

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracy Boland, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2020-04

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION LIBRARY BONDS (ALTERNATE
REVENUE SOURCE), SERIES 2020 OF THE PALATINE
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Act on the 10th day of March, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of March, 2020.

Secretary, Board of Library Trustees

ORDINANCE NO. 2020-04

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION LIBRARY BONDS (ALTERNATE
REVENUE SOURCE), SERIES 2020 OF THE PALATINE
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS**

WHEREAS, the Palatine Public Library District, Cook County, Illinois (the “District”), is a duly organized and existing public library district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Library District Act of 1991 of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “Library Act”), and having the powers, objects and purposes provided by said Library Act; and

WHEREAS, The Board of Library Trustees of the District (the “Board”) has determined that it is necessary to (i) finance certain capital projects within the District and the expenses incident thereto (the “Project”), and (ii) pay certain costs of issuance of the Bonds (as such term is hereinafter defined), all for the benefit of the inhabitants of the District; and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, printing and publication costs, capitalized interest, and other expenses (collectively, the “Costs”), is not less than \$6,000,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, up to \$6,000,000 of alternate bonds need to be issued at this time pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended (the “Act”); and

WHEREAS, it is necessary for the best interests of the District that the Project be completed, and in order to raise funds required for such purpose it will be necessary for the District to borrow an aggregate principal amount of not to exceed \$6,000,000 and in evidence thereof to issue alternate bonds, being general obligation bonds payable from (i) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District and (ii) such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose (collectively (i) and (ii) are the “Pledged Revenues”), in accordance with the provisions of the Library Act and the Act; and

WHEREAS, if the above-mentioned revenue sources are insufficient to pay the alternate bonds, ad valorem property taxes levied against all of the taxable property in the District without limitation as to rate or amount (the “Pledged Taxes”) are authorized to be extended to pay the principal of and interest on the alternate bonds;

WHEREAS, pursuant to and in accordance with the provisions of Section 15 of the Act, the District is authorized to issue alternate bonds in an aggregate principal amount not to exceed \$6,000,000 for the purpose of providing funds for the Project and to pay the Costs;

NOW THEREFORE, Be It Ordained by The Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Determination To Issue Bonds. It is necessary and in the best interests of the District to finance the Project and to pay the Costs; therefore, alternate bonds of the District are hereby authorized to be issued and sold in an aggregate principal amount not to exceed \$6,000,000, and to be known as “General Obligation Library Bonds (Alternate Revenue Source), Series 2020” (the “Bonds”) of the District, said Bonds being payable from (i) those taxes imposed by the district for the establishment, maintenance and support of a public library or libraries within the District, (ii) such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose (collectively (i) and (ii) are the “Pledged Revenues”), and (iii) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount (the “Pledged Taxes”).

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published once in the *Daily Herald*; the same being a newspaper of general circulation in the District, and if no petition, signed by 3,948 electors (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the District or (ii) the lesser of 200 registered voters or 15% of registered voters), asking that the question of the issuance of the Bonds be submitted to the electors of the District, is filed with the Secretary of the Board within thirty (30) days after the date of the publication of this Ordinance and said notice, then this Ordinance shall be in full force and effect and the Bonds shall be authorized to be issued. A petition form shall be provided by the Secretary at the principal office of the District, located at 700 N. North Court, Palatine, Illinois, to any individual requesting one.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Board may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the purposes described herein. Such additional ordinances or proceedings shall in all instances become effective in accordance

with applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Additional Proceedings. If no petition meeting the requirement of applicable law is filed during the petition period hereinabove referred to, then the preparation and distribution of a preliminary official statement relating to the Bonds is hereby approved, and the President is hereby authorized to deem the preliminary official statement nearly final.

