



**Stickney-Forest View**  
Public Library District

## Library Policies

Updated December 2010

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**Section 1.A**

The Stickney- Forest View Public Library District (SFVPLD) is an active member of the Metropolitan Library System, known as MLS, (formerly the Suburban Library System).

## **Section 2.A – Patron Benefits**

All legal residents of Stickney, Central Stickney, and Forest View are entitled to a Stickney-Forest View Public Library Card. Proof of residency must be presented at the time of application. Library privileges may be withheld from a patron having outstanding library charges and/or in violation of any Library policies.

Interlibrary loans are transactions in which the library materials are available from one library to another upon request. Interlibrary loan services will be provided to those holding an MLS or Reciprocal Borrowing Card.

Materials available for interlibrary loan will be all printed materials and audiovisual materials (with the exception of reference collection, staff collections, microforms, and computer software).

The loan period is determined by the loaning library.

Any fees for interlibrary loans made to the Stickney-Forest View Public Library District shall be passed on to the patron.

The overdue charges are determined by the lending library.

Lost or damaged Stickney-Forest View Public Library District materials loaned through interlibrary loan shall be the cost of the item plus any service charges. Fees will be charged to the borrowing library.

## **2.B - Cards**

Stickney-Forest View Public Library District library cards will be issued to residents 18 or over able to provide proof of legal residence. A photo ID and two proofs of address are required at the time of card issuance. Residents under 18 are required to have a legal guardian sign responsibility for their account, and the same proof of residence is required of the individual signing for card.

Applicants agree to comply with all of the Library rules and regulations, to pay for loss or damage of Library materials, and to give immediate notice of change of address or loss of Library card. Responsibility of the choice of materials borrowed and the use of computer equipment rests with the patron and not with the Library.

Applicants agree to present their card each time a Library transaction or loans are made. Cards are not transferable.

There is a \$5 charge for lost cards. The Library may use the services of a collection agency to retrieve fines and overdue materials. Applicants are responsible for any accrued fines and charges, or replacement costs, for overdue, damaged, or lost items, regardless of how the item is checked out until they are safely returned to the Library. Replacement costs for items are based on the original cost of the item plus a processing fee.

Adult cards shall be issued at the age of 18 and older. Adult cards will also be issued to parents under the age of 18 if and when they register their children for cards. The same application rules and regulations apply to the manner in which these cards are issued

Youth cards shall be issued to children from birth through 17 years of age. The Library card application signer of any minor shall be held responsible for their choice of materials, failure to return Library materials and for any damage caused by the minor to any Library material or property. When a minor receives a Library card, a parent or legal guardian shall sign a consent form indicating his or her knowledge of this policy. Thereafter, any overdue notices, or notices relating to damages to Library materials shall be directed to said parent or guardian and said parent or guardian shall be responsible for the payment of any fines or replacement costs incurred. The Library District shall thereafter also be held harmless and not responsible for the choice of materials checked out of the Library by a minor. The Library card application signer of any minor has the right to deny the minor Internet and computer access and video check out, as outlined in the Library card application:

For the minor age 0-9, for computer access, the parent or guardian initializes and acknowledges the unrestricted access to Internet and computer usage for the minor with parent/guardian supervision.

For the minor age 10-17 for computer access, the parent or guardian initializes and acknowledges the unrestricted access to Internet and computer usage for the minor and understand the minor will not need to be supervised.

For the minor age 0-17 for video check out, the parent or guardian initializes and acknowledges the minor will not be restricted to any movie ratings (including R- rated) and may check out the materials.

Youth must have a parent or guardian residing in the same household sign for them. Other applicants unable to prove residency may have an adult member of their household sign for them, with the signer proving their residency. By proving residency and endorsing the application, the party signing for the card assumes full responsibility for all of the items checked out on patrons card.

A picture ID and two proofs of residency in the Villages of Stickney, Central Stickney or Forest View are required when applying for a library card (See Appendix).

The picture ID cannot be expired. A picture ID would be:

- Driver's license
- State identification card
- School identification card
- Clinic identification card
- Passport
- USA permanent resident card
- Proof of residency would have a name and current address of the applicant and would be:
- Tax bill or lease agreement

- Bank statements or credit card bills
- Utility bill
- Insurance bill
- Cable or satellite bill
- Driver's license or State ID – if not used for a picture ID

Special needs cards may be issued for one year to a specific party who will be held responsible.

### **Section 2.C - Library Records Confidentiality Act**

All patron records shall be kept confidential in accordance with Illinois Compiled Statutes 75 ILCS 70. (See Appendix)

The Library also follows the laws associated with the USA Patriot Act HR 3162 RDS - October 24, 2001. This Act may be cited as the `Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001'. (See Appendix for an explanation and the Access Request Form.)

