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Introduction

This explanatory material for employees does not constitute a contract of employment with the Library, and does not change or modify any agreement between the Library and the employee. The sole purpose of the handbook is to provide general information regarding the personnel program, and the information provided may not apply in any particular case. In particular, unless otherwise indicated in a written contract between the employee and the Library, all personnel are considered employees at will, and any or all language which might be construed to the contrary is hereby specifically disclaimed. Nothing in this explanatory material shall be interpreted as an offer of employment or promise of continued employment. Continued employment of all employees is subject to the general discretion of the Board of Trustees with respect to all aspects of employment and benefits.

Organization and Administration

HISTORY

The Kankakee Public Library was established in 1899. It currently occupies the first four floors of the Executive Centre on the corner of Merchant Street and Schuyler Ave. The Library moved to its current location January 5, 2004 after 105 years in the landmark building on Indiana Ave. The historic lions guard the front entrance to the modern facility that provides the latest in information services to the people of the city of Kankakee. The Library is easily accessible in the center of the city, serving as an anchor point in the thriving downtown business corridor.

GOVERNMENT

The Library provides service to all persons living within the corporate limits of the City of Kankakee. The Library is governed by a Board of Trustees consisting of (9) voting members appointed by the Mayor for a term of three (3) years each; three being appointed annually. The Trustees serve without remuneration. The Director shall be a non-voting member of the Board. The Board of Trustees shall employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. The Board of Trustees, subject to existing statutes and ordinances, has the power to determine the rules and regulations governing library service and personnel.

Support

The Library is supported by taxation; the appropriation being made annually by the Corporate Authority. In addition, the Library receives income from fines, fees, grants, and gifts.

Mission Statement

We strive to inform, enrich, and empower all people in our community by providing equal access to information and programs. We believe in the freedom to read, to explore and to discover.

Vision of Library Service

The intention of the Kankakee Public Library is to provide the best library service possible, with collections of depth and breadth, and services provided by an expert and caring staff. The Library Board and staff recognize that the achievement of this vision can only be realized through creative partnerships between the public library and the communities and people it serves. Toward that end, the Board is striving to define the role of the public library in the community.

Goals

Commons:

People in the Kankakee area will be able to meet and interact with others and to participate in public discussions in a neutral location.

Formal Learning Support:

The people of Kankakee will find in their library informational resources, educational tools such as computers, library activities, and materials that will support the curricular objectives of area teaching institutions.

Current Topics and Titles:

The people of Kankakee will find the item or information that they are seeking at the Kankakee Public Library.

General Information:

The people of Kankakee will find in their library print, non-print, and electronic resources that cover a broad variety of topics, as well as skilled staff to assist in the use of such material.

Cultural Awareness:

Residents of Kankakee will celebrate the diversity of our city.

By-Laws

MEETINGS OF THE BOARD

The regular monthly meeting of the Library Board shall be held on the third Tuesday of each month at 5:30 p.m. at the Library. Special meetings may be held at any time at the call of the President, Vice-President, or any two members of the Board provided that notice and the purpose of the meeting be given at least 48 hours in advance. Notice of all regular meetings shall be mailed by the Secretary to all members at least four days before the meeting. Public notice is to be given to all local media and public notice will be posted on the library web site and in the Library. A quorum for the transaction of business shall consist of five members of the Board. A quorum of any committee consists of a majority of said committee. Board members unable to attend a meeting should notify the Director or the Assistant Director of Library Resources.

Public notice and conduct of meetings will be pursuant to the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1.01 et seq.

OFFICERS

The officers of the Board shall be a President, a Vice-President, and a Secretary. They shall be elected at the first regular meeting of the Board following the April appointments and shall serve for a term of one year. The President of the Board shall preside at all meetings, appoint all committees, shall be ex-officio on all committees, and generally perform the duties of a presiding officer. In the absence of the President, the Vice- President shall preside. It shall be the duty of the Vice-President to perform the duties of the President in the absence of the President. The Secretary of the Board shall keep a true and accurate account of the Board meetings, shall issue notice of all regular meetings, and, on proper authorization, of all special meetings called, and shall perform such duties as may properly belong to the office or be delegated by the President by action of the Board.

COMMITTEES

The standing committees of the Board shall be a Personnel Committee, a Budget Committee, a Building and Grounds Committee, and a Policy and Program Committee. Each shall consist of not more than five members and not less than two members, appointed by the President.

Personnel Committee:

This committee shall be charged with the responsibility of reviewing with the director all staff hiring and terminations. It shall be responsible for settling any general complaints concerning personnel problems.

Budget Committee:

This committee shall aid the Director in making annual estimates for the budget, and presenting said budget to the City Council.

Building and Grounds Committee:

This committee shall be responsible for all matters pertaining to the building and grounds, and shall make recommendations to the Board for the needed repairs and improvements.

Policy and Program Committee:

This committee shall be concerned with promoting good public relations and with reviewing policy and by-laws and the promotion of new services.

Special Committees:

Special committees for the study and investigation of special problems may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.

ORDER OF BUSINESS

The order of business of all regular meetings of the Board shall be:

Call to Order/Roll Call

Minutes (Approval)

Public Comment

Communications

Bills and Invoices (Approval)

Financial Report

Director's Report

-Budget

-Personnel

-Building and Grounds

-Policies

-Programs

Unfinished Business

New Business

Executive session as needed

Adjournment

Any new business may be taken out of its above order, or the order of business may be suspended at any meeting by a two-thirds majority vote of the members present.

Robert's Rules of Order shall govern in the parliamentary procedure of the Board. In voting on expenditures of money, other than budgeted items, the Secretary may call the roll of the Board members, including the President.

As soon as is practicable, upon receipt of the moneys from any source whatsoever, the Director shall

deposit the sum of money in the Library's account.

Bids shall be submitted to the Board for equipment, furniture, repairs, labor, etc. They shall be made under seal where the estimate is \$2,500 or over.

DUTIES AND RESPONSIBILITIES

- The Board is the legal policy making body.
- The Board shall select and employ the Director.
- The Board shall encourage, support, and participate in public relations programs.
- The Board shall determine the goals and priorities which underlay the budget preparations, study and make necessary changes to the Director's prepared budget, and officially endorse the budget before it is submitted to the City Council.
- The Board shall periodically develop, review, and evaluate goals and purposes of the Library.
- The Board shall develop, review, and evaluate Library and personnel policies.
- The Board members shall attend all Board meetings.