Section 6. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

Section 7. Repealer. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 8. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED this 10th day of March, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

By: _____
President, Board of Library Trustees
Palatine Public Library District,
Cook County, Illinois

ATTEST:

By: _____
Secretary, Board of Library Trustees
Palatine Public Library District,
Cook County, Illinois

**NOTICE OF INTENT TO ISSUE BONDS
AND RIGHT TO FILE PETITION
AND HEARING ON PROPOSED ISSUANCE**

Notice is hereby given that pursuant to Ordinance No. 2020-04, adopted on March 10, 2020, the Palatine Public Library District, Cook County, Illinois (the “District”), intends to issue alternate bonds, being general obligation bonds (the “Bonds”) payable from the hereinafter identified revenue source, in an aggregate principal amount not to exceed \$6,000,000, and bearing interest per annum at not to exceed the maximum rate authorized by law at the time the Bonds are sold, for the purpose of (i) financing certain capital projects within the District and the expenses incident thereto, and (ii) paying certain costs of issuance of the Bonds. The Bonds shall be payable from (a) those taxes imposed by the district for the establishment, maintenance and support of a public library or libraries within the District, (b) such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose, and (c) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount. The ordinance authorizing the issuance of the Bonds is attached hereto and appears below this notice.

Notice is hereby further given that if a petition signed by 3,948 or more registered voters of the District asking that the question of the issuance of the Bonds (the “Proposition”) be submitted to the electors of the District, is filed with the Secretary within thirty (30) days after the date of the publication, then the Proposition shall be submitted to the electors of the District at the general election to be held on the 3rd day of November, 2020. If no petition is filed with the Secretary within said 30-day period, then this Ordinance shall be in full force and effect and the Bonds shall be authorized to be issued. A form of petition is available from the Secretary at the principal office of the District at 700 N. North Court, Palatine, Illinois.

/s/ Tracy Boland
Secretary, Board of Library Trustees
Palatine Public Library District,
Cook County, Illinois

PETITION

To the Secretary of Palatine Public Library District, Cook County, Illinois:

We, the undersigned, being registered voters of the Palatine Public Library District, Cook County, Illinois, do hereby petition you to cause the question of issuing not to exceed \$6,000,000 General Obligation Library Bonds (Alternate Revenue Source), Series 2020 (the "Bonds") of said District for the purpose of (i) financing certain capital projects within the District and the expenses incident thereto, and (ii) paying certain costs of issuance of the Bonds being payable from (a) those taxes imposed by the district for the establishment, maintenance and support of a public library or libraries within the District, (b) such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose, and (c) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount, to be certified to the County Clerk of Cook County, Illinois, and submitted to the electors of said District at the next election to be held at which said question may be voted upon.

<u>Name</u>	<u>Address</u>	<u>City</u>
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois
_____	_____	_____, Cook County, Illinois

I, _____ of _____ (insert residence address), _____, Illinois, do hereby certify that I am a citizen of the United States and at least 18 years of age or older, and in the County of Cook, Illinois, and that the signatures on this petition were signed in my presence, and are genuine, and, to the best of my knowledge and belief, the persons so signing were at the time of signing this petition registered voters of said District and that their respective addresses are correctly stated herein.

/s/ _____

Subscribed and sworn to before me this _____ day of _____, 2020.

My Commission Expires: _____	_____ Illinois Notary Public
------------------------------	---------------------------------

BINA Notice Form

The Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois will hold a public hearing on April 21, 2020 at 7:00 p.m. The hearing will be held in the Board Room at the Main Library, 700 N. North Court, Palatine, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell alternate bonds in the amount of up to \$6,000,000 for the purpose of (i) financing certain capital projects within the District and the expenses incident thereto, and (ii) paying certain costs of issuance of the Bonds being payable from (a) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District, (b) such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose, and (c) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount.

By: /s/ Tracy Boland

Title: Secretary

Note to Publisher: The above notice is to be published one time on or before 7 days before the hearing, but not prior to 30 days before the hearing. **The publication may be in the "legals" or "classified" section of the paper. NO SPECIAL BORDER IS REQUIRED FOR THIS PUBLICATION. DO NOT USE ANY SPECIAL BORDER.** Please send your statement to:

Beth Schwarz, Finance Manager
Palatine Public Library District
700 N. North Court
Palatine, IL 60067

and send two publication certificates (and text) to Ice Miller LLP, 200 West Madison Street, Suite 3500, Chicago, Illinois 60606-3417, Attention Jenine Phillips.

