



To: Board of Library Trustees, Policy Committee

From: Anthony Auston, Director

Date: Friday, February 13, 2026

Re: Proposed Updates and Amendments to Policy

Overview

This is the first Policy Committee meeting of FY25-26, and the content of our discussion includes several small edits and additions to existing policies as well as the addition of 2 entirely new policy chapters.

The primary topic of discussion for our meeting is the review of our draft Digital & Maker Resources policy and Privacy policy chapters, as part of our FY25-26 annual goals and ongoing project to comprehensively review and officially adopt all operating policies into our the policy structure that's been in development since 2019.

The following and attached sets of policy include new/updated language in **bold** text while phrasing to be removed is shown with a ~~strikethrough~~. By procedure, all policies presented here have been reviewed by staff stakeholders and have subsequently passed review by our legal counsel.

Board Bylaws

Revisions to the Open Meetings Act (5 ILCS 120/2) were enacted as Public Act 104-0438 on January 1, 2026 and included a fifth reason for a member of a public body to attend an open meeting by a means other than physical presence: **performance of active military duty as a service member**. The Bylaws have been updated to reflect this change in law.

The margin formatting of this document was also updated, and as such the pagination and layout has changed slightly, though the above addition remains the only change in content.

Policy 3 – Library Operations

This chapter saw its last comprehensive review in 2021, and with 5 years of experience we've identified several smaller edits to existing policies for the sake of clarity and/or to better align policy and practice, and we've also drafted 2 entirely new service policies in section 3-15 Information Services. Each are outlined below.

New Policies

The following 2 services have been operating for a number of years with general guidelines/procedures, which over time have proven they would benefit from a formal framework.

- 3-15.1 Notary Services

The library's notary services have become increasingly popular in the past few years. Our procedures have largely been covered by state notary laws and comparative best practices, while additional details have been articulated to help patrons better understand the scope of the library's notary services.

- 3-15.2 Proctoring Services

Like the above, the library's proctoring services have also grown in interest again. This new policy aims to align our practices with the scope of services that we can reasonably provide.

Updated sections

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

To align with the terminology of our policy enforcement communications, we're making a few minor word substitutions to this policy.

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

As the library's recently adopted board resolution has policy implications, we're including this new paragraph in this section:

By order of Wilmette Public Library District Board Resolution 2025/26-224, no library-owned and controlled Grounds and Resources shall be used as a staging area, processing location, or operations base for civil immigration enforcement.

- 3-9 Food and Drink in Library Buildings

To more effectively convey the library's position on food and drink, set clearer expectations for patrons, and assist staff with policy enforcement as spaces within the building continue to evolve, multiple staff came together to re-write this policy.

- 3-10 Photography, Audio and Video Recording in the Library

In an effort to ensure our policy language accurately reflects the nature and extent of this subject and current terminology, we've made a few clarifying edits.

- 3-14 Animals

While the library has yet to meet such a service animal, the Americans with Disabilities Act did update its definitions for service animals in the past decade to include miniature horses, so we're ensuring that our policy would permit their inclusion in performance of a service under ADA.

- 3-15 Information Services

While expanding this section to include our first official policy statements on notary and proctoring services, and in light of any potential Artificial Intelligence sources being employed by staff in the provision of information services (as referenced in new policy 11 - Privacy), staff sought opportunity to clarify a few basic points in the general service provision text.

- 3-17 Public Use of Study Rooms

In an effort to more clearly align policy and practice, and to add clarification of expectations for some persistent challenging scenarios in room management, staff sought opportunity to update this section.

Appendix 3D – General Rules of Conduct

To align with the above proposed update to policy 3-9 Food and Drink in Library Buildings, the reference to food and beverage in the associated appendix is also due to be updated/replaced.

Policy 10 – Digital and Maker Resources

This is an entirely new chapter in our policy manual and is the result of cross-departmental collaboration from multiple teams and stakeholders. Following the theme of many of our policies in this review, the aim of this set of policies is to establish and reflect the library's position and expectations for a range of existing and sometimes longstanding operating procedures. The Digital and Maker Resources policy encompasses more than the scope of the department that coincidentally shares its name. Broadly covering library technology resources and equipment, this policy establishes how visitors can access and use such resources as well as our position on Internet access, wireless network, management of our own website domain and its ADA accessibility standards, third party sites, user-generated content, copyright, and the role of the Studio. This policy also establishes a necessary connection between these resources and the library's position on privacy and confidentiality in this context (which is ultimately explored at length in the subsequent Privacy Policy (chapter 11), our next all-new policy).

Appendix 10A – Use of Digital Resources

Following the organizational structure of our policy manual, this appendix establishes specific procedures and expectations for resources and equipment associated with the general Digital and Maker Resources policy. Guidelines, limits, and conditions are provided for a wide range of popular resources and again reflect the library's current and anticipated practices associated with each.