### **Section 2.D - Charges**

Overdue charges and charges for items that are lost, damaged, or damaged beyond repair are as posted at the Circulation Desk. The charges for use of equipment (i.e. CD player, videotapes, etc.) shall be set by the Library Board of Trustees. There are charges for photo copying and sending a fax, as posted at the Circulation Desk.

Checks will be accepted in payment of debts owed the library in an amount not exceeding that owed to the library. Writer is responsible for any fees from NSF checks.

### **Section 3.A - Internet**

The Stickney-Forest View Public Library District provides information through the Internet and other electronic resources. We make this service available as a part of our mission to "bring people and information together."

The Internet offers access to many valuable sources of information, but not all sites are accurate, complete, or current. The Library does not monitor the information accessed through the Internet. There are many sites that carry information which one may find controversial or improper. Users may not hold the Library responsible for information acquired on the Internet. Users are encouraged to take advantage of the Internet and to exercise good judgment and discretion. Parents should supervise their children's Internet sessions. Patrons will abide by the Library's current behavior policy (Section 4).

As indicated on the application for all Library cards, parents or guardians assume all responsibility for the minor's selection of materials.

- Children 10 – 17 years of age require a signed parental authorization to access electronic resources.
- Children 9 years of age and under may access any electronic resources and require direct parental/guardian supervision while utilizing the Internet/computer.

Access to the Internet and other electronic resources made available to all possessing a valid SFVPLD library card, or a valid card from any Metropolitan Library System (MLS) library is on a first come, first serve basis and will be made available until one-half hour before Library closing. Sessions will be limited to one hour if other patrons are awaiting access to the terminals.

Access to the Internet and other electronic resources are available at no additional cost. However, all patrons will be charged for print-outs and for the cost of repairing or replacing any equipment or software damaged by the card holder.

Only the card holder is allowed to use his/her name and/or library card to access the Internet and other electronic resources through the Stickney-Forest View Public Library District. Guest passes will be issued to adults and youth able to produce a form of photo ID. Proper identification will be required for access to the computers. Patrons whose library cards have outstanding balances in excess of \$5.00 will not be allowed to use the computers.

### **Section 3.B – Wireless Laptops**

Laptop users will follow all the Library's policies governing Internet use.

Patrons must surrender their active Stickney-Forest View Library card and a valid photo ID in order to check out laptops. A driver's license or other government issued photo ID with name and current address is acceptable; a credit card is not. All information on the photo ID must match library records. These cards will be returned to the patron when the patron returns the laptop. Under no circumstances may a patron use another patron's library card.

Laptops have barcodes and are to be checked out on borrowing patron's card.

The laptop must not be transferred to another user. Whoever checks out the laptop cannot hand it off to another patron for use.

The laptop and equipment will be inspected for damage upon each return and before being checked out to the next patron. The items that are to be inspected are:

1. Laptop - \$2000.00
2. Power cord - \$130.00
3. Laptop case - \$30.00

Library laptops are the responsibility of the borrower; the borrower is responsible for all costs associated with damage and theft of the laptop due to neglect or abuse. The replacement fee for a lost,

stolen, damaged, or destroyed laptop is \$2,000.00. Patrons should never leave the laptop unattended. As long as the laptop is checked out on your account, you are responsible.

The Library laptops will be available on a first come, first served basis and cannot be reserved.

Use of the Library Laptop is limited to 60 minutes. If no one is waiting for the laptop, then the patron may sign up for an additional session. All subsequent sessions after the initial one are 30 minutes in length. Sessions may be shorter dependent upon the time of check out. A patron checking out a laptop within an hour and a half of closing must defer to the loan rule stipulating closing time limits.

Laptop must be returned to the Circulation Desk no later than 30 minutes prior to closing.

The laptop is not to be removed from the Library. Removal of laptops from the premises will be considered theft and will be reported as such to the Stickney Police Department.

The Library is not liable for damage to an external device (such as an MP3 player or a flash drive) or for loss of data that may occur as a result of laptop usage. All saved documents will be automatically deleted when the laptop is turned off. Borrowers should save documents to an external memory device prior to turning off the computer.

*The Stickney-Forest View Public Library District reserves the right to alter or modify this policy and any Library Policy at any time.*

#### **Section 4.A - Behavior**

The Library is dedicated to providing a quiet, pleasant environment and is open to the public. The Library's goal is to aid in the acquisition of knowledge through reading, quiet contemplation, and related activities, and to act a community space committed to entertain and educate. To achieve that goal the Library must protect the rights of individuals who are in the Library to use library materials and services, the rights of staff members to conduct Library business without disruption, and preserve and protect library materials and facilities. Therefore, the following rules of behavior have been established to create a Library in which this stated goal may be met.