EXPENDITURES

Salaries of all Library personnel shall be paid automatically on the 5th and 20th of each month. No committee shall authorize or be authorized to spend Library funds without Board approval. The Director may spend funds not exceeding \$500.00 for library purposes without Board approval with the exception of items in the Material Budget – books, periodicals, audio-visual, and software. All payroll reports, City of Kankakee Purchase Orders, and Library checks shall have two signatures. One will be the signature of the Director and the other that of a Board officer. The Director will prepare for the monthly Board meeting whatever financial reports are needed by the Board of Trustees.

AMENDMENTS

Amendments hereto shall be made only at regular meetings of the Board and must be proposed at least one month prior to final action on the same.

INVESTMENT POLICY

The Kankakee Public Library is a component unit of the city of Kankakee, and while it functions independently, it is financially dependent on the city. The Library Board has therefore reviewed and adopted the City of Kankakee's Investment Policy.

PUBLIC COMMENT

Members of the public shall be permitted to make comments or ask questions of the Board at each meeting, subject to the following time limitations:

- Each speaker will be allowed a maximum of 5 minutes per meeting.
- No more than 6 speakers will be heard per meeting.
- The president of the Board, upon the request of any member of the public seeking to make comments or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall not constitute a standing precedent.
- The Board shall permit any member of the public to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board shall not respond to any questions during the meeting. Any actions or response will be made according to established library board policy. The Library Director shall inform the questioner of the result.
- Any person seeking to make comments at a Board meeting shall notify the Library Director by submitting a written notice immediately prior to the meeting at which they intend to comment. The notice shall include the speaker's legal name, address, and topic. At his/her discretion, the president may recognize such persons in any sequence or order. Any speaker who diverges from the topic described on the request form will forfeit his/her remaining time.
- Speakers shall be limited to speaking on the same topic not more than two times in 12 months.
- Residents of the City of Kankakee shall be heard before non-residents.
- The Board also will accept written comments in addition to or in lieu of spoken comments at a board meeting. Written comments must include the legal name, address, and phone number of the submitter. Written comments may be given to the Board at its monthly public meeting, mailed to the Board c/o the Library Director, or emailed to sbertrand@lions-online.org. Letters, emails or other written comments to the Board will be publicly acknowledged at the Board meeting at which they are received or at the next Board meeting if they are received between meetings.

MATERIAL SELECTION

PURPOSE

The purpose of the Material Selection Policy is to guide the Library's staff and to inform the public of the principles that govern the development of the Library's collection. Library staff members select material based upon their training and experience with the assistance of the guidelines set forth in this document.

SELECTION AUTHORITY

The responsibility for material selection is vested with the Library's Board of Trustees. This responsibility has been delegated for administrative purposes to the Director. Day to day responsibility for the selection of library materials is shared by the Library's staff.

SELECTION GUIDELINES

Materials are added to the Library's collection when they meet one or more of the following standards:

- The item will assist in meeting community or user needs.

- The item is necessary for the completeness or usefulness of a portion of the collection.
- Critical opinion or popular demand is such that the item will receive sufficient use to justify its addition to the collection.
- Critical opinion or popular opinion of the author or artist is high enough to warrant the addition of that author's works, independent of the evaluation of the present work.
- The item is in an appropriate format for use in the Library collection.
- The item is of sufficient currency as to provide accurate and up to date information or ideas.
- Selection of an item for inclusion in the Kankakee Public Library collection does not imply endorsement of the content of such item by the Kankakee Public Library staff, Board of Trustees, Administration, or by the City of Kankakee.

DESELECTION GUIDELINES

Selected materials are regularly assessed for their physical condition, currency and accuracy of information, relevance to library users, and performance within the context of the Library collection in which they are located. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope.

GIFTS AND DONATIONS

The Library accepts donations of books and other library materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to the purchase of library materials. Donations may be added to the collection, sold, or discarded. The Library cannot accept any reference materials older than 5 years old. The Library does not accept text books, encyclopedia, or magazines. For any donor requesting a receipt, one will be provided stating the number of items donated. The Library Staff will not provide an appraisal for any donations. Provision of a receipt does not imply that donated materials are tax deductible. No conditions may be imposed on the Library in its acceptance of any material. All donated material becomes the property of the Kankakee Public Library.

CHALLENGING MATERIALS

The Library Board of Trustees believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within Kankakee Public Library collections. The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. Library users who object to materials located in a library collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the Library. Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.

FREEDOM TO READ

The Library has a responsibility to provide a representative selection of materials on all subjects of interest, giving no particular emphasis to any view point of group. Material is not excluded from selection merely because it contains frankness of expression, or presents views deemed unpopular, unorthodox, or erroneous. Materials selected in accordance with the above principles are. The Library does not restrict freedom of access for minors and believes that such access can only be restricted by the minor's parents or legal guardian. The Kankakee Public Library endorses the Library Bill of Rights, appended to this document. These documents, taken together, constitute the Materials Selection Policy of the Kankakee Public Library.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community that the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. A person's right to use a library should not be denied or abridged because of origin, age, background, or views. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

BORROWING

Without fee

Residents within the City of Kankakee are eligible for a library card with full borrowing privileges, including Prairie Area Library System reciprocal borrowing of print material, without a fee. Non-residents who are owners of real estate within the City of Kankakee must present a tax bill showing that they pay taxes to the City of Kankakee to receive a card without paying a fee. Non-resident real estate cards are limited to one per household. Veterans of the United States Army, Navy, Marine Corp and Coast Guard are exempt from any non-resident fees. Veteran's status may be proven by presenting a Military ID Card (active duty, National Guard, Reserves, IRR, or retiree), VA Issued ID Card for Health Care, Veterans ID Card (starting Nov. 2017), Veterans Designation on Driver's License or State Veterans ID Card.

Cards for Kids

In accordance with the Illinois Cards for Kids Act, Pre-K through 12th grade students who reside outside of the City of Kankakee limits can obtain a free library card at the Kankakee Public Library if it is the closest public library to them geographically. Children under 18, including homeschool students, must have a parent or guardian present to sign the borrowing contract on the back of the library card. All policies that apply to a standard library card shall apply to the Cards for Kids cards, including the presentation of the required identification at the time of application and rules concerning the use of the card. The library card will expire at the end of the school year, and can be renewed as long as the child is still in the Pre-K through 12th grade and is 21 years old or under.