Policy 11 - Privacy

The Privacy Policy is the result of several months of research, analysis, comparative study, drafting, and legal review. As stated in the policy's introduction, "The library's commitment to privacy and confidentiality has roots not only in law but also in the ethics and practices of librarianship. In accordance with the spirit of the American Library Association's Code of Ethics, the library protects each user's right to privacy and confidentiality with respect to services sought or received and resources consulted, borrowed, acquired, used, or transmitted." The spirit of this philosophy guides much of our operations and this policy aims to reflect the broad scope of the library's information management activities and how the library responsibly maintains its operational integrity and security throughout.

Many instances of privacy are rooted in the law, and this policy references those codes and how the library's procedures align. In other cases, the library takes a position on how it gathers, retains, and otherwise removes information that is no longer needed for provision of services. In general, the library avoids creating unnecessary records.

Of particular note in this policy set, policy 11-7 covers Artificial intelligence (AI) and represents a new frontier and emerging technology with a wide range of opportunities and challenges for libraries. While Wilmette Public Library does not currently leverage these tools much beyond the basic functions provided by our office productivity software and standard search engines, establishing an understanding and set of guiding principles for this rapidly evolving technology is a necessary first step – and situating our first such exploration of this subject in the context of privacy demonstrates the intentionality of our approach. In fact, the subject of AI policies in libraries is still a relatively new discussion with wide ranging approaches in the examples we surveyed. Even our legal counsel informed us that they had not consulted on such a policy yet. As with much of the policy work in our industry, we rely on peer review and trailblazer libraries to open the conversation and identify our points of intersection. We're grateful for the work of those agencies who have invested considerable resources into developing and sharing such policies already – especially those who didn't use AI to draft that language! As a result of our review and compilation, we believe we've established a position for responsibly stepping forward that accurately reflects our values and principles.

**BYLAWS
WILMETTE PUBLIC LIBRARY DISTRICT**

ARTICLE I – ESTABLISHMENT

Wilmette Public Library District (the District) is established and conducted as a Library District in accordance with the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the “Act”). The District was established pursuant to conversion of the Wilmette Village Library by referendum, effective July 1, 1975.

The District is financed primarily by property taxes levied by the District and collected by Cook County on taxable property within the District pursuant to the Act (see e.g., 75 ILCS 16/35-5 and 16/35-25). Unless indicated to the contrary, where reference is made to state statutes, these Bylaws merely repeat the requirements of the statute for reference. The Board of Library Trustees (Board) intends that any future amendments to state statutes are incorporated herein by reference to such statutes. All statutory references are to the Act unless indicated otherwise.

ARTICLE II - BOARD OF LIBRARY TRUSTEES

Section II-1: Definition

The Board will consist of seven members elected to staggered terms in accordance with the Act.

Section II-2: Qualifications

A Library Trustee (Trustee) must be a resident and registered voter of the Library District. Persons who are elected, appointed, and/or candidates for election to the Board must file an annual written Statement of Economic Interest.

Section II-3: Elections

All elections for Trustee will be conducted in accordance with applicable statutes.

Section II-4: Organization of the Board

Within 74 days after their election and following certification thereof by the Cook County Clerk, the incumbent and new Trustees will meet in public session to take their oaths of office and organize the Board. The first order of business will be to elect a President pro tem and Secretary pro tem. The Secretary will certify the membership of the Board and administer the oath of office to newly elected Trustees. The Trustees will elect from their membership a President, Vice President, Treasurer, and Secretary. These officers will serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section II-5: Terms of Office

The full term of office for a Library Trustee will be four years, from the third Monday of the month next following the election.

Section II-6: Vacancies

Vacancies will be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies will be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee will be elected to fill the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person appointed will serve the remainder of the unexpired term and no election to fill the vacancy will be held.

Section II-7: Compensation and Expenses

Trustees will serve without compensation but will be reimbursed from Library District funds for actual and necessary expenses incurred in the performance of their duties.

Section II-8: Powers

The Board will have such powers as are set forth in the Act and other relevant statutes. The Board will not be bound in any way by any statement or action on the part of an individual Trustee except when acting on specific instructions from the Board. The Roles of the Board of Library Trustees are defined in Appendix 2B, and the Duties and Responsibilities of Trustees are defined in Appendix 2C.

ARTICLE III - OFFICERS AND DUTIES

Section III-1: Officers

The Officers of the Board will be a President, Vice President, Treasurer, and Secretary. Officers are elected by the Board from its own membership at the organizational meeting following the biannual election.