##### Library Environment

Quiet, non-disruptive behavior is expected from all SFVPLD patrons. Behavior which willfully interferes with the peaceful and orderly management of the Library may result in expulsion from the Library. Such behavior would include, but is not limited to:

- Use of Library for purpose other than those which meet its goal.
- Loud use of individually owned or Library provided audio equipment such as cell phones, personal headsets and players, hand held games, etc.

- Use of wheeled vehicles or wheeled footwear inside the Library except where such use is to afford a disabled person access to the Library.
- Physical, sexual, or verbal abuse and attempts to intimidate or annoy other patrons or staff members by following or staring at them, which disrupts that patron's or staff members use or care of the Library's materials or facilities.
- Intoxication
- Bringing any animal into the building except one assisting a disabled or visually impaired person.
- Drinking and eating are allowed in designated areas of the Library only.
- Lighting matches, lighters or other flammable material inside the building.
- Entering areas designated for use only by Library staff.
- Sounding the fire alarm without cause.
- Failure to follow instructions in the case of an emergency. Follow orders for safety purposes. Behavior which interferes with the peaceful and orderly management of the Library.
- Entering without shirt or shoes or in attire intended to disrupt the activities taking place which are in keeping with the Library's goals. No shirt, no shoes, no service.

All persons, including employees, trustees and patrons using the Stickney-Forest View Public Library District facilities shall maintain acceptable personal hygiene. A person shall be required to leave the Library premises if his/her personal hygiene disrupts other individual's use of the Library facilities, collections or services, or otherwise constitutes a nuisance to other people.

If anyone is in the Library at closing time or at the time of an emergency closing, the supervisor in charge shall attempt to contact a family member by phone to come pick up the person immediately. If unsuccessful, the supervisor will contact the local police. At least two staff members will wait with the person until the police arrive.

Patrons may be allowed to re-enter the building upon correction of prohibited behavior. Other violators shall be denied use of the facilities for specified periods of time based on the severity of the violation as determined by the Director. Any expulsion may be appealed to the Library Board of Trustees by seeking a hearing to be scheduled at its next regularly scheduled meeting.

#### **Section 4.B – Unsupervised Children**

The Library Board states that it is the parent's responsibility to provide childcare; the Library and its staff will not be used for this purpose.

Children age 9 and younger:

Children age 9 and under must be accompanied by an adult or adolescent of at least 12 years of age. The adult or adolescent must remain with the child at all times. The exception to this policy follows, when a child 3 to 9 is in a Library program that does not require the caregiver's attendance, the caregiver may leave the department to use another part of the Library as long as the caregiver returns 5 minutes before the program is scheduled to end. If the caregiver is repeatedly late to meet the child

following a program, the child may be removed from the program enrollment. However, the caregiver must remain in the Library.

Failure to comply:

- If a child is left unattended, the Library staff will inform the parent of Library policy.
- If the same child is left unattended a second time, the Library staff will inform the parent that the police will be asked to take custody if the child is left unattended again.
- If a child is left a third time, the Library staff will contact the police.

Children age 10 to 17:

Children age 10 and up are allowed to use the Library facilities and attend Library programs unaccompanied by an adult, provided their behavior is not disruptive to other patrons or staff.

If a child's behavior is disruptive, the parents are to be notified and the child is not allowed to attend that program or others unattended.

School age children who are absent from school may not use the Library unless accompanied by an adult 18 years or older. In addition to the steps listed in Section 2-D, library staff will notify the school or police if they are unable to reach the parent.

#### **Section 4.C – Smoke-Free Act**

The Library abides by the Smoke Free Illinois Act. No smoking will be allowed within 15 feet of the building (to include windows, doorways, and ventilation systems).

#### **Section 5.A - Donations**

The Library welcomes donations. Such donation shall be added to the collection in accordance with the standards ordinarily used by the Library in selection of materials. It shall be at the discretion of the designated Library staff as to the disposition of materials.

The Library also welcomes monetary donations, bequests, or memorials as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the Library.

The Library staff will either add the item to our collection, send the materials to Better World, give the materials to the Friends of the Library, send them on to other non-profit organizations (such as Hines Hospital or West Side Veterans Association), or when all those options have been exhausted, recycle the materials.

The Library utilizes the services of *Better World Books Discards & Donations Program* to discard materials that help generate funding for the Library. They accept limited types of books and audio-visual materials.

Any materials the Library accepts as a donation, not put into the collection, might also be given to the Friends of the Library to be sold at their ongoing book sale.

The Library also utilizes the services of Reading Tree, a non-profit organization that collects and redistributes used books to promote literacy around the world.