PUBLISHER: DO NOT PRINT THE FOLLOWING:

President's Approval and Order Setting Public Hearing:

The undersigned, President of the Board of the above library district hereby approves and orders the setting of the above Bond Issue Notification Act hearing.

Date: _____, 2020

President, Board of Library Trustees

When signed by the President, please date and scan back to Ice Miller LLP, Attention: Jenine Phillips.

The Depository Trust Company

A subsidiary of the Depository Trust & Clearing Corporation

BLANKET ISSUER LETTER OF REPRESENTATIONS

(To be completed by Issuer and Co-Issuer(s), if applicable)

Palatine Public Library District, Cook County, Illinois

(Name of Issuer and Co-Issuer(s), if applicable)

March 2, 2020

(Date)

The Depository Trust Company

570 Washington Blvd, 4th FL

Jersey City, NJ 07310

Attention: Underwriting Department

Ladies and Gentlemen:

This letter sets forth our understanding with respect to all issues (the "Securities") that Issuer shall request to be made eligible for deposit by The Depository Trust Company ("DTC").

Issuer is: **(Note: Issuer shall represent one and cross out the other.)**

~~incorporated in~~ [formed under the laws of] Illinois

To induce DTC to accept the Securities as eligible for deposit at DTC, and to act in accordance with DTC's Rules with respect to the Securities, Issuer represents to DTC that issuer will comply with the requirements stated in DTC's Operational Arrangements, as they may be amended from time to time.

Very truly yours,

Note:

Schedule A contains statements that DTC believes accurately describe DTC, the method of effecting book-entry transfers of securities distributed through DTC, and certain related matters.

Palatine Public Library District, Cook County, Illinois
(Issuer)

By: _____
(Authorized Officer's Signature)

Andrea Vanderhoek, President
(Print Name)

700 N. North Court
(Street Address)

Palatine, Illinois USA 60067
(City) (State) (Country) (Zip Code)

(847) 358-5881
(Phone Number)

avanderhoek@palatinelibrary.org
(E-mail Address)

DTCC

The Depository Trust Company

A subsidiary of the Depository Trust & Clearing Corporation

Additional Signature Page to BLANKET ISSUER LETTER OF REPRESENTATIONS For use with Co-Issuers

(Name of Issuer and Co-Issuer(s), if applicable)

In signing this Blanket Issuer Letter of Representations dated as of _____.

Co-Issuer agrees to and shall be bound by all "Issuer" representations.

(Co-Issuer)

By: _____
(Authorized Officer's Signature)

(Print Name)

(Street Address)

(City) (State) (Country) (Zip Code)

(Phone Number)

(E-mail Address)

SAMPLE OFFERING DOCUMENT LANGUAGE
DESCRIBING BOOK-ENTRY-ONLY ISSUANCE

(Prepared by DTC--bracketed material may be applicable only to certain issues)

1. The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the securities (the "Securities"). The Securities will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Security certificate will be issued for [each issue of] the Securities, [each] in the aggregate principal amount of such issue, and will be deposited with DTC. [If, however, the aggregate principal amount of [any] issue exceeds \$500 million, one certificate will be issued with respect to each \$500 million of principal amount, and an additional certificate will be issued with respect to any remaining principal amount of such issue.]

2. DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com.

3. Purchases of Securities under the DTC system must be made by or through Direct Participants, which will receive a credit for the Securities on DTC's records. The ownership interest of each actual purchaser of each Security ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Securities are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Securities, except in the event that use of the book-entry system for the Securities is discontinued.