Section III-2: The President

The President will preside at all meetings. The President will execute all documents authorized by the Board, will serve as chair of the Policy Committee, will appoint all necessary committees, and serve ex-officio as a member of all committees, will have authority to sign all checks for expenditures, and will perform such duties as are imposed upon the office by law or by regulations, ordinances, or other appropriate action of the Board. The President will not have nor exercise veto power (75 ILCS 16/30-45(b)). The President will be the official voice of the Board to

the news media and for responding to written comments from patrons. The President may delegate to the director responsibility for responding to written comments from patrons.

Section III-3: The Vice President

In the absence of the President, the Vice President will preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Board. The Vice President will assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

Section III-4: The Treasurer

The Treasurer will keep and maintain all financial accounts and records of the District, indicating therein a record of all receipts, disbursements, and balances in any funds. The records will be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit will certify: (1) cash on hand as of July 1; (2) total cash receipts from all sources; (3) total disbursements; (4) discrepancies; and (5) any other information deemed pertinent by the Board. Such audit will be accompanied by a professional opinion by the auditor regarding the financial status of the District and the accuracy of the audit, or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons therefore.

The Treasurer will secure for the District an insurance policy or other insurance instrument that provides the District with coverage for negligent or intentional acts by District officials and employees that could result in the loss of District funds. The coverage will be in an amount at least equal to 50% of the average amount of the District's operating fund from the prior 3 fiscal years. The coverage will be placed with an insurer approved by the Board. The cost of any such coverage will be borne by the District. The system will provide the Illinois State Library a copy of the District's certificate of insurance at the time the District's annual report is filed. (75 ILCS 16/30-45).

Section III-5: The Secretary

The Secretary will keep and maintain appropriate records for the term in office, including a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules, and regulations adopted, and all other pertinent written matter as affect the operation of the District. The records will be subject to an audit by two (2) other Trustees appointed by the President and will be conducted each fiscal year, and the report will be filed and submitted as part of the Illinois Public Library Annual Report not later than the 90th day following the completion of the fiscal year. Such report will certify as to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary will have the power to administer oaths and affirmations for the purposes of the Act.

Section III-6: Absences of Officers

In the absence of the President, the Vice President will preside and perform the duties of the office. If the Secretary is temporarily unable to perform the duties of the office, a Secretary pro tem will be appointed from the Board by the presiding officer. If the Treasurer is temporarily unable to perform the duties of office, the presiding officer will designate an Acting Treasurer who will perform the duties of the Treasurer.

ARTICLE IV-MEETINGS

Section IV-1: Open Meetings

All meetings of the Board will be open meetings except those specifically excepted in the Open Meetings Act (5 ILCS 120/1 et seq.). Executive sessions or closed meetings will be held only upon a roll call vote of the Board and only as authorized by statute.

Section IV-2: Regular Meetings

Prior to the beginning of each calendar or fiscal year, the Board will give public notice of the schedule of its regular meetings, which notice must state the regular dates, time, and places of these meetings for the coming year, as provided by statute. The date, time, or place of a regular meeting may be rescheduled by a roll call or voice vote at the regular meeting prior to the meeting affected. If a change is made in regular meeting dates, at least 10 days' notice of such change will be given by publication in a newspaper of general circulation in the District (5 ILCS 120/2.03).

Section IV-3: Special Meetings

Special meetings of the Board may be called by the President or Secretary, or by any four (4) Trustees. All meetings will comply with the provisions of the Open Meetings Act.

Section IV-4: Quorum

As provided by the Act, a quorum will consist of four (4) Trustees. A majority of those present will determine the vote taken on the question unless a larger majority is specified in the Act.

Section IV-5: Electronic Attendance at Meetings

The Board may permit Trustees to attend meetings via video or audio conference at Board or Board Committee meetings under the following circumstances:

1. A quorum of the Board or Committee must be physically present throughout the meeting;
and

2. A Trustee requesting to attend by video or audio conference will give 2 hours advance notice to the director or their designee stating the reason for the inability to physically attend unless advance notice is impractical; and
3. A majority of the Board or Committee members physically present must vote at that meeting to allow a Trustee to attend the meeting by video or audio conference; and
4. The requesting Trustee must publicly state for the Board at least one of the following reasons for attending by video or audio conference:
 - a. personal illness or disability; or
 - b. employment purposes or the business of the Library; or
 - c. a family or other emergency; or
 - d. unexpected childcare obligations; or
 - e. **performance of active military duty as a service member.**

Any Trustee attending a meeting in person or by electronic participation is entitled to vote on all issues before the Board or Committee.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically. The President (or President pro tem) and the Secretary (or Secretary pro tem) must be physically present at any meeting.

Section IV-6: Voting

As provided by statute, all votes on any question will be publicly voiced by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting will be noted.