The Library does not accept the following materials:

- Dirty
- Moldy
- Water damaged
- Damaged binding or pages
- Excessive writing, markings, or highlighting
- Cut out pages
- Warped books
- Any material over 10 years of age
- Records or older audio materials
- VHS tapes
- Magazines

## **Section 6.A - Advertising**

Advertising material shall be permitted in the Library only for cultural, civic, educational and Library sponsored events. The display of such materials shall be at the discretion of the Library Director. The Library, by law, is not permitted to expend taxpayers' monies for any form of advertising in any type of ad booklet, monetary donations, etc.

#### **Section 7.A – Displays and Exhibits Library**

The Library welcomes displays of general interest to the community as well as materials having a direct relationship to the purposes of the Library. All materials displayed in the Library shall be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage (See Appendix).

Placement of exhibits must be mutually agreeable to both the Library Director and the exhibitor and should not interfere with the normal operation of the Library.

Notices or bulletins of general cultural or educational interest will be posted or distributed by the Library at the discretion of the Library Director or the Library Board of Trustees. Direct solicitation of money in the forms of advertising materials or from patrons in the library is not permitted.

#### **Section 8.A – Meeting Rooms**

The Library desires to make its facilities available to cultural, educational, and civic groups sponsored by local citizens, provided such use does not interfere with normal business and meetings are non-partisan, non-sectarian, and non-commercial.

Meeting rooms approval:

- A responsible adult, 18 years of age or older, may apply at Circulation Services (See Appendix). All applications must be submitted to the Library Director for consideration.
- Applications with recurring reservations will be accepted for no more than one fiscal year (July – June) at a time.
- Application for the use of the Library facilities does not guarantee approval. Approval for one meeting does not imply approval for future meetings.
- Confirmation or denial will be verbal or in writing. Authorization to use the meeting rooms is not transferable to another group or organization.
- Priority for meeting rooms use is given first to groups affiliated with the Library.
- Meeting rooms are available for use during the Library's normal hours of operation. Requests for use after hours may be considered, and such requests should be submitted to the Library Director.
- Cancellation of meeting rooms should be made 48 hours ahead of time to Circulation Services.

The rules for use of the meeting rooms are:

- If your local or national organization has liability insurance, please hand in a *Certificate of Liability* Insurance prior to your meeting.
- Publicity announcements for meetings held in the room should in no way imply Library sponsorship.
- Maximum capacity for the Community Room is 65 (sixty-five), and for the Conference Room is 15 (fifteen) per the Fire Department.
- The Library reserves the right to monitor any meetings held in its facility (except lawful executive sessions of governmental bodies).
- On a day of event, a *Community/Meeting Room Sign In Sheet* must be filled out and submitted to Circulation Services.
- Proper supervision of minors at a ratio of one adult to five children is recommended.
- Noise level must be kept at a minimum so as not to disturb patrons and staff.
- Alcoholic beverages and smoking are not permitted on the premises at any time.
- Refreshments may be served providing there is no cooking with an open flame.
- Limited room set up and audio-visual equipment may be available for use in the meeting room if the request is indicated on the application. The set up is the responsibility of the Library staff.
- The group assumes responsibility for leaving the facilities in as clean a condition as found.

If the rules and regulations for the use of the meeting rooms are not adhered to by a group or its individual members, the Director reserves the right to withdraw the meeting room privileges by written notice for any further meetings.

### **Section 9.A – Relations with Schools**

The Stickney-Forest View Public Library District, although an independent and responsible body, shall function as a cooperative agency in the total educational program of the community. A close working relationship shall be established between the Library and the school systems, using the needs of the students as a guide. The Library shall accommodate visits of classroom groups to the Library. Prior arrangements should be made with the Head of Youth Services.

### **Section 10.A – Collection Management: Introduction**

It is the mission of the Stickney-Forest View Public Library District to serve the community by providing a diverse, thorough and balanced selection of materials accessible to the public in a variety of formats for information, educational, cultural and recreational purposes. The library strives to keep this collection current, acknowledging that it is impossible to maintain a comprehensive collection in all areas.

The Stickney-Forest View Public Library District Board of Trustees, Library Director and staff adhere to and endorse the American Library Association's *Library Bill of Rights* and the *Freedom to View Statement*. Materials are acquired by qualified, designated library staff. Materials are also acquired based on recommendations by of Stickney, Forest View and Central Stickney residents

The Stickney-Forest View Public Library District believes in and protects the individual's right to intellectual freedom. The library will not censor any materials and leaves it up to the individual to select or exclude what books, films, music, websites and programs he/she chooses. For minors, defined as those under the age of 18, it is the responsibility of the parents to monitor and supervise their children's choices of library materials, not that of the library.

