

3 - Library Operations

3-1 Hours of Operation

The Board of Library Trustees of the Wilmette Public Library District (the library) sets the hours that library facilities will normally be open to the public. A listing of hours of operation is detailed in Appendix 3A.

(Approved June 15, 2021)

3-2 Holidays

The following days are designated by the Board as official holidays when the library will be closed:

1. New Year's Eve
2. New Year's Day
3. Easter Sunday
4. Day before Memorial Day
5. Memorial Day
6. Independence Day
7. Day before Labor Day
8. Labor Day
9. Thanksgiving Day
10. Christmas Eve
11. Christmas Day

The library may be closed additional days, as selected by the director and approved by the Board, to allow for continuing education for staff.

When any of the foregoing holidays (except New Year's Eve and Christmas Eve) fall on a Monday, the library will be closed the previous Sunday.

Extraordinary holidays (including Staff Development Day) may be observed at the discretion of the director and must be approved by the President of the Board (or, in their absence, any other member of the Board).

(Approved June 15, 2021)

3-3 Emergency Closings

Any decision to close the library due to an emergency must be approved by the President of the Board, or in their absence, any other member of the Board. In the

event that no Board member can be reached, the director or designee may close the library facility and give notice to Trustees as soon as reasonably possible.

Emergency situations may be defined as, but not limited to, the following:

- Damage to building that would endanger staff or public
- Complete power failure for an extended period
- Loss of water to the building
- Loss of heating system during winter (interior temperature drops below 55 degrees)
- Extreme weather conditions
- Explosions, fire in neighboring buildings, or other catastrophes that demand the immediate clearance of the building

(Approved June 15, 2021)

3-4 General Rules of Conduct and Loss of Library Privileges

All visitors are expected to follow the library's Rules of Conduct (see Appendix 3D - General Rules of Conduct).

The Board may exclude from the use of the library any person who willfully or negligently violates an ordinance or regulation prescribed by the Board (75 ILCS16/30-55.55). The Board gives the director the authority to make decisions about banning persons from use of the library.

Visitors to the library may be suspended from the library facilities, parking areas, and grounds by library staff when they disrupt normal activities through any behavior including but not limited to the following:

- Interference with another person's ability to use and enjoy library facilities and resources
- Disorderly, disruptive, or unruly conduct or dangerous behavior
- Harassing, abusive, or inappropriate language or behavior (including in-person, online, or phone interactions)
- Tampering with, damage to, or destruction or theft of library materials or property
- Other unacceptable behavior

Such visitors may be banned from library services and facilities (including parking areas and grounds) until such time and upon such conditions as determined by the director.

Persons banned from the library may appeal the decision to the Board. The decision of the Board is final.

(Approved June 15, 2021; Revised January 18, 2022)

3-5 Weapons, Hazardous Materials, and Dangerous Behavior

Weapons, as defined and restricted under applicable federal, state, and local statutes and ordinances, including the Illinois Firearm Concealed Carry Act (430 ILCS 66), are prohibited in all library facilities. Staff members will contact emergency authorities immediately if they reasonably suspect that a dangerous weapon may be present. Dangerous weapons include but are not limited to guns, explosives, bombs, certain chemicals, and knives. All sworn law enforcement officers are exempt from the prohibition against concealed firearms, as provided by state and federal law.

Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances that are capable of posing an unreasonable risk to health, safety, or property are prohibited in all library facilities and grounds. These items include but are not limited to materials that are flammable, explosive, corrosive, toxic, or radioactive. Staff will contact emergency authorities immediately when they become aware of the possibility of hazardous materials present.

Dangerous behavior is prohibited in all library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property.

(Approved June 15, 2021)

3-6 Unattended Children

To ensure the safety and well-being of children on library premises, parents are responsible for their children whether or not the parent is present. Children age 8 and under must be adequately supervised by a parent or other responsible person age 12 or older at all times on library premises.

Children unattended during hours of operation:

If a child age 8 or under is unattended in the library during hours of operation, staff will seek to locate the responsible person within the Library. When this person and the child are reunited, staff will inform them of the Unattended Children Policy.

If the responsible person cannot be located within the Library, staff will obtain the parent's phone number, if possible. When the parent is contacted, they will be notified of the Unattended Children Policy and asked to come to the library to

assume responsibility for the child. If the parent does not provide appropriate supervision or the parent cannot be reached within 30 minutes, staff may contact a community service officer and ask that they assume responsibility for the child.

