

## **LIBRARY FACILITIES & USE POLICY**

The Board of Library Trustees is responsible for providing building facilities that will enable the library to meet its basic service objectives and comply with the Americans with Disabilities Act (ADA). The Board entrusts the maintenance and interpretation of this policy to the Executive Director. This policy is intended to promote equitable use for all citizens and a safe and secure environment for library users.

### **DAYS & HOURS OF SERVICE**

#### **Library Hours**

The library will be open during hours as determined by the Board of Library Trustees and may be temporarily or permanently altered without notice based on use, need, staffing, or other circumstances. In normal circumstances, the hours shall be:

Monday-Thursday	9:30 a.m. – 9 p.m.
Friday-Saturday	9:30 a.m. – 5 p.m.
Sunday	CLOSED

#### **Holidays**

The library is closed on the following holidays:

New Year's Day	Martin Luther King, Jr.'s Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Eve at 5 p.m.	Thanksgiving Day
Christmas Eve Day	Christmas Day
New Year's Eve Day	1 floating holiday

\* When a holiday occurs on a Sunday, the library will close the following Monday.

#### **Emergency Closings**

In order to fulfill its mission of public service, the library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. It may become necessary to close the library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions.

The decision to close will be determined by the Executive Director or person-in-charge with the authorization of a member of the Board of Library Trustees and may be based upon the following:

- Severe weather and/or road conditions that cause hazardous travel, such as significant snow, ice accumulations, flooding, extreme temperatures, or blizzard conditions.
- Availability of sufficient staff to operate the library.
- Condition of the library's parking lot and walkways.
- Failure of vital building services, extended power failure, or condition of the building or its

equipment.

- General health, safety, and emergency in the community or area surrounding the library.

### **Other Library Closings**

With approval of the Board of Library Trustees, the library may close when deemed necessary for repairs, maintenance, projects, and/or staff training. These closings are generally pre-planned and announced in advance.

All closings are announced in as many ways as possible given the circumstances of the closing and may include: postings on the library's website or social media, recorded phone message, notice on the library's digital signage, signs on doors, group emails, notice in the library's print or digital newsletters, or notification on [emergencyclosings.com](http://emergencyclosings.com).

CPLD 11/1990  
Rev. 05/2002  
Rev. 05/2003  
Rev. 09/2007  
Rev. 07/2019  
Rev. 01/2022

## **DISPLAYS & EXHIBITS**

The library's display spaces may be used by the public for exhibits that support the informational, educational, cultural, or entertainment goals and purposes of the library.

**Applications:** Individuals or organizations wishing to place a display or exhibit at the library must submit an application for approval by the Executive Director or their designee. For consideration, applications must be complete and signed, and confirmation will be made in writing.

Display space may be reserved in advance on a first-come, first-served basis, and the schedule is often booked a year in advance. Most of the time, reservations are being made for the following calendar year. The number of reservations made within a twelve (12) month period may be limited based on availability and demand at the discretion of the Executive Director or their designee. The library reserves the right to reschedule reservations to accommodate library activities.

**Duration:** Displays and exhibits shall be shown for a minimum of one week and a maximum of one month, but the library reserves the right to shorten or extend any display time period. If the display remains beyond its scheduled termination date without library authorization, the library may remove it and shall be held harmless for dismantling and storing it.

### **Other Terms of Use:**

- Priority for display space will be given to the library and library-related organizations to promote programs, services, materials, and activities.
- Depending on demand, displays may also be limited to library district residents or organizations.
- Exhibitors are responsible for the set up and removal of displays in a timely manner. Displays must be planned and executed in an attractive manner, or the exhibitor will be asked to redo or remove it.
- The library reserves the right to refuse any display that is inconsistent with the goals and purposes of the library or which may be disruptive of the library's function.
- Library display areas may not be used to promote or advertise a product or service, to urge support of or opposition to a political candidate or issue, to promote a partisan political viewpoint, or to urge support of or opposition to any religious belief.
- Prices may not be affixed to any material or display, however, an exhibitor's name and contact information may be posted.
- The Crete Public Library District does not advocate or endorse the viewpoints of exhibits or exhibitors.