### **Section 10.B - Collection Management: Definition**

Collection management is a planned process of selecting and acquiring material to meet the needs of the Library's community. It includes assessing user needs, adopting a collection management policy, studying collection use, selecting materials, maintaining the collection and weeding. Cooperative collection management refers to a group of libraries working together to identify collection strengths and minimize duplications.

### **Section 10.C – Collection Management: Library Objectives**

It is the Library's goal to provide timely, accurate and useful materials to meet the informational, educational and entertainment needs of the community by providing services and materials in a range formats.

If we are unable to provide requested materials through our collection, designated staff will make every reasonable effort to locate and obtain materials through other sources. The Stickney-Forest View Public Library District is a member of the Metropolitan Library System and has access to databases that index materials owned throughout the State of Illinois and beyond.

The Library assists students to meet their educational objectives as well as patron's desire for self-directed personal growth and developmental opportunities. The Library features current, high-demand, high-interest materials in a variety of formats for persons of all ages. The Library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.

#### **Section 10.D – Collection Development: Material Donations**

The Library gratefully accepts donations of books and/or most other Library materials. We accept donations with the explicit understanding that such materials will be added to the collection only if they are needed and meet the same standards of selection that apply to regular Library purchases. The donor of any gift material must understand that in all instances the Library reserves the right to use and dispose of gifts as it sees fit based on if their suitability and/or necessity in the Library collection. The Library will not accept gifts with restrictions as to use, permanence and/or location; donations cannot be returned to the donor. No staff member will assign a monetary value to any gift. However, the Library may provide acknowledgment of the materials donated.

#### **Section 10.E – Collection Development: Monetary Donations**

Unrestricted monetary gifts donated as memorials or for other purposes are accepted for the purchase of Library materials. The general nature or subject area of the materials to be purchased may be based upon the wishes of the donor. Selection of specific titles will be made by Library staff in accordance with the needs and selection policy of the Library. Memorial items will be integrated into the regular collection with book plates affixed to gift materials to identify the donor.

#### **Section 10.F – Collection Development: Selection of Library Materials**

##### General Criteria for Selection

The selection of materials will be governed by the Mission Statement and support the Library's objectives. The Library Board expects selectors to adopt the following basic practices as a prerequisite for effective collection development:

- Avail themselves of collection development materials provided by the Library to the staff.
- Regularly taking inventory of the collection to ensure its ongoing relevance and usefulness.
- Coordinate with other staff members working on materials selection to ensure that each individual contribution is part of an integrated and comprehensive whole

Considering the vast array of titles available and the constraints of the Library's budget, the Stickney-Forest View Public Library District cannot possibly purchase all materials. SFVPLD collects in subject areas at the Basic Information Level as defined by the American Library Association's collection level definitions. Collecting at this level means that the SFVPLD will usually purchase materials that serve "to introduce and define a subject and to indicate the varieties of information available elsewhere." Research materials and resources, whether for informational or educational purposes, are collected for

preschool through community college levels. Recreational materials are collected for life-long enjoyment. Materials will be selected with consideration to:

- Interest to patrons/community demand
- Readability
- Popularity of author
- Authenticity of the information
- Physical features and format
- Authority of the author
- Cost
- Copyright date of material
- Bestsellers lists and review recommendations

#### Timeliness of Selection and Purchase

Long delays can diminish the value of materials or information to the Library user. Selectors must remain sensitive to patrons' needs and strive to purchase materials in a timely fashion. Toward this purpose, it is important that demand be anticipated as well as responded to quickly when expressed.

#### Materials Not Collected

- Rare books
- Genealogy materials: The Library collects basic material on genealogical research but does not collect more specialized materials, such as family histories.
- Textbooks: While the Library houses textbooks for local grade schools and high schools we do not purchase textbooks for colleges or universities. Textbooks may be purchased in subjects where there is little or no material in any other format or in those instances where they augment the collection.

#### Collection maintenance

The collection needs continuous evaluation to ensure that the Library is fulfilling its mission to provide materials relevant to the patrons' interests and needs. Statistical tools provide one way of determining how the collection is being used. The collection's holdings are also checked against standard bibliographic tools to ensure the Library is acquiring recommended materials. Patrons' input is taken into account when evaluating the collection. Through ongoing quantitative and qualitative methods, each department will monitor the collection to see that it is serving its users.

#### Weeding

The collection is periodically inventoried to ensure that the limited shelf space is dedicated to the most timely, useful materials in good condition. Those materials in poor condition or that no longer meet the informational needs of the community are weeded to allow for the acquisition of new

materials. Qualified staff members from each department are responsible for determining what and when material will be withdrawn.