4. To facilitate subsequent transfers, all Securities deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Securities with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Securities; DTC's records reflect only the identity of the Direct Participants to whose accounts such Securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

SCHEDULE A

(To Blanket Issuer Letter of Representations)

5. Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. [Beneficial Owners of Securities may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Securities, such as redemptions, tenders, defaults, and proposed amendments to the Security documents. For example, Beneficial Owners of Securities may wish to ascertain that the nominee holding the Securities for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of notices be provided directly to them.]

[6. Redemption notices shall be sent to DTC. If less than all of the Securities within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.]

7. Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to Securities unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to Issuer as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts Securities are credited on the record date (identified in a listing attached to the Omnibus Proxy).

8. Redemption proceeds, distributions, and dividend payments on the Securities will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from Issuer or Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, Agent, or Issuer, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of Issuer or Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

[9. A Beneficial Owner shall give notice to elect to have its Securities purchased or tendered, through its Participant, to [Tender/Remarketing] Agent, and shall effect delivery of such Securities by causing the Direct Participant to transfer the Participant's interest in the Securities, on DTC's records, to [Tender/Remarketing] Agent. The requirement for physical delivery of Securities in connection with an optional tender or a mandatory purchase will be deemed satisfied when the ownership rights in the Securities are transferred by Direct Participants on DTC's records and followed by a book-entry credit of tendered Securities to [Tender/Remarketing] Agent's DTC account.]

10. DTC may discontinue providing its services as depository with respect to the Securities at any time by giving reasonable notice to Issuer or Agent. Under such circumstances, in the event that a successor depository is not obtained, Security certificates are required to be printed and delivered.

11. Issuer may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Security certificates will be printed and delivered to DTC.

12. The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that Issuer believes to be reliable, but Issuer takes no responsibility for the accuracy thereof.

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. 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 Library 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 ~~Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities~~ Policies” (Appendix 1A), as adopted by the American Library Association Intellectual Freedom Committee. The Policy Committee seeks and considers staff, Trustee, and patron input in formulating proposed policy. (Adopted 12-12-73; Last Revised 2-13-19, Effective 3-1-19)

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 intends to be in compliance with applicable laws and statutes. (Adopted 12-12-90; Last Revised 2-13-19, Effective 3-1-19)

1-4 Policy Review

Trustees and staff review and evaluate every policy~~ies~~ no less than every two years. (Adopted 12-11-85; Reapproved 2-13-19)

Policy 1 Comprehensive Review: Last Revised XX-XX-XX; Effective XX-XX-XX.

APPENDIX 1A—Guidelines for ~~the Development and Implementation of Library Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities~~

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 ~~in the United States of America.~~

Publicly supported libraries exist within the context of a body of law derived from the United States U.S. Constitution ~~and appropriate state constitutions~~, defined by statute 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, ~~and~~ 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 ~~affect access and~~ 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.

GUIDELINES

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. The American Library Association's Intellectual Freedom Committee recommends that publicly supported libraries use the following guidelines, based on constitutional principles, to develop policies, regulations, and procedures.

All library policies, regulations, and procedures should be carefully examined to ~~determine if they may result in~~avoid denying or, restricting access or creating barriers to access. ~~If they may result in such restrictions, they~~All policies should:

1. ~~should~~ be developed and implemented within the legal framework that applies to the library. ~~This includes:- (including the United States 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); including the First and Fourteenth Amendments, due process and equal and equitable treatment under the law; the applicable state constitution; federal and state civil rights legislation; all other applicable federal, state and local legislation; and applicable case law;~~
2. ~~should~~ cite statutes or ordinances upon which the authority to make that policy is based, when appropriate;
3. ~~should~~ be developed and implemented within the framework of the Library Bill of Rights and its ~~l~~interpretations;
4. ~~should~~ be based upon the library's mission and objectives;
5. ~~should only impose~~ avoid restrictions on the access to, or use of library resources, services, or facilities ~~when unless~~ those restrictions are necessary to achieve the library's mission and objectives;
6. ~~should narrowly~~ tailor prohibitions or restrictions narrowly, in the rare instances when they are required, so they are not more restrictive than ~~needed~~ necessary to serve their objectives;
7. ~~should attempt to~~ balance competing interests and avoid favoring the majority at the expense of individual rights, ~~or allowing individual users' rights to interfere materially with the majority's rights to free, equal, and equitable access to library resources, services and facilities;~~
8. ~~should~~ avoid arbitrary distinctions between individuals or classes of users, and ~~should not have the effect of~~ 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; ¹
9. ~~should~~ 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. ~~must~~ be clearly stated so that a reasonable ~~ey~~ intelligent person will have fair warning of what is expected;
11. ~~must~~ provide a means of appeal;
12. ~~must~~ be reviewed regularly by the library's governing authority and ~~by its~~ legal counsel;:-
13. ~~must~~ be communicated clearly and made available to all library users in an effective manner ~~to all library users~~;
14. ~~must~~ be enforced evenhandedly, and not in a manner intended to benefit or disfavor any person or group in an arbitrary ~~or capricious~~ manner. ²