With fee

Non-residents may acquire borrowing privileges upon payment of a non-resident fee which is at the present time \$180.00 per year per household. It entitles a non-resident and any member of his or her household to one (1) year of library privileges. The amount of the fee is subject to change. A senior citizen, age 65 and over, may obtain a non-resident card for a fee of \$108.00 per year per household. The amount of this fee is subject to change. Resident cards will be renewed every two years. Non-resident cards will be renewed upon payment of the fee in effect at the time of renewal each year.

BORROWERS' CARDS

Eligibility

Library cards may be applied for at the Circulation Desk. Permanent residents of the City of Kankakee who are at least three (3) years of age or older are eligible to apply for a library card. The signature of a parent / legal guardian is required for all persons under 18 years of age. Each individual signing the library card is legally responsible for all materials borrowed on that card.

Proof of Identity

All applicants must present two forms of proof of identity and residency. One must be a picture ID, such as: a valid driver's license, student ID, or military ID card. The other must be mail sent to the applicant within the last 30 days by a corporation or governmental agency, such as: a utility bill, official school correspondence, rent receipt or tax bill. The Circulation Supervisor is empowered to determine the acceptability of any form of identification. All cards must be signed in the presence of an authorized staff member.

Replacement Cards

If a Kankakee Public Library Card is lost or damaged, a replacement card will be issued to the patron with proper id and proof of residency. Replacement cards are currently \$3.00 per card. The amount of the fee is subject to change.

RECIPROCAL BORROWING

Interlibrary loan services are available to Kankakee Public Library card holders. Others are encouraged to

use their home library for this service.

LENDING POLICIES

- All library print materials have a loan period of three weeks.
- All audio visual items such as DVDs and compact discs have a seven-day loan period. A one-day grace period will be granted on all library materials. Fines will not be collected on library material that is returned within two days of its due date. If materials are returned after the grace period has ended, fines will not be pro-rated, and will accrue from the original due date.
- Overdue fines for all items except DVDs are \$.10 per day, per item to a maximum of \$5.00 per item. DVDs are \$1.25 per item for each day overdue to a maximum of \$10.00 per item. If an item is more than five weeks overdue, and sent to collections, a \$10.00 administrative fee will be added to the overdue fines.
- Only patrons in good standing will be allowed to check-out, renew items, or use the library's computers. A patron will be considered delinquent and therefore unable to check-out items when he or she has \$1.00 or more in outstanding fines and/or long overdue items.
- Reference books and newspapers are not allowed to circulate.
- There is of three items per patron. Audiobooks are not considered for the purpose of this policy and are not subject to this limitation.
- Renewals of print materials are permitted unless the item is being reserved for another patron. Items may be renewed over the telephone. Videos may not be renewed. Renewal of interlibrary loan items is subject to the rules of the lending library.
- Any item that is checked out may be reserved.
- Loan periods and fine schedules may be changed at any time.
- If requested, up to \$10.00 in fines may be waived per person per calendar year. Any patron requesting more than \$10.00 in fines be waved in a calendar year must make a written petition to the Kankakee Public Library Board of Trustees. Book replacement costs and associated fees may not be waived. Fines on material not owned by the Kankakee Public Library may not be waived. The Board of Trustees will vote to deny or approve petition for the waiving of additional fines. A person who is in the process of having their fines reviewed by the Board may have a maximum of two print items checked out to them. If a written petition to the Board has not been made within 60 days of the request for fine waiver, the fines will remain in force and check-out privileges will be revoked. (10/18/2011)
- Valid cardholders who are unable to present a library card at time of checkout may present a Driver's License or State ID to charge materials. This transaction may take place no more than 5 (five) times each calendar year (January 1st – December 31st). Added (11/15/11)

BOOK AND LIBRARY MATERIAL RETURN

The Library asks that only printed material be placed in the book return. Audio and video materials should be returned at the circulation desk during library business hours. Audio and video materials that are returned in the book drop will be charged a \$10.00 fine per item.

LOST AND DAMAGED MATERIAL

Material that is lost by a borrower shall be paid for at the current list price. If a current price of an item cannot be found the patron will be charged the list price for a similar replacement item. In addition, a service charge of \$5.00 for each item will be added to the cost of the item. A full refund for material lost and paid for shall be made if the material is returned in good condition together with the receipt for payment within ninety days of the date of payment for the loss. Refunds shall be made by check and mailed after approval by the Library Board at their next regularly scheduled meeting. The service charge is non-refundable.

Replacement material purchased by a patron may be accepted at the discretion of the Library Director if such material is deemed an appropriate replacement of the material that was lost or destroyed. If the patron provides an acceptable replacement, the \$5.00 service charge will be applied. Once a replacement item has been accepted by the Library it is the property of the Kankakee Public Library and will not be returned to the borrower should the borrower find the original lost item.

Lost and/or damaged materials that are the property of another library will be invoiced at an amount determined by the owning library.

VIOLATION OF RULES

Violation of the rules and regulations regarding the use of library cards will result in the revocation or suspension of said library card.

LIBRARY OF THINGS AND HOTSPOTS

- Patrons must be age 18 or over to borrow tools and equipment from the Kankakee Public Library's Library of Things ("Library").
- Prior to borrowing tools and equipment, all Patrons must (a) sign the Waiver and Indemnification Form; and (b) sign this Borrower's Agreement & Use Policy.
- By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
- Only the Patron is authorized to use Library tools and equipment. The Patron shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Library.
- Patrons may borrow up to two tools or pieces of equipment at a time.
- All tools and equipment have a lending period of 7 days.
- All tools and equipment borrowed are to be returned to the Library by close of business on their due date. Tools and equipment may only be returned during the Library's open hours, and may not be returned in the book drop. A \$5.00 fee will be assessed for tools and equipment returned in the bookdrop. Tools and equipment must be picked up and returned at the Kankakee Public Library. Tools and equipment may not be sent or returned via inter-library loan. Tools and equipment returned to other libraries will incur a \$10.00 on the borrower.