Children unattended at closing:

The designated person in charge and another staff member will stay with any unattended child under the age of 14 and will repeat the procedures listed for contacting the parent of an unattended child during operating hours.

If a child has not been picked up and a parent has not been reached 15 minutes after the library has closed, staff may call a community service officer and ask that they assume responsibility for the child.

If the child tells staff that a parent or responsible adult has been contacted and is on the way to pick up the child but that person has not arrived by 20 minutes after the library has closed, staff may call a community service officer and ask that they assume responsibility for the child.

(Approved June 15, 2021)

3-7 Vulnerable Adults

All adults who can understand and follow the library's policies and who can care for themselves are welcome in the library. Vulnerable adults must be attended and have adequate supervision by an adult over the age of 18 during their visit. A vulnerable adult is functionally, mentally, or physically unable to care for themselves and should not be left unattended or unsupervised when in the library. Library facilities are neither designed nor licensed to provide adult care needs.

If it is determined a vulnerable adult is in the library without a parent, legal guardian, or caregiver, staff will attempt to contact the parent, legal guardian, or caregiver. If a parent, legal guardian, or caregiver cannot be reached within 30 minutes, a community service officer may be contacted and asked to assist, including at closing time.

(Approved June 15, 2021)

3-8 Use of Library Facilities, Grounds, and Services

The library's facilities are open for use by District residents and other members of the public during hours established by the Board. Checkout of library resources is limited to library cardholders and to those with valid cards from libraries participating in the statewide reciprocal borrowing agreement. The library

reserves the right to establish rules and restrictions for use of facilities and services, including those listed in Appendix 4A.

Library property includes adjacent parking areas and a designated drop-off zone on Park Avenue in front of the building. This area in front of the building provides limited 30 minute parking and is intended for brief visits, drop-off or pick-up of library visitors, and for visitors using the outside walk-up materials return. This area is also a parking area for any emergency vehicles that may need to be at the library. Drivers must abide by all posted traffic control signs on library property and operate vehicles in a safe, controlled manner.

(Approved June 15, 2021)

3-9 Food or Drink in Library Buildings

Covered beverages are permitted in library facilities.

Consumption of food or uncovered beverages is permitted only in meeting rooms, the snack area, and other designated areas.

(Approved June 15, 2021)

3-10 Photography in the Library

Designated library staff may take photographs and video recordings of participants in library programs or activities. All persons attending library programs and activities agree that any photograph or video recording may be used by the library for promotional purposes, including its digital media, websites, brochures, and other publications, without additional prior notice or permission and without compensation to the participant.

Visitor names will never be used without the visitor's written consent. If a visitor prefers not to have library staff photograph or film them or a member of their family, that visitor should notify a staff member at that time.

While the library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the library's mission.

Subject to the preceding paragraph, visitors are permitted to take photos, video, or audio recordings within the public spaces of library facilities, provided it is for personal use, does not create a safety hazard, and does not block library aisles, walkways, stairwells, doors, or exits. Library access by photographers may be

limited either by time constraints or to specific areas depending upon the impact such sessions could have upon other library users. The taking of photos or videos is strictly prohibited in the following non-public spaces: restrooms, rooms reserved for nursing, child care areas, areas reserved for staff use only, employee offices, and other areas of library facilities not open to the public. Persons taking photos and videos shall not compromise an individual member's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Visitors taking photos and videos shall not violate the law in their activities and shall not trespass into non-public spaces, become physically violent, or be unreasonably disruptive to an employee's ability to serve other visitors.

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the library Board and other meetings required by the Act to be open to the public. The recordings shall not disrupt the meeting or create a safety hazard.

In order to ensure that such activity would not be disruptive to or interfere with the library staff or visitors or be inconsistent with the library's mission, anyone proposing to engage in extensive or commercial filming in the library or anywhere on library property must request and receive preapproval by the director.

(Approved June 15, 2021)

3-11 Lost and Found Items

The library maintains a lost and found collection. Reasonable attempts will be made to contact the owner of lost items if identifying information is available. Staff will attempt to return items identified as owned by other organizations to those organizations. After four weeks, unclaimed items will become library property.