~~15. should, if reasonably possible, provide adequate alternative means of access to information for those whose behavior results in the denial or restriction of access to any library resource, service or facility.~~

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

¹ 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.

~~² Libraries should develop an ongoing staff training program designed to foster the understanding of the legal framework and principles underlying library policies and to assist staff in gaining the skill and ability to respond to potentially difficult circumstances in a timely, direct, and open manner. This program should include training to develop empathy and understanding of the social and economic problems of some library users.~~

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

(Appendix referenced in Policy 1. Approved by PPLD Board of Trustees 8-12-08; reviewed 2-13-19)

10–Digital Resources

10-1 General Statement

Palatine Public Library District (the Library) provides and uses digital resources (including, but not limited to, computers, peripherals, websites, subscription databases, eReaders, tablets, digital equipment, and downloadable library materials) to fulfill its mission. Specific procedures for the use of digital resources are included in Appendix 10A: Use of Digital Resources and Policy 2-7: ~~Computer-Computer~~-Use and Program Cards. In offering these resources, the Board of Library Trustees recognizes that there exists an innate difference between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is comfortable and welcoming to all users and staff. In balancing these two objectives, the Board has sought to develop a policy that will best meet the needs of our community. The Board will review this policy on a regular basis in light of changes in technology and to address the development of legal and professional standards. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-2 Digital Resources

Specific procedures for use of digital resources are listed in Appendix 10A. Certain activities are prohibited. These include, but are not limited to, copyright violation, threats of violence or endangerment, ~~obscenity~~, child pornography, harassing communications, attempting to install or execute unauthorized software applications, and other applicable laws. Deliberate tampering with any library computer equipment, network, or system is a crime and is strictly prohibited. Failure to comply with procedures and restrictions as noted in Appendix 10A may result in a user's loss of Internet access privileges, loss of library privileges, and/or legal prosecution.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library digital resources. The Library, Library staff, and affiliated entities are not liable for damages arising from the use of, or the inability to use, the Library's digital resources or their related content and functions. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-3 Internet Station Registration and Access

Registration is required for access to all Internet stations except designated guest stations. Some stations may be reserved for the exclusive use of Library cardholders. Registration for and use of certain computers are limited by age (see 10-7). An individual's own valid library card or a form of government-issued identification including a photo, which will be used to verify valid cardholder status, is required to schedule or begin a registered computer session. See Appendix 10A for registration

and access details. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-4 Wireless Access

The Library offers wireless access to the Internet for users with wireless-enabled devices at the Main Library. The Library's network is open to all visitors. No special encryption settings, user names, or passwords are required. The Library's Internet use policies apply to all Internet access in the building. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

10-5 Internet Content

The Internet offers access to many valuable sources of information, but not all sites are accurate, complete, or current. The Library does not monitor or control information accessed via the Internet. There are many sites with content that some users may consider controversial, offensive, or inappropriate. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-6 Internet Filtering

To meet the diverse needs of our community, the Library provides access to the Internet via both filtered and unfiltered stations (see Appendix 10A). Filtering does not guarantee the appropriateness of material on the Internet for any particular age group or individual user. In choosing and implementing filtering software, the Library strives to provide full access under the First Amendment while maintaining a library setting that is conducive to a comfortable and welcoming space.