#### Complaints Requiring Reconsideration of Library Materials

Stickney, Central Stickney and Forest View residents with complaints about Library materials shall be referred to the individual responsible for selection of material in that area of the Library. Should this discussion not resolve the problem, the patron shall be referred to the Library Director to discuss the material. After discussion with the Library Director, patrons who wish to further pursue the reconsideration of materials in the collection must then prepare a formal written complaint by completing the *Request for Reconsideration of Library Materials* form (See Appendix). After receiving this form, the Stickney-Forest View Public Library District will begin a formal complaint process that is defined in the procedure manual.

### Section 10.G – Collection Development: Material Formats

#### Print Material

It should be noted that not all materials are purchased because of their literary quality and universal acceptability. The Library is obliged to select materials for patrons with varying interests, tastes, and reading abilities.

#### Multiple Copies for Print Material

Multiple copies will be obtained when there is a very high demand from our patrons, taking into consideration the constraints of the Library's budget, the popularity of the material, and space limitations.

#### Non-Print Materials

Non-print materials include, but are not limited to, DVDs, CDs, audiobooks, and CDRoms. New formats will be considered for the collection when, by industry reports, national survey results and evidence from local requests, a significant population has the necessary technology to make use of the format.

- DVDS - the DVD collection includes both fiction and nonfiction titles. The fiction titles include popular movies of all genres. The nonfiction titles include how-to videos (beauty, business, consumer information, cooking, crafts, education, gardening, health, home improvement, recreation, repair and sports), travel and documentaries (art, history, and nature).
- Music - all genres will be considered for addition, though the collection is meant to offer a survey of choices and in no way is it a comprehensive
- Spoken Word - the Books on Tape collection contain popular fiction, classic fiction, language tapes, and nonfiction titles such as business, self-improvement, biography, etc. Both abridged and unabridged editions of audiobooks will be considered for the collection.

- CD-Roms – both educational and recreational subject matter will be considered for inclusion in the Adult and Youth collections
- Video games – Wii games are purchased for use on gaming days in the library, as well as for check out by patrons, other formats may be considered for inclusion as needed

#### **Section 11.A - Amendments**

These policies may be amended at any meeting of the Stickney-Forest View Library Board by a majority vote.



## Library Card Application—Adult

Last Name	First Name	M.I.
Street		Apt#
City		Zip Code
Phone number 1	Phone number 2	
Email		
Birth Date	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Replacement Card Previous Barcode : 2 1803 000

## Linked Cards

Would you like for your spouse or partner to be able pick up your holds? Or see if your kids have anything overdue? You can link your card with other members of your household and make your check-outs easier! This is a completely optional service.

Please list the **full names** of the household members you would like to link here:

Last Name	First Name	M.I.

I assume full responsibility for all materials checked out on and all charges incurred by the use of this card. I agree to report immediately the loss of this card and/or any changes to the information connected with it. Unless I have reported the card lost or stolen, I understand that the Library will assume its use to be authorized by me.

X	
Signature	Date



**Stickney-Forest View**  
 Public Library District

**Staff Use Only**

**Solicitud de Tarjeta de la Biblioteca— Adulto**

Apellido	Nombre	Inicial
Dirección Postal		Apt#
Ciudad	Código Postal	
Número de teléfono 1	Número de teléfono 2	
Dirección de correo electrónico		
Fecha de Nacimiento	Sexo <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino	

**Linked Cards**

Would you like for your spouse or partner to be able pick up your holds? Or see if your kids have anything overdue? You can link your card with other members of your household and make your check-outs easier! This is a completely optional service.

Please list the **full names** of the household members you would like to link here:

Last Name	First Name	M.I.

Asumo responsabilidad por todos los materiales prestados y por todos los cargos contraídos por el uso de mi tarjeta. Entiendo que debo reportar inmediatamente la pérdida de esta tarjeta y/o cualquier cambio de la información relacionada con ella. A menos que yo haya reportado esta tarjeta como perdida o robada, entiendo que la biblioteca asumirá que yo he autorizado su uso.

X	
Firma	Fecha



**Stickney-Forest View**  
Public Library District

**Stickney-Forest View Public Library District**  
**6800 W. 43rd Street, Stickney, IL 60402**  
**Phone #708-749-1050**

**Library Displays, Exhibits, and Programs Supplies Waiver**

The Library welcomes displays of general interest to the community as well as materials having a direct relationship to the purposes of the Library. Placement of and duration of exhibits must be mutually agreeable to both the Library Director and the exhibitor and should not interfere with the normal operation of the Library. Any organization using the Library meeting rooms may temporarily use space for supplies and storage. However, this is not meant to create a permanent residence at the Library.