Unclaimed books will be donated to the Friends of the Wilmette Public Library for inclusion in used book sales, or will be recycled. Unclaimed currency will be added to the library's operating fund. Potentially dangerous items will be turned over to the police department. Other unclaimed items will be donated, recycled, or discarded as determined by the director or designee.

The library is unable to secure visitors' personal possessions and cannot be responsible for lost or damaged personal property.

(Approved June 15, 2021)

3-12 Service to Visitors with Disabilities

The library is committed to providing service to visitors with disabilities in compliance with applicable federal and state statutes. The library will strive to develop services that uphold human rights, inclusion, and safety for all visitors. Visitor privacy will be protected (see Policy 11 - Privacy Policy) and the library will not require documentation of a disability.

The library provides services including but not limited to the following:

- Assistance in a quiet, reduced-distraction environment
- One-on-one appointments
- Homebound delivery service (see Policy 3-13 Homebound Services)
- Hearing loop assistance or translation services in library programming
- Access for service animals (see Policy 3-14 Animals)

In addition to those services, the library acts as facilitator between the visitor and the federal program known as “Services to the Blind and Visually Impaired.”

(Approved June 15, 2021)

3-13 Homebound Services

The library offers resource delivery service to patrons who are valid library cardholders and are unable to come to the library due to a temporary or permanent disabling condition.

Delivery will be scheduled at the mutual convenience of staff and patron, generally every other week. All circulating library resources are available for home delivery.

All library policies, including fees and limits, apply to those receiving homebound services.

Resources will be checked out on the card of the person receiving the service. The library may maintain a record of all items checked out by a homebound patron for purposes of selecting resources for that person.

Patrons who are eligible for homebound delivery service but who have a household or family member or other authorized person willing and able to pick up library materials, deliver them, and return them to the library may designate one or more individuals to use the patron’s library card on the patron’s behalf. Such designated persons will have access to the patron’s record in the library database.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the patron, patron's parent or legal guardian, or an individual with power of attorney to act on behalf of the patron.

(Approved June 15, 2021)

3-14 Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from library facilities except as part of a library program. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

Under the ADA, all service animals must be harnessed, leashed, or tethered while in library facilities, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. The library reserves the right to request that the service animal be removed from the premises if the animal is out of control and the handler does not take effective action to control the animal. The term "out of control" includes, but is not limited to, repeated or uncontrolled barking, wandering away, growling, or otherwise threatening the safety of visitors or staff.

(Approved June 15, 2021)

3-15 Reference and Reader's Advisory Policy

Library staff provides reference service (defined as connecting visitors with the resources and information requested or required) and reader's advisory service (defined as connecting visitors with resources, both print and digital). The goal in offering these services is to provide accurate, timely, thorough, interesting, and beneficial information and resources to visitors.

Resources

Staff uses many sources to answer questions and to make reading recommendations. Reference resources, circulating resources, microfilm, subscription databases, websites, magazines, digital media, hardware and software, and audiovisual resources, as well as contacts with outside agencies or authorities, may all be used in the provision of reference and reader's advisory service. Print materials designated as "Reference" are to be used in library facilities and are generally not available to be checked out. Remote access to most

subscription databases is available 24/7 to library cardholders. The library's website is available to anyone 24/7.

Services

Reference and reader's advisory services are provided by trained staff all hours the library is open. Visitors may receive these services in person, by telephone, or via digital means. Requests are handled in the order in which staff receives them.

Reference and reader's advisory services include, but are not limited to, assistance with finding specific information or resources; the catalog and library computers; using subscription databases and digital resources; software on library computers; use of circulating equipment; interlibrary loan (available to library cardholders only); information needed for school assignments; consumer information; and availability of resources at other area libraries.

All reference information provided and answers given will be factual in nature. Sources used to answer questions are cited when information is provided to the visitor. Reader's advisory recommendations will be based upon staff knowledge and resources.

Staff members do not offer personal opinion, advice, or interpretation as fact when providing reference or reader's advisory services. In particular, staff members are not qualified to give legal, medical, financial, or income tax advice or recommendations. The library assumes no responsibility for damages caused or for decisions made from information gathered or obtained at the library.

Library staff provides instruction in effective use of resources that may include instruction of individuals, dissemination of print or online guides or bibliographies, online tutorials, and formal classes covering a variety of resources and software.

