholders, business library cardholders, and reciprocal borrowers are eligible for Extended Access privileges. Extended Access privileges are good through the expiration of the library card, as long as the user is not in violation of the acceptable use agreement. (Approved 2-15-22; Effective 3-1-22)

Policy 2 Comprehensive Review: Adopted 4-9-86; Last Revised 6-21-22;  
Effective 7-1-22.

## **APPENDIX 2A—Certain Rules and Restrictions on the Use of Services and Facilities**

Individuals who are library cardholders in good standing at public libraries participating in the Illinois statewide reciprocal borrowing program may check out materials from the Palatine Public Library District, subject to the same rules and limitations as Palatine Public Library District cardholders. Additional restrictions on materials are listed in Appendix 2C.

Staff may impose additional limits based upon information regarding school assignments. Staff will evaluate and will impose such limits based upon the number of students to be served, the impact on other members' access to the portion of the collection affected, and other relevant factors.

Only District cardholders with valid cards, or those holding valid library cards from other CCS (Cooperative Computer Services) consortium libraries, may place hold requests on library materials. Only District cardholders with valid cards may receive interlibrary loan service. A valid card is defined as one that is not expired and has less than \$10.00 in outstanding fines and fees.

Because of popular demand, registration for some programs, including the Summer and Winter Reading Programs, are limited to District cardholders with valid cards.

Computers and maker equipment may be limited by cardholder type. See Appendix 10A for details.

Additional rules and restrictions on the use of services and facilities by individuals who are not District cardholders may be established by staff, subject to the approval of the Executive Director.

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-11-06, Last Revised 6-21-22, Effective 7-1-22)

**APPENDIX 2B—Schedule of Fees and Charges**

<b>Service</b>	<b>Fee</b>
Printouts	\$ 0.10 per page black and white \$ 0.25 per page color
Faxes	\$0.50/page for U.S., Canada, and Mexico \$1.00/page for everywhere else
Maker and digital media supplies	Cost varies depending upon material
Nonresident library card	Annual fee based on equalized assessed value and District tax rate for homeowners, or 15% of monthly rent for renters, per Policy 2-2
Lost or damaged item	Cost of item
Interlibrary loan	Out of state requests subject to \$10.00 fee per item whether or not the item is picked up
Periodical article request	Member responsible for any fees imposed by lending library
Accounts sent to collection agency	\$10.00 fee

## **APPENDIX 2B—Schedule of Fees and Charges (continued)**

### **Meeting Room Use Charges**

Library staff will assign rooms based upon the needs of the organization.

<b><u>Base Fees for up to 4 hours*</u></b> <b><u>(includes standard room setup)</u></b>	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room 1 (large)	\$15.00	\$100.00
Rooms 2 and 3, Board Room (small)	\$10.00	\$ 50.00
*Each additional hour fee	\$5.00	\$25.00

### **Standard Room Setups**

Room 1	65 chairs, theater style, and 2 tables
Room 2	Tables and chairs, hollow square, to seat 24
Room 3	Tables and chairs, rectangle, to seat 14
Board Room	Tables and chairs, hollow square, to seat 16

### **Additional Charges**

	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room Rearrangement (for any setup other than standard)	\$10.00	\$10.00
Refreshments	\$15.00	\$30.00
Extraordinary Cleanup	At cost	At cost

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 5-1-05; Last Revised 11-21-23, Effective 12-1-23)



## APPENDIX 2C—Schedule of Loan Periods and Restrictions

<b>Material</b>	<b>Loan Period (Days)</b>	<b>Renewals</b>	<b>Holds*</b>	<b>Resident and CCS Member Limit</b>	<b>Non-CCS Reciprocal Borrower Limit</b>
Print	21	3	yes	no limit	no limit
Hot Picks	14	no	no	5	5
Movies	21	3	yes	no limit	no limit
Movies New	14	3	yes	10	10
CDs & Audiobooks	21	3	yes	no limit	no limit
CDs New	14	3	yes	no limit	no limit
Video Games	14	3	yes	10	10
Equipment & Kits	14	3	yes	5	0
<b>Maximum</b>			<b>300</b>	<b>300</b>	<b>300</b>
*Non-CCS Reciprocal borrowers may not place holds.					
Loan periods for ebooks, digital audiobooks, and other subscription resources are set by the vendor.					

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-4-07; Last Revised 6-21-22, Effective 7-1-22)



**RESOLUTION 2024-06  
IN RECOGNITION OF LIBRARY WORKERS DAY**

**WHEREAS** libraries are essential institutions that offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey;

**WHEREAS** librarians and library support staff bring the nation expert assistance, personal service, and access to a wealth of resources and programs, both in person and online;

**WHEREAS** library professionals at thousands of academic, governmental, public, school, and specialized libraries in the United States provide this invaluable service to library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

**WHEREAS** the library workers at Palatine Library tirelessly serve our community, enriching lives and fostering literacy and lifelong learning through their expertise and commitment;

**WHEREAS** the passion and dedication of library professionals contribute to the cultural enrichment, educational advancement, economic development, and social cohesion of our city;

**WHEREAS**, libraries, library workers, and library supporters across America are celebrating the National Library Workers Day, sponsored by the American Library Association-Allied Professional Association (ALA-APA);

**THEREFORE**, be it resolved that I, Debby Brauer, proclaim, Tuesday, April 9, 2024, as "National Library Workers Day." I encourage all in this community to take advantage of the variety of library resources available and to thank library workers for their exceptional contributions to American life.

Adopted this 16<sup>th</sup> day of April 2024.

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President, Board of Library Trustees  
Palatine Public Library District

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Secretary, Board of Library Trustees  
Palatine Public Library District