Section IV-7: Order of Business

The order of business for regular Board meetings will include, but not be limited to, the following items which will be covered in the sequence shown so far as circumstances will permit: (1) Call To Order and Roll Call; (2) Introduction of Visitors; (3) Approval of Minutes of Previous Meetings; (4) Public Comment; (5) Treasurer's Report and Authorization of Expenditures; (6) Action Items; (7) Discussion Items; (8) Director's Report; (9) Other Reports; (10) Correspondence; (11) Unfinished Business; (12) New Business; (13) Adjournment.

Section IV-8: Public Participation

All regular and special meetings will be open to members of the public. Members of the public present, individually or as organized groups, desiring to publicly comment or speak to the Library Board may do so in accordance with Library policy (see Appendix 0 - Rules of Procedure for Public Meetings and Hearings).

The Board reserves the right to confine the discussion to a definite period of time and to refer the matter to a committee for further consideration.

The public retains the right to comment during the Public Comment portion of a meeting even if the subject matter is not on the agenda.

Section IV-9: Conduct of Meetings

Proceedings of all meetings will be governed by Roberts' Rules of Order, most recent edition, and applicable laws.

Section IV-10: Suspension of Rules

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily by majority vote.

ARTICLE V - COMMITTEES

Section V-1: Committees

The Board will have Special and Standing Committees to advise, facilitate, and provide focus on Board projects and initiatives. Committee Chairs and members of Special Committees will be appointed by the President. No committee will have other than advisory powers unless the Board grants it specific power to act and which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.

Section V-2: Standing Committees

The Board will have the following standing committees: Finance Committee and Policy Committee.

Section V-3: Special Committees

Special Committees of the Board may be created for specific purposes as the Board may require from time to time. A Special Committee will be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board.

Section V-4: Nominating Committee

At a regular meeting of the Board prior to the organizational meeting at which the Officers of the Board will be elected, the outgoing President will appoint a nominating committee. This committee will be composed of two continuing Trustees. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board.

Section V-5: Committee of the Whole

Trustees may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.

ARTICLE VI - AMENDMENTS

Section VI-1: Procedure

Amendments to these Bylaws will be in writing and may be approved at any meeting of the Board. Such amendments will be adopted by majority vote.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD BYLAWS

Adopted February 19, 2019, revised September 17, 2019, April 16, 2024

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 days) 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 ILCS 16/30-55.55). The Board gives the director the authority to make decisions about **suspending library privileges** ~~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 **regular operations** ~~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

Library privileges (including use of parking areas and grounds) may be suspended ~~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 ~~suspended 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.

By order of Wilmette Public Library District Board Resolution 2025/26-224, no library-owned and controlled Grounds and Resources shall be used as a staging area, processing location, or operations base for civil immigration enforcement.

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 and 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.~~

Non-alcoholic beverages in covered containers are permitted throughout the library.

Eating quick, light snacks in the library is limited to designated areas and programs only.

Consuming food or drink that creates a nuisance (including disruptive noise, mess, or strong odor) is prohibited.

Food is not permitted in the Studio, Local History Room, Periodicals Room, Quiet Study Room, and around library computers and technology equipment.

(Approved June 15, 2021)

3-10 Photography, Audio and Video Recording in the Library

Designated library staff may take photographs, **audio**, and video recordings of participants in library programs or activities. All persons attending library programs and activities agree that any photograph, **audio**, or video recording may be used by the library for promotional purposes, including its digital media, **social 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, **audio record, or video record** ~~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, audio, or video 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 **for photography and recording** ~~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. **Photography, audio recording, and video recording** ~~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, **audio, or video recordings 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, **audio, or video recordings 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. 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 **or miniature horse** 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 Information Services

Wilmette Public Library provides information services, including reference service (defined as connecting visitors with the resources and information requested or required) and readers' 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~~ **and relevant information and resources to meet the needs and interests of visitors.**

Resources

Staff uses many sources to answer questions and to make reading ~~recommendations~~ **suggestions**. 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 readers' 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 readers' 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 readers' 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 **and from authoritative sources**. Sources used to answer questions are cited when information is provided to the visitor. Readers' advisory ~~recommendations~~ **suggestions** will be based upon staff **expertise**, knowledge **of collections**, and **specialty** resources.

Staff members do not offer personal opinion, advice, or interpretation as fact when providing reference or readers' 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 digital 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 readers' 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 readers' advisory services provision will be evaluated periodically by library staff to ensure that the services further the library's goals and support its mission.

(Approved June 15, 2021)

3-15.1 Notary Services

Wilmette Public Library offers free limited notary services as a courtesy for valid district cardholders only. Appointments are required. Walk-in service is not available. Notary service is not guaranteed. Notary staff have no obligation to perform any notary service and have the right to refuse to perform this service at their discretion, with or without explanation.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose, in accordance with the Illinois Notary Public Act. Notary staff are not attorneys licensed to practice law in Illinois. Library notaries will not provide legal advice or counseling regarding your documents. Notary service is NOT available for deeds, mortgages, wills, living wills, living trusts, codicils or depositions, as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.