Unfiltered Internet stations are clearly marked. Unfiltered stations are reserved for valid Palatine Public Library District cardholders. Wireless access within the Library is not filtered. Laptops loaned by the Library provide filtered access. Staff Internet workstations may be filtered differently in order to provide staff extended searching capabilities for serving the public. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-7 Internet Stations for Youth

The Library designates certain Internet stations to be reserved for children and teens ages 13 and ~~under~~younger. These Internet stations are filtered. Filtering does not guarantee the appropriateness of material for any age group or individual user.

Parents or legal guardians of children and teens ages 13 and ~~under~~younger may permit their child's use of the unfiltered Internet computers at the Library by submitting a written request on ~~the form available for such purpose (see Appendix 10B)~~a form available upon request. Upon

receipt of the completed form, staff will enable the child's card so that it will be ~~accepted~~ enabled to access an unfiltered Internet station within 48 hours.

The Library affirms the right and responsibility of parents or guardians to make choices for their own children. Library staff will not monitor the age of children using Internet stations except for the purpose of managing age-designated computers. Parents or guardians are solely responsible for whether their children access the Internet through filtered or unfiltered Internet stations. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-8 Privacy and Security on the Internet

In keeping with Library policies and state and federal laws, the Library strives to protect users' rights to privacy and confidentiality (see Policy 11– Privacy Policy). The Library avoids unnecessarily collecting or maintaining records that could compromise the privacy of users. However, electronic communication by its nature may not be secure or private. The Library cannot guarantee the security or privacy of online transactions. By using the Library's Internet stations, websites, and services, users signify acceptance of the Library's Privacy Policy. (Adopted 10-8-03; Revised 2-13-19, Effective 3-1-19)

10-9 Use of the Library Websites

The Library has created and maintains www.palatinelibrary.org and certain related websites in order to make information about its programs, collections, and resources available to the public via the Internet. Examples of such websites include subscription databases, downloadable library materials, social networking sites, and related mobile applications. By using the Library websites and their content, users agree to comply with and be bound by the following terms and conditions. These terms and conditions may change from time to time. Use of the Library websites signifies acceptance of the terms and conditions in effect at the time of use.

Use of Content from Library Websites

The Library encourages users to access content from the Library websites, provided that these guidelines are followed:

- Content downloaded from the Library websites is owned or leased by the Library and may be used only for personal, educational, or research purposes.
- Users are responsible for obtaining necessary permissions. Library websites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library websites is protected by third-party rights, users are responsible for obtaining the necessary rights in order

- to use the content in question (see section 10-11 Copyright).
- The Library is not in a position to provide advice to users about which content is protected by third-party rights and which content may be used freely. The following website has information about copyright, fair use, and other related topics that may be useful:
<http://www.copyright.gov/>.
 - It is the obligation of users to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing content from the Library's collections and Library websites. Users are solely responsible for determining whether the use of any digital object requires the permission of any other person or entity, and are responsible for paying any associated fees. Questions concerning legal issues surrounding the use of digital objects should be directed to the user's attorney.

Accessibility

The Library intends to ensure accessibility of its website for people with disabilities. All reasonable effort has been made to ensure that the pages of the Library's website comply with Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C. 794d). Section 508 requires that individuals with disabilities who are members of the public seeking information or services from a government agency have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Disclaimers

1. All content on Library websites is provided "as is" without a warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular use, or non-infringement. The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of the Library websites. Users understand and agree that any downloading or obtaining of material or data through the Library websites is done at the user's own risk. In addition, the Library disclaims any and all responsibility or liability for the accuracy, reliability, and legality of content found on the Library websites. In no event shall the Library or its employees or affiliated entities be liable for any direct, indirect, special, incidental, consequential, exemplary, or punitive damages arising from, or directly or indirectly related to, the use of, or the inability to use, the Library websites or the content and functions related thereto.
2. Some pages on the Library websites include links to other websites. The Library has not reviewed the entire content of these linked websites and is not responsible for their content. (See section 10-13 Linking to