- If a tool or piece of equipment is returned late, the Patron will be responsible for a late fee. This late fee will be assessed in accordance with the late fee schedule (\$5.00/day) for every day the Library is open until the tool is returned. Fines in excess of \$10 will prevent a patron from borrowing additional items. The maximum fine will vary depending on the value of the overdue item.
- The Library may replace severely delinquent (i.e. unreturned) tools and equipment, holding the Patron responsible for the full replacement cost, in addition to the accrued late fees. The Library reserves the right to use appropriate steps to retrieve delinquent tools and equipment or unpaid fines and fees.
- Tools and equipment may be reserved or checked out by any bearer of a valid public library card. Kankakee Public Library Patrons will be given preferential status when reserving an item. Patrons will be notified when reserved tools and equipment become available and have five days to pick them up.
- Patrons may renew tools and equipment one time.
- The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment.
- The Patron agrees that if any borrowed tool or piece of equipment becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool or equipment and notify the Library of the issue on return, if not earlier.
- All tools and equipment are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All tools must be returned clean.
- The Patron agrees to report any damage to the Library immediately. The Patron also agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
- The Library reserves the right to refuse the loan of any item at its discretion. The Library reserves the right to make exceptions to this policy due to special circumstances.
- The overdue fee for hotspots is \$10 a day and is capped at \$50.
- Hotspots may be checked out to holders of a Kankakee Public Library card only. Internet service to a hotspot that is not returned on time will be turned off until it is returned. The second time this happens, the offending patron will be required to put down a \$50 cash deposit to borrow a hotspot. The deposit will be returned to the patron in full if the hotspot is returned on time. The offending patron will be required to pay the \$50 deposit for all subsequent hotspot checkouts. If the hotspot service is turned off a third time due to lateness, the offending patron will lose hotspot borrowing privileges permanently.

HOME LIBRARY VISITS

The Kankakee Public Library provides select services for City of Kankakee residents who have a disability, or a long or short-term medical condition that prevents them from visiting the Library. Patrons who seeks these services are required to fill out an application form requesting the service. Medical information disclosed on the form will be kept strictly confidential. The Circulation Supervisor has authority to determine who is and is not eligible to receive this service. This is a door-to-door service. Employees will not enter the patron's residence. Services are provided by two staff members at all times. *(Passed 1/21/2020)*

NOTARY SERVICES

Notary service is offered at the Kankakee Public Library as a free service to the community. It is suggested to call ahead to be sure a notary is available. 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 comes before the notary for a specific purpose. Notaries do not have authority to provide legal advice.

Notary services will be provided under the following conditions:

- A current government issued ID with a photo and signature is required to verify identity.
- Patrons cannot sign documents before seeing the Notary. Notaries are required to see the documents being signed
- Documents need to be filled out before seeing the Notary. Notaries will not notarize anything with blank spaces.
- Notaries will not sign I-9 forms, deeds, wills, trusts, or any other real estate forms as these may require legal knowledge.
- Notaries have the right to refuse to sign any document that they deem questionable. They may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable IDs.
- Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other. Notaries are not permitted to make use of a translator to communicate with the patron. This means that only documents that are in a language in which both the Notary and the patron are fluent, can be notarized.
- The Library will not provide witnesses, and the patron may not solicit witness services by anyone in the Library.

Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the notary may ask the patron to wait while the Notary attends to other library matters. The library cannot guarantee notary service will be available at all times the library is open. *(passed 1/21/2020)*

Building and Equipment Use Policies

PROBLEM BEHAVIOR POLICY

Problem behavior is any behavior which either knowingly or unknowingly violates or restricts the rights of others to use the Library comfortably. Disruptive behaviors include, but are not limited to:

- refusal to obey reasonable direction given by library staff
- offensive or obscene language
- inappropriate dress that may be disturbing or offensive to other patrons
- cell phones used loudly or outside designated areas
- the use of restroom sinks for personal hygiene other than the washing of hands and face
- any offensive odor (generally defined as any odor detectable 10 or more feet away)
- panhandling or soliciting
- verbally or physically threatening staff or patrons
- sleeping or loitering
- public intoxication
- consuming food or beverages in the Library outside designated areas
- smoking within 15 feet of Library entrance
- stealing
- vandalizing or misusing library equipment and/or furnishings
- public indecency
- loud and/or excessive talking.

Every staff member has the responsibility to keep the Library as pleasant an environment for the public as possible, which includes discouraging disruptive behavior on the Library premises. Violations will be politely pointed out by staff members, provided that doing so will not place the staff member at physical risk. If the inappropriate behavior continues, the offender will be required to leave the Library premises. The Library assumes that all patrons are using the Library's materials and resources for legal purposes. We assume no responsibility for those users who may use Library materials or resources for illegal purposes. Illegal activities, whether observed by Library staff or patrons, occurring on Library premises will be reported to law enforcement authorities.

WEAPONS

Weapons Ban

430 ILCS 66/65(5) Firearm Concealed Carry Act prohibits the carrying of firearms in a building controlled by a local unit of government. Therefore, no firearm may be carried into the library except by a deputized member of a law enforcement agency. *720 ILCS 5/24-1* prohibits the carrying in public of any knives with a blade 3 inches or longer or any switchblade, automatic knife or ballistic knife. Therefore, such prohibited knives may not be brought into the library except by a deputized member of a law enforcement agency.

Look-alike weapons

Look-alike weapons are prohibited from library property. A look-alike weapon is defined as any object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. The library director shall judge if an object is sufficiently similar to a genuine weapon as to be a violation of this policy.

PERSONAL BELONGINGS

Abandoned Personal Belongings

The Kankakee Public Library does not take responsibility for the safekeeping of any personal belongings left unattended in the library. Personal belongings such as bags, backpacks, purses or any other container left unattended for an hour or more may be considered suspicious and is subject to a search to determine ownership or any potential threat. Any unclaimed property will be considered abandoned after 48 hours and may be discarded. Upon request, a department supervisor may decide to keep an item for a patron if the supervisor determines the situation warrants it. (10/20/21)

Bicycles, Skateboards etc.

Bicycles may not be brought into the library and must be stored outside on the available bike rack. Skateboards, roller skates, and roller blades may not be used in the library.

YOUTH SERVICES

Youth Services Department

The Kankakee Public Youth Services Department is an area where library patrons ages 0-11 can read, study, do homework, work on school projects, use computers for appropriate educational and recreational purposes, and do other library appropriate activities. If an adult does not appear to be accompanying a child ages 0-11 years of age, they may be asked to move to another area of the library.