Please review the following guidelines in order to use our notary service:

- **A current ID with your signature is required so that we can verify your identity. PLEASE NOTE: the ID must be issued by a state or federal**

government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs are those that are issued by a state or federal government agency that contain both a photographic image and signature are a valid (unexpired) state driver's license or ID card, a United States military ID, or valid (unexpired) passport.

- **Documents must be complete (no blank spaces). Notaries cannot notarize any document with blank spaces or missing pages.**
- **Each person signing the document must be present for us to notarize each individual's signature. We are required to see you sign your documents. The notary will only attest to documents signed in their presence.**
- **If your document requires witnesses as well as your own signature and notarization, please bring with you a sufficient number of people willing to serve as your witness. In situations where a witness is required, the library will not provide witnesses, and witnesses may not be solicited from visitors using the library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.**
- **Documents in a language other than English will be notarized only if a notary who understands the language is available. The notary and person seeking notarization must be able to communicate directly with each other. The notary is not permitted to make use of a translator to communicate with the requestor.**
- **Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authenticity, ambiguity, doubt, or uncertainty. In this event, the notary may, at their sole discretion, decline to provide notary public service.**
- **Notaries at Wilmette Public Library cannot sign government I-9 forms, nor can they provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.**
- **Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies of documents will be referred to the official who has custody of the original document or to the office where the document has been officially filed.**
- **A notary commission is personal to the notary public. Library staff who serve as a notary public shall follow the notary laws of the State of Illinois and must adhere to the highest standards of competence and responsibility in providing notary public services.**
- **The library may maintain a notary journal of notarial acts they perform for accountability and recordkeeping.**
- **Additional rules and procedures regarding notary services will be posted on the library website.**

In consideration of using the free notary services of the library, the patron using the library notary services must agree to hold the library notary and Wilmette Public Library harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the member and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the patron and any other person or entity by any unauthorized person or persons.

(Approved __)

3-15.2 Proctoring Services

The library offers limited proctoring services for tests and examinations for students and professionals. There is no cost for this service. This service is available by appointment exclusively for valid district cardholders.

Guidelines

- Appointments must be made at least two weeks in advance of the exam.
- Test proctoring is available during the library's operating hours, subject to staff availability. Proctoring is typically not available on weekends.
- All test takers must contact their respective agency or institution and verify that they accept the library's proctoring guidelines, including that library staff will not stay in the room with the test taker for the duration of the exam, only checking in occasionally.
- All test takers must present a photo ID the day of the exam.
- The library can fax or email a completed test to your institution. If the test must be mailed through the postal service, test takers are required to provide a pre-addressed envelope to the institution with sufficient postage affixed.

Disclaimers

- The library is not responsible for tests that are interrupted by library emergencies, power outages, or computer or software failures.
- The library cannot guarantee complete silence in testing area. Test takers may request use of headphones during their session to minimize distraction.
- The library may not offer any assistance with the explanation of the exam.
- The library cannot proctor tests that are longer than four hours.

- **Testing cannot take place outside of library operating hours. Please ensure the proper amount of time is allotted to take the test during library hours.**
- **The library reserves the right to deny proctoring service if it is determined that the request is unreasonable or that the session places an undue burden on the library's facilities or staff.**

(Approved __)

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.~~ **Designated study rooms offer seating for up to four individuals.**

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~~ **may be able to** extend their current session with no time guarantee, **but they should be ready to vacate immediately upon notification the next user has arrived.**

Valid library cardholders may reserve study rooms up to ~~two weeks~~ **one week** 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 **with a valid library card registered with CCS and in good standing** 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.~~ **To be eligible for room use, one person in the party must present a valid library card in good standing. If an individual does not have a card (or its facsimile) in hand, a photo ID may be presented to staff to match to an active library account.** ~~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.~~

Rooms are intended to be used as they are found. Room temperatures are maintained in accordance with nearby areas and cannot be adjusted per user. Lights must remain on. Patrons may not bring additional chairs or furniture into a study room.

Rooms are not soundproof, and there is no guarantee of silence. Patrons may request use of in-house noise cancelling headphones if desired. Study room occupants are expected to keep noise levels appropriate for the space and will be notified if excessive volume is impacting others' ability to use library spaces. Rooms are not intended for instrument lessons or practice.

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 reservation may be canceled and 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)

APPENDIX 3D - General Rules of Conduct

Wilmette Public Library welcomes everyone with collections, resources, and experiences that enrich the lives of individuals and our community. In order to fulfill the library's mission and to provide a safe and welcoming environment for all library visitors and staff, the library reserves the right to respond to any and all conduct that disturbs library visitors or staff, or that materially disrupts others from using the library facilities, collections, and services.