Lengthy research that requires extensive time to collect data from single or multiple sources, including searches of print or digital resources, or extensive copying of materials, is outside the scope of reference or reader's advisory assistance and will not be conducted by library staff.

Standards

Visitor queries are addressed with no distinction about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality. The staff adheres to the American Library Association's Code of Ethics and Bill of Rights (Appendices 3B and 3C).

The quality and nature of reference and reader's advisory services provision will be evaluated periodically by library staff to ensure that the services further the library's goals and support its mission statement.

(Approved June 15, 2021)

3-16 Interlibrary Loan

Interlibrary loan (ILL) is an agreement among libraries to share materials by borrowing and lending to each other. This service is intended to complement local collections to meet user needs.

The library is a member of ILLINET (Illinois Library and Information Network) and OCLC (Online Computer Library Catalog). Staff follows the guidelines of the ILLINET Interlibrary Loan Code based on the American Library Association Interlibrary Loan Code. This code governs all transactions under the guidelines of the State Library.

The ILL policy does not pertain to reciprocal borrowing (including participation in the Cooperative Computer Services (CCS) consortium. Reciprocal borrowing policies are covered under Policy 4-5.

Patron Responsibilities

1. A valid Wilmette Public Library District card is required to initiate the interlibrary loan process.
2. Patrons are responsible for paying any fees assessed by the lending library, full replacement costs, plus any applicable processing fee if an item is lost, damaged, or not returned. Additional ILL requests will not be accepted until these costs are paid in full. No refunds will be given for ILL materials that have been paid for, but later found.
3. Patrons are expected to return items on time and in the same condition as received.
4. ILL materials must be returned to Wilmette Public Library. Patrons are asked to return ILL Materials to a staff member at the Circulation Desk when possible.

Materials Borrowed From or Loaned to Other Libraries

Materials are available to Wilmette Public Library District cardholders by request from other libraries, provided the materials are not owned by the Library or a CCS consortium member.

The following items are available to loan and borrow:

- books
- music CDs, audiobooks on CD, DVDs (including Blu-ray)
- microfilm
- article or copy requests (in compliance with copyright clearance guidelines)

The following items are not available to loan or borrow:

- video games or software
- periodicals
- reference resources
- materials designated for Wilmette Public Library cardholders only

As a lender, Wilmette Public Library will interlibrary loan resources for a period of four weeks. As a borrower, the lending library sets the loan period.

Additional Guidelines

Patrons may have ten interlibrary loan requests in process at any time. Due dates and renewals are determined by the lending library. Renewal requests will be attempted when received by ILL staff on or before the due date of the material. No renewals will be attempted after the due date has lapsed.

Additional conditions may be imposed by the lending or borrowing libraries. These conditions may include In-Library Use Only or safe-handling guidelines (including use of gloves) for sensitive materials.

Interlibrary loan borrowing privileges may be abridged if a patron does not comply with these guidelines, up to and including suspension of ILL privileges.

Patrons are encouraged to suggest for purchase any recent items that the library does not own, as defined in Policy 7-8. Staff reserves the right to determine whether an item will be requested for Interlibrary Loan or purchased for the collection.

(Approved June 15, 2021)

3-17 Public Use of Study Rooms

The library has study rooms available for public use. The study rooms are designed to meet the needs of patrons who want to use the rooms in small groups or as individuals for a limited period of time. There are study rooms with seating for one to four visitors depending upon the size of the room.

Patrons may use a room for one session a day for up to two continuous hours depending on room availability. Providing there are no new requests for rooms, members can extend their current session with no time guarantee.

Valid library cardholders may reserve study rooms up to two weeks in advance. Cardholders may reserve one session per day and may reserve a room for up to three days in a Sunday-to-Saturday week. Otherwise, all patrons may use a room as available on a first-come, first-served basis.

Sign-in for study room use is required. The person who signs in for the room must present a valid library card or photo ID and remain in the room for the duration of the session. If a room was reserved in advance, the cardholder who reserved the room must be present at sign-in to claim the reservation. The person who signs in for the room is responsible for appropriate use of the room, including leaving the room in good condition upon vacating. Staff assigns study rooms based upon the size of the group or need for equipment in a room. A room capacity limit is posted on each study room door. Patrons may not bring additional chairs or furniture into a study room.