Teen Zone

The Kankakee Public Library Teen Zone is an area where library patrons ages 12-18 can read, study, do homework, work on school projects, use computers for appropriate educational and recreational purposes, and do other library appropriate activities. If an adult not appear to be 12-18 years of age, they may be asked to move to another area of the library.

PEST CONTROL POLICY

The Library actively works toward pest prevention and containment to ensure the safety of library materials, facility, staff and patrons. Pests may include, but are not limited to, bed bugs, fleas, roaches, and ants. Library staff is trained in pest detection, containment, elimination and prevention, and regularly examines and updates its procedures according to best practices.

Kankakee Public Library works proactively to:

- Reduce risk to staff and patrons.
- Monitor our detection, testing and response levels on an ongoing basis.
- Cooperate with health inspectors from the City of Kankakee and Kankakee County Health Department.
- Contract only licensed, accredited, and reputable pest detection and control companies.

Prevention Protocol and Procedures

The Library recognizes all patrons and staff play a role in controlling pests in our community. Library staff must immediately report any sightings of live or dead pests to a supervisor. Patrons should immediately report any sighting of live or dead pests to library staff.

If the Library finds evidence of pests in materials or on library premises, we will contact a health inspector or other pest control specialist to determine if or where infestations may exist. Any materials or areas that are indicated to be problematic will be treated by a licensed, accredited, and reputable pest detection and control company. The materials or physical areas on library premises will be barred from public use until confirmed to be free of pests.

Staff Protocol

Staff will routinely inspect all incoming materials, including those returned at the public desks, in book drops, and through interlibrary loan, for signs of pests. Signs include live or dead pests, eggs, nymphs, and feces and spotting associated with pests.

Materials returned to the Library with detected presence of live or dead pests will be treated or discarded at the Library's discretion. Discarded items will be considered as damaged items under the Library's Circulation Policy.

All items identified by staff as potentially containing live or dead pests in any stage will be promptly quarantined. Items with live or dead pests or other suspected signs will be promptly placed in a plastic re-sealable storage bag(s), sealed, and taped shut. They will then be placed and enclosed in a plastic tub until they can be inspected by a health inspector or pest control company.

For first time offenses, staff must:

- Talk with the patron about what staff found in the books/materials.
- Put a note in the patron's record.
- Show the patron the bagged materials and bugs whenever possible.
- If bed bugs are suspected, give the patron a copy of the Illinois Department of Public Health's handout on the prevention and control of bed bugs. The PDF can be printed in English or Spanish (<http://www.idph.state.il.us/envhealth/pcedbugs.htm>).

- Suggest ways the patron can address the issue, giving at least two solutions (e.g. keep materials in closed containers at all times when not being used, inspect them before return, talk with landlord or management if they live in a multi-unit living facility etc.).
- Give the patron potential consequences: “If it happens again your borrowing privileges will be suspended until you can demonstrate that you have had your area treated.”
- Treat items if possible.

For second time offenses, staff must:

- Tell the patron it happened again.
- Put a note in the patron’s record.
- Show the patron the bagged materials and bugs whenever possible.
- Inform the patron his/her Library privileges are suspended, and, if applicable, the Library privileges of any other patrons at the same residence are also suspended.
- Inform the patron that suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of the pests by a licensed and accredited pest control company.
- Proof of treatment must be documented (management notice of treatment, bill from an exterminator).

Patron Protocol

Patrons must cease to borrow materials from the Library if they are experiencing a pest infestation in their residence. In the event that a patron discovers a live or dead pest, eggs, nymphs, feces or spotting associated with pests in library materials, the patron must immediately do the following:

- ***If the materials are inside of the Library:*** Bring the materials to a staff member and inform the staff member of the problem.
- ***If the materials are outside of the Library and in the possession of the patron:*** Place the materials into a sealable plastic bag and add tape to cover the sealed opening. Return the sealed materials directly to a staff member and inform the staff member of the problem.
- Patrons must not use book drops to return materials suspected or with evidence of pests.
- Patrons are prohibited from self-treating materials that are suspected to contain pests. Patrons will be held responsible for any damages sustained to materials during an attempted self-treatment. Successfully eradicating pests requires professional procedures and equipment contracted by the Library.

LOSS OF LIBRARY PRIVILEGES (BANNING)

Definition

Banning means a person is not allowed onto library property during the period of the ban, including outside areas such as the parking lot or reading garden. Exceptions can be made for legitimate use of Executive Centre offices. If a banned person is seen on library property during the banning period, the police will be called and the offender may be arrested for criminal trespass. All library user rights are suspended during the banning period.

Duration

- Individuals engaging in the following behaviors in the library can lose their library privileges for the associated reasons and durations.
- Criminal activity in the library, theft of library property, drug use and/or sale in the Library shall result in a one year banning from the library.
- Willful destruction or damage to library property and aggressive behavior or language to staff or patrons shall result in a sixth month to one year banning from the library.
- Multiple petty offenses including but not limited to sleeping; disruptive talking; interfering with staff; failure to follow reasonable staff directions etc. shall result in a one to three month banning from the library. All banning durations are subject to the discretion of the Library Director based upon the severity of the offense.

Other Causes

Other activities not listed may constitute a bannable offence if they are sufficiently disruptive of the ability of other patrons to enjoy the library in a reasonable manner. The Library director will determine what activities not listed may result in banning from the library and for what duration.

Appealing the Ban

A banning may be appealed to the Kankakee Public Library Board of Trustees in writing or in person. If a banned patron wishes to appeal in person, they may do so by requesting to be put on the agenda at the next regularly scheduled board meeting. All rules regarding speaking before the board must be followed. (see *Chapter II By-Laws; Sec. Public Comment; Subsec. 4 &7 of this policy manual*). Anyone appealing a ban will be allowed on library property to attend the meeting if the rules for appearing before the board have been followed. The ban will be sustained or overturned by a simple majority vote of the board of trustees.

Expiration of the Ban

After the term of the ban has ended, the patron may resume coming to the library property without further action if the offense resulted in a banning of less than one year. If the term of the ban was one year, the patron must write a letter requesting that the board of trustees reinstate library privileges. A simple majority vote of the board will determine if the ban will be lifted or continued for a period determined by the board. If a ban is extended by board action, the affected individual may request

reinstatement at the conclusion of each extension using the method stated in this section. (7/19/16)

UNATTENDED CHILDREN POLICY

Children age 12 and under may not be left unattended in the library unless they are participating in a library-sponsored program (such program not to exceed one hour). Unattended school age children age 13 or over are free to utilize the library's resources as long as needed provided they demonstrate purposeful intent to use library resources, and that their behavior is not disruptive to other patrons or to staff members. The library does not provide child care. Unattended children with no observable intent to use library resources will be identified by library staff and the parents will be contacted. If the problem continues after parents are notified, or if parents cannot be reached, the juvenile authorities at the police department will first be contacted to pick up the children. Additional noncompliance will result in notification of the Department of Children and Family Services.