**Insurance/Indemnification:** The Library will take reasonable care to safeguard exhibits and displays. However, the exhibitor shall be responsible for providing insurance coverage for all exhibits and displays. The Crete Public Library District, its Board of Trustees, and its staff assume no responsibility for the preservation, protection, possible damage, or theft of items displayed.

## **NOTICES & HANDOUTS**

As a community service to non-commercial and non-profit organizations engaged in educational, local governmental, cultural, intellectual, or charitable activities, the Crete Public Library District provides limited space, including a bulletin board, for notices and handouts for posting or distributing announcements of civic events and programs or informational material. The library reserves the right to request a copy of an organization's 501(c)(3) for proof of non-profit status.

Space for notices and handouts is intended to provide information to the public on upcoming events or programs sponsored by local organizations and the sale of material for fundraising purposes for the library or the Friends of the Library. It is not intended to advertise items or services for sale by commercial entities, profit organizations or individuals, or items relating to political campaigns, garage sales, rental properties, want ads, tear-off ads, or fundraising events or requests for contributions with the exception of those from the Friends of the Crete Public Library.

Materials will be subject to the following rules:

- Preferred size of materials is no larger than 8.5" x 11.
- Materials must be submitted to the Administrative Office for review, approval, and posting by a designated staff member. Staff will remove and dispose of items which have not been approved.
- All items shall be posted for a period of one week, if space is available, on a first-come, first-served basis. The library reserves the right to remove items after this time or when they are no longer timely.
- The library reserves the right to determine where a notice or handout will be located. When space is limited, preference will be given first to library and library-related programs, activities, services, and materials, then to library district-based individuals and organizations.
- The library reserves the right to refuse or remove any notice or handout that does not comply with these policies and guidelines without notice to the owner.
- The library assumes no responsibility for the preservation, protection, or possible damage to or theft of any item posted or distributed. All items placed in the library are done so at the owner's risk.

## **Appeals Process**

Decision by the Executive Director to refuse or remove a display, exhibit, notice, or handout may be appealed. A written request for reconsideration must be made to the Board of Library Trustees no more than 14 days after formal notification of the Executive Director's action is received. The Board of Library Trustees will review the appeal and make a determination within 60 days.

## **SOLICITATIONS & PETITIONS**

**Solicitations:** With the exception of library-related organizations such as the Friends of the Crete Public Library or the Crete Library Foundation or library-sponsored activities, individuals and organizations may not engage in fundraising activities in the library or on library grounds, nor may any receptacle be placed in the library to solicit donations. Displays, notices, and handouts for fundraising activities sponsored by not-for-profit organizations will be permitted in accordance to the rules established in this document.

**Petitions:** As a public institution, the Crete Public Library District must remain impartial in matters of local or national debate or controversy. For this reason, library patrons or staff members may not be approached for petition signatures while in the library, and staff members cannot circulate or sign petitions on work time.

In accordance with applicable state or federal law, however, signatures may be solicited outside of the library building. Requests for signatures must take place at least 15 feet from the main entrance doors to the building. Further, activity may not disrupt library operations, impede people from entering or leaving the library, or create unsafe traffic patterns on the library's sidewalks or parking lots. Library patrons may choose to stop or not and may not be harassed, threatened, or detained by persons seeking signatures.

CPLD 11/1990  
Rev. 05/2002  
Rev. 05/2003  
Rev. 09/2007  
Rev. 07/2019

## **SMOKING & TOBACCO PRODUCTS**

The library is committed to protecting the safety and welfare of its employees, patrons, and visitors. In accordance with state law, smoking, including electronic cigarettes (e-cigarettes and “vaping”), and the use of tobacco products is not permitted within 15 feet of any entrance, exit, window that opens, or ventilation intake so as to insure that tobacco smoke does not enter the facility.

*No Smoking* signs or the international *No Smoking* symbol shall be clearly posted at every entrance to the facility.