Conduct at the Library

Disruptive behavior affecting visitors or staff is prohibited, including but not limited to:

1. Interference with another person's ability to use and enjoy Library facilities and resources
2. Engaging in loud conversation or other behavior not conducive to a library environment
3. Fighting, threatening the safety of others, or provoking violence
4. Harassing, abusive, or inappropriate language or behavior (including in-person, online, or phone interactions)
5. Tampering with, damage to, or destruction or theft of library materials or property
6. Use of alcohol or controlled substances on library grounds
7. Smoking, vaping, use of tobacco products, or use of cannabis inside the library or within 15 feet of entrances, exits, air intakes, or outdoor seating areas
8. Possession of weapons, look-alike weapons, or hazardous materials
9. Bathing, shaving, or washing clothing in public restrooms or other areas
10. Prolonged or habitual sleeping
11. Moving or rearranging library equipment and furnishings
12. Soliciting of any type inside the library
13. Bringing pets or animals into the library, other than authorized service animals
14. Blocking entrances, walkways, restrooms, parking spaces, and other areas
15. Using the parking lot for purposes unrelated to visiting the library and using its services
16. Disorderly, disruptive, or unruly conduct or dangerous behavior
17. Leaving personal property unattended
18. Any other unlawful conduct, or any other unacceptable conduct as determined by library management or person-in-charge

~~Visitors may enjoy covered beverages throughout library facilities, and may consume snack food in meeting rooms, the snack area, and other designated areas only. Food and uncovered beverages are not permitted around library computers, technology equipment, or in study rooms.~~

Visitors may enjoy non-alcoholic beverages in covered containers throughout library facilities, and may consume quick, light snacks in meeting rooms, the snack area, and other designated areas only. Food and uncovered beverages are not permitted in the Studio, Local History

Room, Periodicals Room, Quiet Study Room, around library computers and technology equipment.

Visitors are expected to wear appropriate clothing and footwear at all times.

Use of cell phones and other electronic communication devices is permitted at a reasonable volume that does not disturb others.

Campaigning and petitioning are permitted outside library facilities on public sidewalks, as long as other visitors are able to enter and exit the library without interference. When the library is a polling place, the library will follow Cook County's rules for a Campaign-Free Zone.

Library resources must be properly checked out before removal from the premises. Visitors may be asked to provide proof of checkout.

Enforcement

Enforcement of the General Rules of Conduct will be conducted fairly and reasonably. A person whose behavior violates any of these rules will be informed of the rules and asked to cease the behavior.

The library reserves the right to require anyone violating the General Rules of Conduct or refusing to comply with staff instructions to leave library property. Serious or repeated misconduct may lead to the person having their library privileges limited or suspended for a period of time depending on the severity of the offense.

A person whose behavior violates any of these rules may be asked to provide identification, including their library card. Refusing to provide identification or giving false information may result in being required to leave the premises or in having their library privileges limited or suspended.

A person who feels their library privileges have been unreasonably limited or suspended may appeal the decision in writing to the Board. The decision of the Board will be final.

Appendix 3D is referenced in Policy 3-4, and throughout library policies.

Approved January 18, 2022; revised March 17, 2026

10 - Digital and Maker Resources

10-1 General Statement

Wilmette Public Library District (the library) provides and uses digital and maker resources to fulfill its mission. Specific procedures for the use of these resources are included in Appendix 10A - Use of Digital and Maker Resources. In offering these resources, the Board of Library Trustees recognizes that an innate difference exists between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is welcoming to all users and staff. In balancing these two objectives, the library has sought to develop a policy that will best meet the needs of our community. The library will review this policy on a regular basis to address changes in technology and developments in legal and professional standards.

The library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of library 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 resources or their related content and functions.

(Adopted __; Effective __)

10-2 Prohibited Activities

Specific procedures for use of digital and maker resources are listed in Appendix 10A. Certain activities are prohibited. These include but are not limited to intellectual property right infringement, threats of violence or endangerment, child sexual abuse material, harassing communications, and attempting to install or execute unauthorized software applications. Deliberate tampering with any library equipment, network, or system is a crime and is strictly prohibited.

Failure to comply with procedures and restrictions as noted in library policies, including Policy 10 and Appendix 10A, may result in a user's loss of Internet access privileges, loss of library privileges, and legal prosecution.

(Adopted __; Effective __)

10-3 Registration and Access

Registration may be required to access certain computers and equipment. Use of certain equipment may be limited by age (see section 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, may be required to schedule or use a computer or equipment. See Appendix 10A for details.

(Adopted __; Effective __)

10-4 Wireless Access

The library offers wireless access to the internet for users with wireless-enabled devices. The library's wireless network includes basic encryption on supported devices. While encryption helps reduce certain risks, the library's wireless network is public and open to all visitors.

To use of the library's wireless network, users must accept terms and conditions for each session.