**The exhibitor or responsible party must fill out this waiver.**

Our organization requests to use the Library’s facilities for purposes of a display, an exhibit, or to store a program supply. By signing, I do hereby release and forever discharge and hold harmless and indemnify the Stickney-Forest View Public Library District, 6800 W. 43rd Street, Stickney, Illinois, from any and all claims, demands, and causes of action which I, my Assigns, may now or hereafter have against the Stickney-Forest View Public Library District. Further, I may now or hereafter have against the Stickney-Forest View Public Library District’s Library Board of Trustees will be followed. I have read and agreed to conform to the Library Policy concerning Displays and Exhibits. I will pick up my display, exhibit, or supplies on the designated day listed below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

What is on display, being exhibited, or a program supply?

\_\_\_\_\_  
\_\_\_\_\_

Display, Exhibit, or Supply/Storage:

Set Up Date: \_\_\_\_\_ Pick Up Date: \_\_\_\_\_

\*Note: Supplies and storage are not meant to have a permanent residence at the Library. The Library has limited and confining space that cannot support long-term storage.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Meeting Rooms Application

Our organization requests the use of the Library's facilities. By signing, I do hereby release and forever discharge and hold harmless and indemnify the Stickney-Forest View Public Library District, 6800 W. 43rd Street, Stickney, Illinois, from any and all claims, demands, and causes of action which I, my Assigns, may now or hereafter have against the Stickney-Forest View Public Library District. Further, I understand that the facility is provided as a courtesy to patrons and that patrons will follow the policies set forth by the Stickney-Forest View Public Library District's Library Board of Trustees. The facility is not to be used for or to facilitate commercial purposes (making a profit) of this organization. I agree that in the event a commercial purpose is being served by the use of the facilities, the Library shall terminate our privilege. I have read and agreed to conform to the Library Policy concerning the Meeting Rooms. I will pick up a Sign-In Sheet at the Circulation Desk upon my arrival or our organization's meeting.

I am the contact person for this group. The organization will sign a new form, if someone else becomes the contact for the group.

Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Please circle if you are a resident of : Village of Stickney or Village of Forest View

In my absence, another responsible contact person is:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event: \_\_\_\_\_

If there are multiple dates being requested, please attach a sheet of dates between July 1 – June 30.

Time of Event: \_\_\_\_\_

I will be notified in writing if this application is granted or denied by the Library Board of Trustees. Please refer to the Meeting Rooms Policy for further information and rules of usage.



**Stickney-Forest View**  
Public Library District

**Request for Reconsideration of Library Materials**

Item Description

Author \_\_\_\_\_

Title \_\_\_\_\_

Type of Material \_\_\_\_\_

Person making the request represents: Individual Group/Organization

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

1. Did you review the entire item? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

2. To what in the item did you object? Please be specific: cite pages, or frames, or sections.

\_\_\_\_\_  
\_\_\_\_\_

3. In your opinion, what harmful effects might result from the use of this item?

\_\_\_\_\_  
\_\_\_\_\_

4. Do you see any value in the use of this item (instructional, literary, self-development)?

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**Request for Reconsideration of Library Materials - Continued**

5. Should the opinion of any additional authorities in the field be considered? If yes, please list suggestions.

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6. In the place of this item, would you care to recommend other material that you consider to be of equal or superior quality for the purpose intended?

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7. Do you wish to make an oral presentation to the review committee?

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Date Signature

For administrative use only



### **Library Records Confidentiality Act – Explanation**

This Act tells us that the patron records are confidential.

#### **What does confidential mean?**

Privacy; no records disclosed to anyone outside of the Library (staff); records are never discussed or left in view of patrons.

#### **What records are referred to?**

Originally this act is strictly referring to personal patron information such as name, address, phone number, etc. given; it also refers to the item records associated with a patron.

#### **What other records might be interpreted to be included in this Act?**

Think of SWAN, our library card applications, computer forms, fax forms, – any form that patrons give us private information about themselves, including the books they read, the videos they watch, the websites they searched, etc.; this patron information is strictly confidential.

#### **Who may/may not have access to these records?**

Strictly speaking, the members of the staff are the only ones that have access to this. However, if information is public knowledge – such as the phone number of someone listed in the phone book – then that is not information from us. However, you are not to divulge any personal information at any time. Reasons to give access to the confidential records are covered under the “Patriot Act” and these matters are to be handled by the Library Director, the Board of Trustees and/or the Library Attorney.

#### **What about a Library Board of Trustee? Do they have access to these records?**

No, the most common question asked from a trustee is for a phone number or address of someone. If this comes up, explain to them that you will contact the patron and ask permission so that you are not violating this act.

#### **Patriot Act – Explanation**

HR 3162 RDS-107th CONGRESS-1st Session-October 24, 2001

This Act may be cited as the `Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001'. This Act tells us the

individuals that may have access to patron records that are confidential and under what circumstances they might have access to them.