A multi-seat quiet reading room is available for individuals who desire a quiet space. This room is available to any visitor during all hours of operation and may not be reserved.

If the individual who has reserved a room is not present by 10 minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting. If members vacate the room or leave belongings behind and library staff is unable to locate the person who signed in for the room, the items may be removed, and the room reassigned.

(Approved June 15, 2021)

3-18 Public Use of Meeting Rooms

Wilmette Public Library provides public meeting rooms to support the library's mission. Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural, and civic functions within the District.

For purposes of this policy, meeting rooms shall refer to the library's Auditorium and Small Meeting Room.

When feasible the library makes the meeting room(s) available to rent by valid Wilmette Library cardholders in good standing.

3-18.1 Availability and Use

Priority for any meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the Friends of the Wilmette Public Library and its committees;
2. Educational, informational, cultural, and civic programs sponsored or co-sponsored by the library and related to its mission, collections, and services;

3. Meetings of municipalities, agencies, or departments of local government located within District boundaries;
4. Meetings of other organizations, such as the Chamber of Commerce, of which the library is a member and active partner.
5. Meetings of organizations whose purposes are educational, cultural, or civic in nature and/or classified as a not-for-profit 501 (c)(3);
6. Businesses within District boundaries in need of space to conduct a meeting or seminar;

3-18.2 Limitations

The library's meeting rooms are not available for uses, events, or activities that are contrary to the library's mission. Examples of prohibited uses and/or activities in Library meeting rooms include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Meetings featuring music, crafts, or other activities which, by their nature, may be disruptive to library operations unless approved by the library in advance of the rental;
3. Fundraising activities, except for those that result in a direct benefit to the library and have received prior approval of the director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Any use through which a salary or fee is earned or business is solicited.

3-18.3 Eligibility

1. Applicant must be 18 years of age or older, reside in Wilmette or Kenilworth, and have a valid Wilmette Library card in good standing.
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance to the designated staff member.
4. Applications must be completed and returned with payment before meeting space will be confirmed.

3-18.4 Indemnification

For and in consideration of the use of the meeting rooms and library facilities, any person or group using them agrees to indemnify and hold harmless Wilmette Public Library from any and all actions or suits relating to its use of such rooms and facilities.

3-18.5 General Regulations

Users of the meeting room agree to abide by all library policies and the regulations established herein. Failure to abide by these regulations and/or library policies will result in cancellation or refusal of future reservations. These regulations apply to all library spaces used for the purpose of bringing a group together.

1. Light refreshments may be served. Cooking and use of heating materials such as hotplates and sterno cans is prohibited. The library provides water and percolators for coffee, but does not provide any consumables. A separate refreshments fee and deposit must be paid in order to serve food and beverage and have access to the kitchen.
2. Smoking, vaping, and/or consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children eight (8) years of age and under must be supervised by a responsible caregiver at all times.
5. The library is not responsible for items left unattended or forgotten.
6. No group may transfer a room reservation to another group.
7. Admission may not be charged by any group. Fees may be charged only to cover supplies provided by the presenter.
8. Organizations may not require personal information from program attendees.
9. Room fees must be paid within one week of applying for the room.
10. The library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by Library personnel. Library staff are not available to help with meetings, take attendance or assist with registration. Groups may not store items at the library before, after, or between meetings.
11. Organizations may not rent space more than one (1) time per month.
12. All meetings must be open to the public.
13. Room setup arrangements and technology requests are required two weeks prior to the event. Requests for changes to a reservation are may be submitted at any time during open hours, but staff may not be able to accommodate requests placed less than 72 hours before the rental period. A separate fee is required for use of library technology.
14. Use of the library piano must be arranged at the time of the rental, and a separate fee and deposit must be paid. The piano may not be moved or opened unless by library staff.
15. Art hanging in the Auditorium may not be moved or taken down.
16. All meetings must end fifteen (15) minutes prior to the closing of the library. Failure to do this may result in the suspension of rental privileges.
17. Behavior that disturbs others is not permitted. The library has the right to cancel or interrupt the use of the room at any time. All rentals must adhere to the library's Rules of Conduct.