Websites)

3. The Library offers access to a broad range of information and content, including certain materials that may contain offensive language or negative stereotypes. Users should view such content in the context in which it was created. All media are presented as specific, original artifacts, without further enhancement to their appearance or quality as a record of the era in which they were produced. Opinions expressed on the Library websites by others are not necessarily those of the Library Board or its staff.
4. All other Library policies apply when using digital resources.
(Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

10-10 User-Generated Content

~~The~~ Library websites provide a means for the Library to communicate information to users ~~and~~. Some Library websites provide a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. All user-generated content is reviewed. The Library reserves the right to remove content, as indicated below.

The Library will choose not to post or will remove communications that contain obscene or defamatory language; sexual content; incitement of, solicitation of, or threat to engage in violence or illegal activities; personal attacks; or promotions or solicitations for commercial goods or services. The Library encourages user communications to be respectful; ~~communications and posts should not contain personal attacks.~~

Any text, artwork, photographs, or intellectual property that may be owned by or under copyright protection afforded to someone other than the posting user should not be submitted. Submission of content implies the copyright owner has granted permission to publish on the Library websites.

A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.

Users who fail to follow these guidelines may be blocked from submitting content. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

10-11 Copyright

Content obtained or copied from the Internet may be subject to copyright laws. US Copyright Law (United States Code Title 17) prohibits the unauthorized reproduction or distribution of copyrighted content, except as permitted by the principles of "fair use." Patrons are responsible for determining legal use of copyrighted content. (Adopted 1-11-12; Reapproved 12-13-17)

10-12 Third-Party Services

Among the many services offered by the Library is access to resources provided by third parties. These resources (such as subscription databases, downloadable library materials, social networking sites, and mobile applications) are subject to their own terms and conditions. Users should review the terms and conditions specific to each third-party site accessed to ensure compliance with applicable rules. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

10-13 Linking to Websites

The Library ~~website provides~~ selects a limited number of links to websites not owned or managed by the Library. The Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. The Library provides these links as a convenience, and the inclusion of any link does not imply endorsement by the Library or any association with their operators. The Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

~~Some of the criteria considered when the Library provides linked sites include:~~

- ~~• The primary intent of the website is to educate, inform, or entertain.~~
- ~~• The site's owner or sponsor is easily identifiable, and contact information is provided.~~
- ~~• The site does not charge for access.~~
- ~~• The site provides timely, current information or information with historical perspective.~~
- ~~• The site's pages are well organized and easy to navigate.~~
- ~~• The information and services provided are consistently of high quality.~~
- ~~• The site is in compliance with the Library's Mission Statement and Collection Management Policy (Policy 7).~~

The Library takes reasonable steps to assure data integrity but does not guarantee that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other malware. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

Policy 10 Comprehensive Review: Last Revised XX-XX-XX; Effective XX-XX-XX.

APPENDIX 10A–Use of Digital Resources

Access to Digital Resources

Resources with access to digital content (including, but not limited to, websites, subscription databases, downloadable library materials, and mobile or desktop applications) are provided by the Palatine Public Library District (the Library).

Users must comply with Policy 10—Digital Resources and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital resources. The Library may revise user and borrower expectations as outlined in this policy at any time.

A patron's access to Library digital resources may be blocked, suspended, or terminated for reasons including, but not limited to, violation of user expectations or borrower expectations, actions that may lead to liability for the Library, disruption of access to other users or networks, or violation of applicable laws or regulations.

No logins for timed sessions will be available 14 minutes prior to closing. Timed sessions will end 10 to 15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital media studios must be shut down 10 minutes prior to closing.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Some computer stations and digital media studios may be reserved by valid Library cardholders up to two weeks in advance by contacting staff. Cardholders may reserve one session per day and may reserve a station or studio for up to three days in a Sunday-to-Saturday week.