The library cannot guarantee the safety or security of devices connected to its wireless network. User security also depends on the configuration and capabilities of each user's device. Users connect at their own risk and should be aware that public wireless network access may expose devices or data to potential security threats, including, but not limited to the risk that unencrypted files or information may be intercepted or accessed by unauthorized third parties with the technical capability to do so.

(Adopted __; Effective __)

10-5 Internet Content

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 __; Effective __)

10-6 Internet Filtering

The library strives to provide our community the opportunity to read and access information freely on the internet, as guaranteed by the First Amendment of the Constitution of the United States, while maintaining a safe and welcoming environment for all library visitors and staff.

The library maintains necessary cybersecurity protocols on its firewall, including safeguards against proxy avoidance, malicious websites, phishing, spam URLs, newly observed domains, and newly registered domains.

The library provides access to the internet via unfiltered stations. Wireless access via personal devices on the library network is not filtered.

(Adopted __; Effective __)

10-7 Internet Stations for Youth

The library designates certain internet stations for children.

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.

(Adopted __; Effective __)

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). 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 __; Effective __)

10-9 Use of the Library Websites

The library has created and maintains www.wilmettelibrary.info 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 catalogs, downloadable library materials, and social networking sites. By using the library websites and their content, users agree to comply with library policies.

Accessibility

The library intends to ensure accessibility of its websites for people with disabilities. All reasonable effort has been made to ensure that the library's websites comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), which 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. To that end, the library has selected the Web Content Accessibility Guidelines (WCAG), version 2.1, level AA, as its accessibility

standard, and strives to conform to the WCAG standard to ensure our digital offers are accessible.

Disclaimers

- The library disclaims all responsibility or liability for the accuracy, reliability, and legality of content found on the library websites. The library, its employees, and affiliated entities are not liable for any direct or indirect damages arising from the use of the library's websites.
- The library offers access to a broad range of information and content. Opinions expressed on the library websites by others are not necessarily those of the library Board or library staff.
- Third-party websites, like social media platforms and research database services, have privacy policies regarding the collection of user information. Users are responsible for reading and accepting these policies before using websites.
- All other library policies apply when using digital and maker resources.

(Adopted __; Effective __)

10-10 User-Generated Content

Library websites and social media accounts provide a means for the library to communicate information to users. Some library sites may provide a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. The library reserves the right to remove content, as indicated below.

All user-generated content is subject to library policies. The library will remove communications that contain obscene or defamatory language; sexual content; incitement of, solicitation of, or threat to engage in violence or illegal activities; copyright violations; political campaigning or advocacy; or promotions or solicitations for commercial goods or services. The library encourages user communications to be respectful.

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

Social media users should exercise their own judgement about the quality and accuracy of any information presented through social media. Complaints and concerns about library-generated and user-generated content should be directed to the director or their designee.

Library staff will follow internal procedures when considering removal of content. No posts will be removed without following the procedure, and no content will be removed upon the authority of a single staff member or administrator.

Users who fail to follow these guidelines may be blocked from submitting content or may lose library privileges.

(Adopted __; Effective __)

10-11 Copyright

Content obtained or copied from the internet or other source 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." Users are responsible for determining legal use of copyrighted content.

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

- Content downloaded from library websites is owned or leased by the library and may be used only for personal, educational, or research purposes.
- Users are responsible for determining copyright use restrictions and 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.
- 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/>.
- Library staff will not assist users with projects that staff believe are violating copyright law.

(Adopted __; Effective __)

10-12 Third-Party Services

Access to resources provided by third parties is among the many services offered by the library. These resources (such as subscription research databases, downloadable library resources, 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 __; Effective __)

10-13 Linking to Websites

The library may select and share curated lists 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.

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 __; Effective __)

10-14 The Studio

The Studio is the library's maker space and media studio. This collaborative space provides our community with equipment, technologies, and tools to design, create, and experiment in a supportive environment. The Studio is available specifically for the use of its equipment and resources. See Appendix 10A for details.

The Studio may close occasionally to provide staff training, to perform equipment maintenance, or to conduct a library program.

Equipment in the Studio may not be used to produce the following:

- content or objects prohibited by federal, state, or local law
- content or objects in violation of intellectual property rights
- content or objects such as weapons that are unsafe, harmful, dangerous, or pose a threat to the well-being of others
- objects or materials that would be considered inappropriate for the library environment
- mass production levels of material or content

(Adopted __; Effective __)

APPENDIX 10A - Use of Digital and Maker Resources

Access to Digital and Maker Resources

In support of its mission, digital and maker resources (including but not limited to computers, tablets, and fabrication equipment) are provided by Wilmette Public Library District (the library). Users must comply with Policy 10 - Digital and Maker 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 and maker resources. The library may revise user and borrower expectations as outlined in this policy at any time.