COMPUTER AND INTERNET USE *(passed 5/1/2022)*

- The Kankakee Public Library is committed to providing open access to informational, educational, recreational, and cultural resources for Library users of all ages and backgrounds. The Library has made information available in a variety of formats, from print materials to audiovisual materials. The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The use of the Library's computers and Internet is a privilege, not a right, and inappropriate use as determined by the library staff will result in a cancellation of those privileges.
- The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
- Parents are encouraged to guide their children when using the Internet to avoid potentially dangerous sites and online interactions. A parent's guide for online child safety is available in our Youth Services Department
- Use of the public Internet on the Kankakee Public Library computers signifies that Individuals have read and agree to follow this policy. Those who do not agree may not use the Internet in the Library. Users under the age of 18 are required to have a parent or legal guardian sign a user agreement. The use of the Library's computers and Internet connection is intended for patrons who have some knowledge of computers and the Internet. The staff's role is one of guidance, not instruction.
- Individuals living within the City of Kankakee are encouraged to obtain a Library card before using a public internet computer; however, this is not required.
- In some cases, such as a parent/guardian with children, it may be important for two people to work

together at a computer. Special accommodations can be made for tutors or persons with disabilities. Otherwise, because of limited space, a maximum of two people may sit/work together at any one computer.

- Patrons can log themselves in with their library card number or reserve time slots by stopping by the Adult Services Department or Youth Services Department and making a reservation with a staff member, or by calling the Library at 815/939-4564. Latecomers forfeit their time if more than fifteen minutes late.
- Time restrictions on public access internet computers are as follows:
 - *Adult Services* general use internet computers – A maximum of four hours of use per day.
 - *Adult Services Express* internet computers – A maximum of fifteen minutes of use per day.
 - *Youth Services* general use internet computers – A maximum of two one-hour sessions per day.
 - *Teen* general use internet computers – A maximum of two one-hour sessions per day.
 - *Youth Services* parent internet computers – A maximum of one 30 minute session per day.
 - Under special circumstances, additional computer use time may be added at staff discretion.
- The user accepts full responsibility for all use made of the Library's computers and Internet access. The Library is not liable for any damages or losses which may arise in connection with a patron's use of the computers or Internet. The Library is not responsible for damage to any patron property or loss of material while using the Library's computers.
- Misuse of the computer will result in the loss of computer privileges, potential loss of Library privileges and possible prosecution. Such misuses include, but are not limited to: using the computer for illegal activities; gaining or attempting to gain illegal access (hacking) into secured Library computer systems, or any other secured computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity, or security; violating copyright laws and software licensing agreements; accessing websites deemed by staff as inappropriate for viewing in a public place; or any activity prohibited by this policy.
- Violators of this policy may be given one warning for minor infractions at the discretion of the staff. Violators who have already received one warning or have committed a severe infraction will be banned for one year from Internet use in the Library. At the end of the one year ban, the violator may submit a written petition to the Board of Trustees of the Library to request reinstatement. Reinstatement will be made or not made at the discretion of the Board. The Library Board reserves the right to extend a ban beyond one year (in six month increments) for violators who have been previously banned and reinstated.

- Patrons using their own equipment to view the Internet in the Library via a wireless connection will not access websites deemed by staff as inappropriate for viewing in a public place. Failure to do so can result in banning from the Library.
- To guard against computer viruses, users are not allowed to bring outside software programs to use on the Library's computers, nor are users allowed to save files to the hard drives.
- All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.
- Black and white printouts on 8.5"x11" paper are 15¢ per page. Color print outs on 8.5"x11" paper are 50¢ per page. Black and white print-outs on 11"x17" paper are 30¢ per page. Color print outs on 11"x17" paper are \$1.00 per page.
- Appropriate Library decorum and etiquette is expected.

DISC CLEANING AND REPAIR

- The Library charges \$1.00 per disc cleaning and \$5.00 for damaged cases, which must be paid prior to cleaning. The Library will not refund any item that still does not work after a repair is made. The Library will charge the patron the regular price of item, if the disc(s) cannot be repaired.
- Library Staff will contact the patron via their preferred method of communication when disc(s) are not repairable.

Cracked or chipped disc(s) that have been damaged by deep scratches, heat, or chemicals cannot be repaired. *(passed 1/21/2020)*

RENTABLE MEETING SPACES

Use of Meeting Spaces

- The use of Library meeting space is primarily for Library sponsored programs. Occasionally these rooms may be available for non-library groups on a limited basis for a fee.
- Use of the meeting spaces may not interfere with the normal operation of the Library. Users of the meeting room may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- Any person renting a space that requires the payment of a fee must be 21 years of age at the time of the making of the reservation.
- Any department of or organization officially affiliated with the City of Kankakee, or any organization partnering with the Kankakee Public Library, may schedule the use of the library meeting space free of charge, dependent on availability. Local elected officials renting meeting space for purely partisan or campaign activities will be charged "standard" fees.
- Tenants of the Executive Centre are entitled to one free rental per month, during library hours, of the third floor meeting room.
- Religious groups may use the facility for educational, cultural, intellectual, charitable, and/or community related activities. No library property may be used for worship services.