**What does confidential mean?**

Privacy; no records disclosed to anyone outside of the Library (staff); records are never discussed or left in view of patrons.

**Again, what records are referred to? What other records might be interpreted to be included in this Act?**

All patron records including what has been or is currently checked out on an individual's card, as well as any personal information. For a complete answer, please see the "Library Records Confidentiality Act".

**Who do I tell if someone approaches me wanting access to confidential records?**

The only person you may tell is the Director. If you are approached and the person requesting information states they want to know who to speak to, immediately notify the Director, or in absence of, the Circulation Supervisor, or in absence of, another supervisor. However, if you are not asked and the person is specific with the information they are requesting, you may not share with another person, except the Director, what the request is or what you are doing.

The chain of communication should be as follows: Staff → Director → Attorney. The most important thing you can do is to keep calm and cooperate. Ask for the appropriate paperwork to give the access. If they do not have it state: "I'd like to cooperate, but I need to protect the library by complying with the "Library Records Confidentiality Act"."

Use the ACCESS form – or take notes:

**Who is asking for the access?**

- The person in front of you or the person/organization they are representing.

**What are they requesting?**

**What materials do they take, if any?**

**Types of information requests:**

**FISA request:** A Foreign Intelligence Surveillance Act (FISA) request occurs when an FBI agent approaches a staff member about a terrorist suspect or matter. Of all the exceptions to access of confidential records, this is the most important and confidential. FISA requests must be dealt with immediately.

**FOIA request:** Any Freedom of Information Act (FOIA) requests must be immediately directed towards the FOIA officer (the Library Director) who will then respond. Requests must be received formally in writing and only requests for records open to the public are to be considered, which means that library patron records are exempt. The FOIA officer must review and act on the request in 7 days.

**Subpoena:** NOT a court order; involves a court case, it will include a date by which the requested information must be received by the requesting agency/individual.

**Search Warrant:** a court order, must deal with immediately.



Stickney-Forest View  
Public Library District

### Access Request Form

1. Who is asking for the access?

A. The person in front of you.

B. The person/organization they are representing.

2. What are they requesting?

3. What materials (if any) are they taking?

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#### Notes:

Did I follow the Library Records Confidentiality Act/Patriot Act?

- FISA: FBI agent/about a terrorist; deal with immediately.
- Freedom of Information Act: ask for in writing; for copies of public records; 7 days to review the request and act.
- Subpoena: NOT a court order; involves a court case; includes a date to get the information requested by.
- Search Warrant: A court order; deal with immediately.

Did I contact the Director?

Who did I tell about this?

Did I fill out this form completely?



Stickney-Forest View  
Public Library District

### Tutor Information Form

I understand that all information contained on this form is confidential, unless I authorize permission below. I will let Circulation Services know when I enter and leave the facilities; I will also notify them if I am unable to keep my appointment. I understand that the Library is not responsible for taking messages for me concerning cancellations or other problems that may occur.

Tutor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you want the Library to give out your name and phone number to people requesting information on tutoring? \_\_\_\_\_ YES \_\_\_\_\_ NO

#### Tutor's Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

#### Student Information

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Subject Matter \_\_\_\_\_

Day/days: \_\_\_\_\_

Time: From \_\_\_\_\_ Until \_\_\_\_\_

Session will take place: Conference Room: \_\_\_\_\_ public area: \_\_\_\_\_

**Groups:** To make arrangements to bring in a group of students, please attach a list of student information.

**Dates:** To make arrangements to use the facilities on multiple dates, please attach a list of dates.



### Donations

We would like to thank everyone who donates to the Library. Your continued support is always appreciated and is of great benefit to the entire community. The Library accepts **clean and in good condition books and videos** throughout the year. Material that we do not add to our collection is put in the Friends of the Library Book Sale. If any materials are found to have mold or dirt, they will be recycled.

Honorariums and memorials are always accepted. Many times we receive a monetary donation and add an item to our collection that would reflect the person's hobby or passion. If you are interested in making a donation to the Library and have any questions, please speak to the Adult or Youth Services Department Head.

Donation made today:

Today's Date: \_\_\_\_\_

**Yes or No** - Patron would like a tax letter

**Yes or No** - Patron would like a thank you letter (Write donation, name, and address below)

Books or other materials: \_\_\_\_\_

Patron's Name: \_\_\_\_\_

Patron's Address: \_\_\_\_\_

Patron would like to donate \$: \_\_\_\_\_

Patron spoke to Adult Department or Youth Department and would like a memorial/ celebratory plate put in their item(s) to honor:

(List name, dates, &/or reason for donation to include in book plate.)

\_\_\_\_\_

Tech.Initial/Date \_\_\_\_\_ Dept.Initial/Date \_\_\_\_\_