A patron's access to library digital and maker 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.

Timed computer sessions will end 5 minutes prior to closing. Library laptops, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. The Studio is shut down 1 hour prior to closing. Staff reserve the right to set time limits on when certain maker projects can begin so that projects are completed before close.

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

Resources Available

- Catalog stations have no time or age restrictions. Only two persons may use the station at one time. These stations may not be reserved in advance. No session registration is required. These stations are intended for searching library materials only. Visitors interested in Internet or database access may use designated Internet stations.
- Internet stations are available to holders of any valid district library card or reciprocal card. A guest pass may be used at these stations. Sessions are granted for up to one hour. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. Use is not age restricted.
- Youth stations are available to holders of a valid district library card or reciprocal card. Such stations are intended for use by children. A guest pass may be used at these stations. Sessions are granted for up to one hour. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time.

- Studio stations are available to holders of a valid district library card or reciprocal card. A guest pass may be used at these stations. Sessions are granted for up to one hour. Users may extend their time when no other user is waiting for a computer. Use is not age-restricted. Only two persons may use the station at one time.

Studio Equipment

All visitors may use the Studio. 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.

Studio equipment and tools are available on a first-come, first-served basis. Use of equipment or tools may be limited by staff. If no one is waiting to use the equipment or tools, use may be extended at staff's discretion.

Select equipment may require proficiency and training prior to use.

Select equipment and tools may require staff assistance to operate. A user may use this equipment independently only with prior approval from staff. Approval may be revoked or temporary.

All equipment and tools available in the Studio must stay in the Studio.

Other Digital Resources - In-library use only

- Video game stations may be checked out to valid district cardholders for use by students ages 12-18. Use is limited to one hour. Users may extend their time when no other user is waiting. Up to four persons may use the video game stations at one time.
- Laptops may be checked out valid district and reciprocal cardholders ages 12 and older. Use is limited to two hours. Users may extend their time when no other user is waiting for a laptop. Use is not age-restricted.

Other Digital Resources - Circulating

Circulating digital and maker resources and items from the Library of Things, such as cameras, hotspots, and media players, are available. Loan rules for use of these items are defined in Appendix 4A.

Use of Materials with Maker Resources

Materials for use with maker equipment will be available from the library for free within a weekly limit. Materials must be used with Studio equipment or in library spaces. Material availability is not guaranteed.

Users may bring in their own materials for use with maker equipment. All user-provided materials must be approved by Studio staff prior to using the equipment. Staff reserve the right to deny any materials and tools.

Group Use in Studio

Wilmette and Kenilworth resident, business, and school groups may request to visit the Studio for tours and special programs. Library staff must be present at all times while a group uses the Studio. Certain equipment may be unavailable for group use or may only be used with staff supervision. Library staff reserve the right to limit or deny a group request based on factors such as staffing, date and time, equipment, project, or group size.

Projects and activities for groups require the approval of staff. Staff reserve the right to deny any materials, tools, and projects.

Groups may not use the Studio for events involving the sale, advertisement, solicitation, or promotion of commercial products or services. Exceptions may be made for activities sponsored by the library and the Friends of the Wilmette Public Library.

Donations and membership dues for nonprofit groups and clubs may not be collected on library property.

Groups using the Studio during drop-in hours may be asked to stop work and schedule an appointment to use the room at another time.

Project Expectations

The library cannot guarantee product quality, equipment availability, confidentiality of design, or delivery times.

The library is not responsible if there is damage to a project, if a project does not print correctly, or if a project does not work as a result of using any of the library's equipment or tools. By submitting digital or material content, the member agrees to hold the library harmless in all matters related to patented, trademarked, or copyrighted materials. The library reserves the right to halt, delete, or disallow the creation of items that violate library policies.

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 and maker resources, or from the actions of other persons.

The library will not provide refunds on copier and printer errors, but staff will take reasonable steps to correct errors and provide free prints to meet the user's intended outcomes.

Patrons are responsible for the storage of their digital files and providing their own storage devices as needed. The library is not responsible for data loss while using the library's digital resources.

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

No food is not permitted in the Studio. Beverages are allowed in covered containers only.

The Studio is intended for work on Studio projects only. The Studio is not a hang-out space.

Patrons must use the Studio and library equipment in a reasonable manner. The library may deny use of equipment and tools to individuals who do not take proper care of the equipment and tools, or do not attend required training in select equipment and tool use. Patrons may be held financially responsible for willful misuse or damage to equipment.

Hacking, deliberate tampering with, or damage of any library digital and maker resources or network is prohibited.

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 with the necessary equipment or software.

Borrower Expectations

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

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

Borrowers must promptly return portable digital and maker resources directly to staff at the service desk where it was originally provided at the end of each session.

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

(Appendix referenced in Policy 10. Approved __; Effective __)