- The Library reserves the right to review, accept or reject any or all applications for the meeting space use. The Library does not assume any liability for groups or individuals attending meetings in the Library, nor does the Library assume responsibility for any loss, damage, costs and/or expense that may arise during the use of library facilities.
- The Library Director reserves the right to move an event to another suitable Library room if needed. Fees will be adjusted accordingly.
- Any event that is cancelled because of failure to abide by any law, ordinance, policy or other legal requirement shall not be eligible for a refund.
- Staff and library trustees may rent library space at 50% the usual rate, subject to availability. Each staff member may rent a space at the reduced rate no more than twice in a year. The staff member or library trustee must be present for the duration of the event including setup and cleanup. The staff member may not be on the clock during the event. Room setup is handled by the staff member. The Rental Coordinator will be in attendance when the event is after regular library hours. *(Passed May 2020)*
- Coordinator will be in attendance when the event is after regular library hours. Meeting spaces on the first and third floors are reserved for meetings exclusively. Rentals for social gatherings shall be held in the fourth floor meeting spaces. *(Amended 3/21/2019, 1/21/2020)*

Fees

- Rental fees will be assessed for meeting space use according to the table in Appendix A of this policy.
- A surcharge of \$25 will be charged for any person without a current Kankakee Public Library card or any organization whose mailing address is outside the City of Kankakee.
- A janitorial maintenance fee shall be charged if the meeting room is not left in its original condition. Items may not be hung on the walls, windows, molding, or from the ceiling.
- Bookings on behalf of private individuals that are more than 30 days before the event require half the final rental be paid by cash, credit card, money order or certified check within 7 days of booking to reserve the date. The remainder of the payment is due 30 days before the event if paying by personal check, or 5 days before the event if paying with cash, credit card, certified check or money order. If booking a date less than 30 days prior to the event, the full payment is required within 7 days to reserve the date, and no personal checks will be accepted. If these deadlines are not met, the library reserves the right to cancel the reservation.
- Checks drawn from accounts of organizations or corporations will be accepted at any time. A nonrefundable fee of 2.75% will be charged for credit cards that are swiped in person. A nonrefundable fee of 3.75% will be charged for credit cards that are taken over the telephone or must be hand-entered in person.
- An event must be cancelled at least 48 hours before its scheduled time for a full refund of fees. A 50% refund will be given for cancellation less than 48 hours before the scheduled event. All refunds will be made by check issued after the next regularly scheduled library board meeting

- Any event scheduled in the meeting room will be cancelled if the library is forced to close due to weather or other emergency situation. The sponsoring organization will not incur any additional costs under these circumstances. The Library will not be liable for any costs incurred by the sponsoring organization under any circumstances.
- Any renter who has an outstanding rental invoice that is 90 days or more overdue will not be allowed to make further reservations until the invoice is paid. Any existing reservations also may be cancelled if the long-outstanding invoice is not paid.

Waiving of Fees

Room fees may be waived for nonprofit organizations at the discretion of the library director. The director will report all room waivers made to the library board at the monthly meetings. An organization may request waiving of room fees by filling out a room fee waiver application and submitting it to the library director at least 30 days before the date of the event. The following criteria will be used in deciding if a room fee shall be waived. This list is not all-inclusive. (Adopted 4/16/2019)

- Longstanding partnerships
- Organizations located in Kankakee County
- Organizations serving groups that are considered in crisis or dealing with trauma in our community, such as youth and BIPOC (Black, Indigenous, People of Color)
- Local government agencies
- The Kankakee Valley Genealogy Society
- The room use has an educational purpose
- The room use supports the library's mission statement
- Other Libraries
- Organizations without funding sources
- Organizations that support library initiatives
- Organizations that would help the library initiate new services

Renter Responsibilities and Restrictions

- Fees for the 3rd floor meeting rooms may not be waived more than once a week.
- Fees for the auditorium may not be waived more than four times a year.
- Organizations whose fees have been waived may be moved to another location in the library to accommodate a paying customer.
- Fee waivers are on behalf of an organization not an individual.
- All activities taking place in a fee waived room must be free to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.

- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.
- Event date(s) will be entered into our master calendar. KPL will not advertise event elsewhere.
- Major food preparation is not permitted in our kitchen. Only prepackaged or catered food may be served. Organizations are responsible for bringing their own supplies and utensils. Use of the meeting rooms must abide by the Kankakee County Health Department requirements. The library does not provide space or equipment for food preparation.
- Groups using the meeting room are required to have adult supervision at all times.
- The applicant must be present at the time of the scheduled event and will be responsible for any damages to the meeting space and must be at least 18 years of age.
- No open flames are allowed in any Library meeting space at any time.
- All advertising and public notices of events to be held in any Library meeting space must carry a clear statement of organizational sponsorship and will not imply the endorsement by the Kankakee Public Library or the City of Kankakee. Publicity for non-library events may not carry the library's telephone number.
- The Library does not provide childcare for individuals attending meetings. Children under the age of 13 must be accompanied by an adult while in the Library. "Accompanied" is defined as being in the immediate presence of the adult.
- Auditorium-style set-up will seat 40 in the Third Floor Meeting Room. Maximum seating capacity in the Auditorium is 230 Auditorium-style. The room shall be returned to its original condition after each event. Time for set-up and take-down will be included in the schedule.

(Updated 3/16/2021)

Alcohol in Rentable Spaces

Alcohol may be served by renters of the library's meeting rooms during hours when the library is closed. The renter may offer an "open bar" or a "cash bar" under the conditions stipulated below. A \$25 non-refundable Alcohol Fee will be added to the rental fee.

Open Bar:

- The renter must obtain a special event insurance rider with a minimum of \$1million of coverage. Kankakee Public Library and City of Kankakee must be named as Additionally Insured. The renter must provide proof of insurance to the Rental Coordinator within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- All alcoholic beverages must be served by a Basset-certified bartender. The renter must provide proof of Basset certification within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- The event must be by invitation-only.
- Alcoholic beverages cannot be sold at the event.
- Only beer and wine can be served. No other alcoholic beverages can be served.
- Alcoholic beverages cannot be brought onto library premises by guests of the named renter.

- It is the sole responsibility of the renter to comply with all local, state and federal laws governing the sale or distribution of alcoholic beverages.

Cash Bar:

- The renter must employ a licensed bar or caterer that is legally licensed to sell alcoholic beverages.
- The renter must provide proof of licensing to dispense alcoholic beverages by their preferred bar or caterer to the Rental Coordinator within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- Only beer and wine can be served. No other alcoholic beverages can be served.
- It is the sole responsibility of the renter to comply with all local, state and federal laws governing the sale or distribution of alcoholic beverages.

OPEN MEETING SPACES

Use of the rooms can not disrupt Library operations in any way.

The conference rooms may be used by library related, non-profit or small study groups for quiet study only. Priority will be given to library related programs.

The room referred to as the “third floor suite” may be used by any non-profit person or organization without charge for up to four hours in total per week. A non-profit is defined as any person who is not working for the financial gain of themselves or any organization for which they are employed.