Digital Resources Available

Computer Stations—No Sign-in Required

Guest stations are filtered, limited to 20 minutes, and have no age restrictions. Guest computers are available on a first-come, first-served basis. Patrons may not extend their time. Only two persons may use the station at one time.

Catalog-research stations are filtered, and have no time or age restrictions. Only two persons may use the station at one time.

Computer Stations—Sign-in Required

Filtered Internet stations are available to holders of a valid District card, ~~computer-computer~~-use and program card, or reciprocal card. Use is limited to two hours. Patrons may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. Certain stations are limited to patrons ages 14 and older. These stations may be reserved in advance.

Unfiltered Internet stations are limited to holders of a valid District card or ~~computer-computer~~-use and program card only and for use by patrons ages 14 and older. Use is limited to two hours. Patrons may extend their time when no other user is waiting for a computer. Parents or legal guardians of children and teens ages 13 and younger may permit their child's use of the unfiltered Internet computers at the Library by submitting the Request to Permit Child's Access to Unfiltered Internet form. Only two persons may use the station at one time. These stations may be reserved in advance.

Youth stations are filtered and available to holders of a valid District card, computer use and program card, or reciprocal card ages 13 and younger. Use is limited to two hours. Patrons may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. These stations may be reserved in advance.

Digital Media Center Stations—Sign-in Required

iMac Stations are filtered and available to holders of a valid District card, ~~computer-computer~~-use and program card, or reciprocal card ages 11 and older. Use is limited to three hours. Patrons may extend their time when no other user is waiting for a computer. Patrons younger than 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. Only two persons may use the station at one time. These stations may be reserved in advance.

Digital media studios are filtered and available to valid District cardholders and ~~computer-computer~~-use and program cardholders ages 11 and older. Use is limited to three hours. Patrons may extend their time when no other user is waiting for a studio. Patrons younger than 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. A room capacity limit is posted on each studio door. These studios may be reserved in advance.

Digital Resources—In-Library use only

Video game stations are limited to two hours and items may be checked out to valid District cardholders ages 11 and older. Patrons may extend their time when no other user is waiting. Use is not ~~age~~-restricted. Up to four persons may use the video game stations at one time.

Tablets are filtered, limited to two hours, and may be checked out to valid District and reciprocal cardholders ~~(except computer use and program cards)~~, ages 11 and older. Patrons may extend their time when no other user is waiting. Use is not age restricted.

Laptops are filtered and limited to two hours. Patrons may extend their time when no other user is waiting for a computer. Laptops may be checked out to valid District and reciprocal cardholders ~~(except computer use and program cards)~~, ages 11 and older. Use is not age restricted.

Circulating Digital Resources

Circulating digital resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2C.

User Expectations

The Library will not be responsible for any damages, losses, or unauthorized access that may arise in connection with a patron's use of digital resources, or from the actions of other persons.

The Library cannot assure access to all sites at any given time; sites may be busy, available only to authorized people, or otherwise unavailable.

It is the responsibility of parents or guardians to monitor their child's use of digital resources.

Use of digital resources for any type of illegal or inappropriate activity is prohibited. This includes, but is not limited to, copyright violation, threats of violence or endangerment, ~~obscenity~~, child pornography, harassing communications, and attempting to install or execute unauthorized software applications.

Hacking, deliberate tampering with, or damage of any library digital resources or network is prohibited (see Policy 10-9).

Failure to comply with these procedures and Library policy may result in legal prosecution or loss of library privileges.

Additional Provisions for Wireless Users

Users must be familiar with their own devices and know how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of Internet traffic across its wireless network. Information and files on, sent to, or sent from a user's device can be viewed or extracted by anyone else with the necessary equipment or software.

Borrower Expectations

Borrowers accept full responsibility for all digital resources while checked out to them.

Borrowers may not leave digital resources unattended for any reason or lend them to another user. Users will not tamper with the digital resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for all or partial repair or replacement costs resulting from damage or loss while digital resources are checked out to them.

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 1-11-12; Last Revised 2-13-19, Effective 3-1-19)