18. The renting group is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act, and compliance shall be at the renting group's own cost and expense.
19. Wilmette Public Library reserves the right to cancel a meeting room rental if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the rental charges. The library reserves the right to relocate within the building any scheduled meeting.
20. If a cancellation becomes necessary, the library should be notified 72 hours in advance of the rental period. If the group has paid, the person who reserved the room may reschedule within 30 days. If the group has not yet paid, they may reschedule upon full payment. If the group does not wish to reschedule, a refund may be requested.
21. No political rallies or partisan political meetings urging action such as voting for or against any candidate, position, question, or referendum.
22. Commercial entities may host seminars, workshops, etc., but all such meetings must be free and open to the public. Attendees may not be asked for contact information as a condition of attending or participating.
23. By allowing use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users. Groups using the library's meeting rooms must:
 - a. Not state or imply that the group's activities are sponsored by the library.
 - b. Not use the library as a mailing address or list the library's name, address, phone number, or web address as its headquarters.
 - c. Not publicize their meetings with posters, leaflets or other publicity in the library building without prior approval by the Communications and Events department. The library will not publicize any event held in a rented space, including promotion in the print newsletter, online calendar, or library bulletin board. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
 - d. Include the following disclaimer in all meeting publications and advertisements:

"Use of library meeting space does not constitute endorsement or approval of the organization, this program, or its content by Wilmette Public Library."

24. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Wilmette Public Library Board of Trustees, director, or communications and

events manager will reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.

25. The library may waive rental fees at the discretion of the director or communications and events manager.

3-18.6 Available Rooms

The library rents the Auditorium and Small Meeting Room. The Small Meeting Room is available for rent during all business hours, and the Auditorium is available for rent all business hours except for Sundays.

Meeting rooms are available for rent on a rolling basis. Not-for-profit groups may rent a room beginning three months before the requested date. For-profit groups and businesses may rent a room beginning two months before the requested date.

3-18.7 Rental Fees and Occupancy Limits

Fees are for a maximum of three (3) hours of use and includes the use of all equipment.

<u>Meeting Room</u>	<u>Capacity</u>
Auditorium	90
Small Meeting Room	15

Payment is required within one week of the approval of the rental agreement form. Rental dates requested online are not finalized until confirmed via phone or email by the Communications and Events department. Full payment, including refundable deposits, must be paid before the rental is finalized.

Rental fees are not charged to the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs. Fees may be waived at the discretion of the director or communications and events manager.

See Appendix 4B for Meeting Room Use Fees.

(Approved June 15, 2021)

3-19 Library-Sponsored Programs

The library schedules programs and events at library facilities, off-site, and online. This policy governs all programs and events regardless of location.

Library staff plan and schedule programs and events in order to further the mission of the library. Staff welcomes program suggestions and recommendations and retains the right to determine which programs and events are scheduled.

Staff considers the following criteria in making decisions about program topics, speakers, and formats:

- informational, educational, and entertainment needs and interests of the community
- relevance to community interests and issues
- suitability of content for intended audiences
- presenter experience including background or qualifications in content or format area
- budget
- historical or educational significance
- connection to other community programs, library programs, exhibitions, or events
- availability of appropriate library space

Programs may require prior registration or tickets. Programs may be limited to attendance by valid library cardholders and identified as such in all publicity. When required, attendees, including members of groups, must each have a valid card as defined in Appendix 4A in order to register for such programs.

Registered/ticketed visitors who arrive after the publicized start time for a program or event may not be able to attend the program. Staff will admit standby visitors after the publicized start time if space is available.

Some programs are open to both library cardholders and reciprocal borrowers or other library visitors. Staff reserves the right to give preference to library cardholders if potential attendees exceed the amount of available seating.

The library offers programs for persons of all ages. Some programs or events are offered for specific age groups, and this information accompanies all publicity about these programs. Staff reserves the right to limit attendance at these programs to those persons of the age specified in the publicity. Some children's programs specify that a parent or caregiver is to be present in the program with the child. Parents or caregivers of children ages 8 and under are to remain in the library during the program or event.

The library may cosponsor programs with other groups or agencies. These programs will still be considered library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the

program or of the views expressed by speakers, presenters, participants, or audience members.

Staff may cancel any program in case of an emergency or low registration and will provide as much advance notice to the public as possible. Cancelled programs may or may not be rescheduled.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Library Bill of Rights. ADA accommodations for programs are available with at least seven days' notice to the library. Accommodations may be possible with less notice.

(Approved June 15, 2021)