The maximum occupancy for either of the first floor conference rooms is ten. Please do not move furniture from other areas of the library into the conference rooms.

A conference room may be reserved up to one calendar year in advance by contacting the Circulation Desk. Reservations will be forfeited after fifteen minutes if no one shows.

Conference rooms may be used for a maximum of two hours a day per group.

Please leave the rooms in the same condition that you find them, nothing is to be attached to the walls.

Projects requiring paint, glue, glitter, or other materials that may damage the furniture or conference room are prohibited. If the room is not left in good condition, a janitorial fee (a minimum of \$20.00) will be charged to your library card.

Food and drink are not allowed in the meeting rooms.

LIBRARY PARTNERSHIPS

The Kankakee Public Library may establish an ongoing partnership with another non-profit or government agency initiated by a majority vote of the board. The partnership will be based upon an exchange of equal

services or goods and must be in support of the mission of the Kankakee Public Library. Partnerships will be reviewed at the beginning of each fiscal year to determine if they remain equitable. The board may discontinue any partnership at any time with a simple majority vote. Library partners must abide by all library policies and rules unless such rules or policies are specifically waived by the board at the establishment of the partnership.

Responsibilities and Restrictions

- Use of the 3rd floor meeting rooms by a library partner may not occur more than once a week.
- Use of the auditorium or gallery will not occur more than four times a year.
- Partner organizations may be moved to another location in the library to accommodate a paying customer.
- All activities taking place sponsored by a library partner must be free to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.
- Library staff will provide tables and chairs. Representatives of library partner organizations may rearrange furniture if necessary.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.
- A library partnership will be considered for cancellation if the organization fails to hold a scheduled event without properly informing the library beforehand two or more times.
- The number of attendees is to be reported to the Adult Services staff after the event takes place. These statistics are reported to the Library Board of Trustees each month.
- The library will consult with an organization representative and if requested, the library staff will design flyers, press releases, email newsletter, and social media. The design will be updated, at least, yearly. Event date(s) will be entered by library staff into the library master calendar as a "community-partnered event."

(Updated 3/16/2021)

PUBLIC DISPLAYS

Bulletin Boards

Use of the Library's Bulletin boards public information kiosk must be approved by a supervisor.

Displays

Library needs and activities take precedence; otherwise displays may be created by community organizations. Display space for individuals or non-profit organizations is available. Displays may be cultural, educational, civic, non-profit, religious or commercial. Partisan political exhibits may not be displayed. The Adult Services Supervisor may schedule one (1) community organization display per month. The Library is not responsible for damage or loss of exhibit materials. Displays cases must be reserved in advance and usage will be determined by the Director.

PHOTOGRAPHY AND VIDEO MONITORING

Security Cameras

The Board of Trustees of the Kankakee Public Library strives to maintain a safe and secure environment for Library staff and patrons. In pursuit of that goal, video surveillance of Library property may be used. Video surveillance records are the sole property of the Kankakee Public Library. Cameras may be positioned to survey public areas. Signage disclosing use of video surveillance will be posted. Video surveillance may be used to help identify person(s) who have violated library policies or help safeguard Library operations. Video surveillance will be monitored by authorized Library staff. Images may be shared with staff from time to time to assist staff in identifying persons suspended from Library property and maintain a safe and secure environment. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws.

Photography in the Library

No photographs or videos shall be taken by staff or the public on library property without permission from a supervisor or administrator. Any photograph or videos taken by staff shall be for security purposes or for the promotion of library events or activities. Such photographs or videos taken by staff in the library shall not be disseminated on the internet or by any other means except to promote official library programs and activities. Any photographs or videos taken during scheduled work hours by staff is the intellectual property of the Kankakee Public Library regardless if it was created on a personal or library owned device. Photographs or videos taken by the public will only be allowed if the photographer agrees to respect the privacy of other library users.

PROCTORING EXAMS

Kankakee Public Library provides free proctoring of written and online exams during regular library hours. The library will provide space to take the exam and/or a public computer for online exams. Exams will be proctored on the Third Floor which is the quiet floor of the library. A Kankakee Public Library Adult Services staff member will serve as the exam proctor. The library does not guarantee constant supervision of the student or a completely quiet environment.

The student is responsible to provide all proctor materials and information. Exam materials and/or proctor passwords can be sent to the library via USPS, email, or fax.

Exams may be proctored during the library's regular hours and must be completed at least 15 minutes

before the library closes. The student is responsible for allowing enough time to complete their exam. Computers automatically shut down at the end of a business day.

The Library does not assume responsibility for the receipt of exam materials and/or passwords. The student must review all exam requirements with the proctor prior to the exam date. The student must be prepared to follow all instructions listed. For example, the student may be asked to provide current photo identification which must match the name on the test, turn in all electronic devices, etc.

Requirements vary by exam. For written exams, it is the student's responsibility to provide the stamped, addressed envelope for returning the exam. The Library proctor will return completed exams directly to the educational institution.

The Library does not assume responsibility for completed exams that are not received by the educational institution. The Library suggests the student follow up with their contact to make sure they received the test.

NOTIFICATION OF LAW ENFORCEMENT AND/OR EMERGENCY PERSONNEL

Any incident that takes place in the Library with sufficient severity to require the notification of law enforcement, the fire department, or emergency medical personnel will be reported to a supervisor as soon as possible. The relevant supervisor will prepare a written statement describing the incident, action taken, and individuals involved. The report will be submitted to the Director within 48 hours of the incident.

TORNADO WARNING

In the event of a tornado warning that includes Kankakee County, all patrons and staff are to move to one of the small meeting rooms, Martin Luther King Room, or Fiction area on the first floor. Anyone who refuses to move to one of the designated safety areas must leave the Library. The Library is considered closed for business for the duration of the Tornado Warning.

SEVERE WINTER WEATHER

In the event of severe winter weather, or any other circumstance in which the safety of the public and staff are in question, the Director shall decide if procedures for closing the Library shall be initiated. In the absence of the Director, a supervisor will attempt to contact the Director before initiating a closing. The Director will contact the President or the Treasurer or the Secretary of the Board of Trustees to obtain approval for the closing of the Library. In the event no Officer of the Board of Trustees is available, any other member may give approval for an emergency closing.

UPDATING OF PROCEDURES

Library administration shall undertake to review and update fire safety procedures as needed. Maps and

information will be regularly circulated to the staff to keep them informed of proper procedures in the event of fire.