

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; Last Revised 6-18-19, Effective 8-1-19)

8-2 Trustee Contact Information

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

8-3 Solicitations and Sale of Goods or Services

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

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

No person may approach 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; Last Revised 6-18-19, Effective 8-1-19)

8-3.1 Charity Collections

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

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

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

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

Once deposited in the collection container, donated items will not be returned to the donor. The Library accepts no responsibility for the loss of or damage to any items deposited in any charity collection container. It is the responsibility of the charitable organization collecting donations to make arrangements for their prompt pick-up from the Library. (Adopted 6-18-19 Effective 8-1-19)

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 be possible to display all posters and announcements. The following priorities will be used to determine which posters and announcements can be posted:

1. Materials produced by the Library, the Friends of the Palatine Public Library, and the Palatine Public Library District Foundation
2. Materials produced by nonprofit organizations headquartered within the Library District

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

The following items will not be accepted for posting:

1. Advertisements of products or services offered by commercial organizations or individuals
2. Materials requesting 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 Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

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

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 3-12-03; Last Revised 6-18-19, Effective 8-1-19)

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 8A. 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 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 or that present a safety hazard or a security risk will not be permitted.

The determination that material is not acceptable for exhibit and display space will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. (Approved 3-12-03; Last Revised 6-18-19, Effective 8-1-19)

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. Announcements and literature for distribution must be submitted to a Library service desk for staff approval.

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

1. Materials produced by the Library, the Friends of the Palatine Public Library, and the Palatine Public Library District Foundation
2. Materials created to promote a partnership event or endeavor between the Library and another organization or entity
3. Announcements of events to be held in Library facilities, with preference given to nonprofit organizations
4. Materials produced by organizations headquartered within the Library District
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 Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Handouts found anywhere in the library, including in the front entry area of the Main Library, that have not been approved for display or distribution will be removed and disposed of by Library staff. (Approved 3-12-03; Last Revised 6-18-19, Effective 8-1-19)

8-6.1 Tabling

Local nonprofit organizations engaged in educational, cultural, intellectual, civic, or charitable activities may request table space in the Library's lobby to interact with patrons and provide information about the organization's services.

Only one organization may have a table at any given time. Organizations are permitted a maximum of 48 hours per year. The organization must use the table provided by the Library. The table will be located in the lobby of the Main Library, unless determined otherwise by the Library.

Current elected politicians or their representatives also may request a table to provide information and constituent services under the same restrictions listed above. The space may not be used for campaigning. (Adopted 6-18-19 Effective 7-1-19)

8-7 Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from Library 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 tasks 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 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; Last Revised 6-18-19, Effective 8-1-19)

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 2A. 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 or 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
Board Room	40

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 3A-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 are accepted on a rolling six-month calendar; applications may be submitted up to six months in

advance of the meeting date. 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 or approved online reservation, plus payment.

4. 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.
5. 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 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.
6. If a cancellation becomes necessary, the Library should be notified 48 hours in advance of the meeting. If the group has paid, the person who reserved the room may reschedule within 30 days, if a room is available. No refunds will be issued. If the group has not yet paid, the person who reserved the room will be responsible for full payment.
7. The Library reserves the right to cancel any meeting room reservation by giving at least two weeks' notice. Reservations may be cancelled with less notice in case of a building emergency, extreme weather, repair work, or other circumstance beyond control of the Library. The Library is not liable for any expenses of any kind resulting from the Library's cancellation of a meeting room reservation beyond a refund or credit of the meeting room fee. The Library reserves the right to relocate within the building any scheduled meeting.
8. Library meeting rooms may not be used for meetings, programs, or events involving the sale, advertisement, solicitation, or promotion of commercial products or services, with the exception of activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations or membership dues for nonprofit groups and clubs may not be collected on Library property.
9. Meeting rooms may not be used for recreational gatherings such as showers, birthday parties, or dances.

10. Meeting attendees must follow all rules and policies regarding use of the Library.
11. 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.
12. 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 17 and under must have a responsible adult present.
13. Serving food or beverages of any kind requires payment of a fee. The kitchenette is available for the serving of light refreshments only. 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. Use of objects with flames or smoke such as matches, candles, sterno, incense, etc. is prohibited.
14. Meetings must be conducted so as not to disrupt library functions and operations. The Library reserves the right to stop meetings that are disruptive.
15. 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.
16. 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.
17. See Appendix 2B for Meeting Room Use Fees.

Failure to abide by these and other Library rules may result in cancellation or refusal of future reservations. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations. (Adopted 2-9-94; Last Revised 6-18-19, Effective 8-1-19)

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 Palatine Historical Society. The Library shall be absolved of any liability originating with the Clayson House or its operations. The Library shall be listed as an additional insured on all insurance for the Clayson House. (Approved 8-13-86, Last Revised 6-18-19, Effective 8-1-19)

8-10 Food or Drink in Library Buildings

Covered beverages are permitted in Library 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. (Last Revised 6-18-19, Effective 8-1-19)

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, or 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; Last Revised 6-18-19, Effective 8-1-19)

8-12 Volunteers

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

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

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

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. (Approved 5-27-09; Last Revised 6-18-19, Effective 8-1-19)

8-13 Partnerships

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

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

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

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

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

At all times, the Library protects the confidentiality of 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 or its patrons.

Partners who terminate an agreement with the Library are to give 30 days' written notice. Failure to provide adequate written notice of termination or failure to meet the terms of the agreement may disqualify the organization from 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 means a collaboration between the Library and a participating person, firm, organization, or entity to expand and promote Library services to the community and is not intended to and does not mean or create a "partnership" as defined by law. (Approved 2-13-13, Last Revised 6-18-19, Effective 8-1-19)

Policy 8 Comprehensive Review: Adopted 8-13-86; Last Revised 6-18-19, Effective 8-1-19.