This policy applies equally to all employees, patrons, and visitors. Supervisors and managers are generally responsible for reporting smoking violations and enforcing the no smoking rule. Visitors are encouraged to report violations of this smoke-free facility policy.

CPLD 07/2019

## **WEAPONS**

The Crete Public Library District follows Illinois State Law, which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property (with the exception of law enforcement). In conformance with State Statute, the library will post at all entrances to the building the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

CPLD 07/2019

## **ANIMALS AT THE LIBRARY**

With the exception of service animals and library programs or events that feature animals, the library does not allow pets or other animals in the building. It also does not condone leaving non-service animals outside the library in a way that may endanger the animal or other patrons. It is the owner's responsibility to ensure that the animal "is not tethered in a manner that will allow it to reach within the property of another person, a public walkway, or a road." In all cases, it is the responsibility of the owner to provide the animal with appropriate care, including food, water, and appropriate shelter from both heat and cold (510 ILCS 70).

**Service animals:** In compliance with the Americans with Disabilities Act and state law, the Crete Public Library welcomes service animals in any area of the library where members of the public are permitted to go, except where the presence or behavior of the animal may compromise the health or safety of the animal or others, or fundamentally alters the nature of the program or activity.

As per the ADA, service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks directly related to a person's disability. Emotional support, comfort, therapy, or companion animals do not qualify as service animals under the ADA.

The library reserves the right to ask that a service animal be removed from the premises if the animal's behavior poses a direct threat to the health or safety of the animal or others, specifically, if 1) the animal is out of control and the handler does not take effective action to control it, or 2) the animal is not housebroken. Service animals must be harnessed, leashed, or tethered, unless such devices interfere with the animal's work, or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control.

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. The library will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible on a case-by-case basis.

CPLD 07/2019

## **FOOD & BEVERAGES**

While in the library, users are required to cooperate with the following guidelines regarding food and drink:

- Food may only be eaten in designated areas of the library, including the Coffee Connection area in the upstairs lobby, the coffee bar alcove near the Patron Services desk on the first floor, and the meeting and study rooms.
- Prepackaged snacks that are odor free and unlikely to leave stains may be allowed in other public spaces as long as they do not disturb others.
- Under no circumstances is food allowed at computers or around other technology.
- Covered beverages are allowed throughout the building.
- Alcohol consumption is not allowed in the library building or on library grounds.
- Spills shall be reported to a staff member immediately.
- Patrons are responsible for disposing of garbage appropriately.
- With the exception of approved events in the library's meeting rooms, food deliveries are discouraged. Any deliveries, however, are solely the responsibility of the orderer. Under no circumstances will library staff facilitate a food delivery in any way.

CPLD 07/2019

## **PHOTOGRAPHY & VIDEO POLICY**

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

### **General Policy**

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, childcare areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits. (See also, *Patron Behavior Policy*)

### **Exterior Photography and Videos**

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

### **Commercial Photography and Videos**

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

### **Photography and Videos of Materials and Resources**

The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

### **Library Photography, Videos, and Recording**

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

### **Library Board Meetings**

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 may be made by tape, film or other means and shall

not disrupt the meeting or create a safety hazard.

### **Liability**

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

### **Right Subject to Compliance with Policy**

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

Rev. 08/2017

Rev. 07/2019

## **SECURITY CAMERAS**

The Crete Public Library District strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. While the library recognizes that video surveillance will not prevent all incidents, video surveillance as a deterrent and as a means of identifying and prosecuting offenders is considered worthwhile.

### **Guidelines**

Signage disclosing video surveillance will be posted at the library entrance. Images from the system are stored digitally at the library. With the exception of images relating to specific incidents, it is the intent of the library to retain all recorded images until such time as the image capacity of the recording system is reached, generally up to 30 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director. All other requests to view footage shall be referred to the Executive Director.

When an incident occurs on the library premises:

- Video image recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents will be retained and reviewed as long as considered necessary by the Executive Director.
- Images may be shared with other library staff to identify persons banned from library property and to maintain a safe and secure environment.

CPLD 07/2019