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ADA COMPLIANCE POLICY

The Chatsworth Township Library offers the same services to all patron with disabilities as to all other segments of the population. The Chatsworth Township Library offers home delivery to patrons unable to come to the library. Assistive devices are welcomed at the library.

BLOODBORNE PATHOGENS POLICY

While normal library operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens, the Chatsworth Township Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

I. EXPOSURE DETERMINATION

No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Perhaps emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

II. UNIVERSAL PRECAUTIONS

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

C. EXPOSURE CONTROL PLAN

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc. shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposal shall be kept as required by the regulations.

D. TRAINING AND IMMUNIZATIONS

The Library shall provide directly or through the System, State or associated programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

CONDUCT POLICY

The Chatsworth Township Library is dedicated to providing its patrons with access to knowledge and information through reading, writing, listening and quiet contemplation. The library believes patrons have the right to use materials and services without being disturbed or impeded. Furthermore, the library is determined to provide patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

- A. A patron who engages in any activity that disrupts the use of the library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon the request of library personnel.
- B. In such instances involving minors, identification will be requested and the incident will be reported to the parent or guardian.
- C. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of the calendar day. If he or she refuses to leave, the police will be summoned.
- D. Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the first recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances. Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.
- E. In the event a barred patron attempts to enter the Library during the period of suspension, the police will be notified.
- F. Smoking is banned anywhere in the Library at all times by staff and patrons.
- G. Tampering with the computers, cords, and library equipment and/or attempting to alter the computers in any way is grounds for suspension of library privileges.
- H. In the event that a patron continues in an abusive manner after a period of suspension, the Director shall present the information to the Board of Trustees for further consideration. The Board may impose a longer period of suspension in these instances.

POLICY FOR EQUIPMENT LOANS

The library has a pool of equipment that can be borrowed by local businesses and local patrons over the age of 18. This equipment is available for a one week loan period, and may be renewed once provided no one has a reserve on file for that date. To insure that the equipment you need is available when you need it, please place loan requests as far in advance as possible. Appointment times will be set for the equipment to be checked out and returned.

The library IS NOT responsible for any costs incurred while you are using the loaner equipment. The library does its best to provide you with clean, secure, and fully functional equipment, but cannot be held responsible for unforeseeable hardware failure.

Please be sure not to save data to the local hard drive (C:\drive) on a borrowed laptop or tablet. Use some form of removable media (not supplied by the library) instead to avoid losing your data.

When you pickup requested equipment, you will need to sign an Equipment Loan Agreement. It states that you assume liability for the equipment while it is in your care and that you agree to return all equipment in good working order by the agreed upon due date.

Please return loaner equipment on time. Do not use the book drop boxes.

At the inspection check-out and check-in, we will confirm the condition of the equipment, and verify that all parts are accounted for. If any components of the equipment are missing upon check-in, we reserve the right to refuse acceptance of the equipment until all parts are returned. This refusal does not waive the late fee.

If returned equipment is damaged, user privileges will be suspended until reimbursement for the damages has been received by library staff. The library will get the equipment repaired and submit the bill to the patron. In the case of non repairable equipment the patron shall be billed the replacement amount. A maximum of two week's time will be allowed for payment for damages.

Equipment that is returned late will be assessed a late fee of \$5 per item per day.

EQUIPMENT LOAN AGREEMENT

I, _____ wish to borrow the following items from the Chatsworth Township Library for a period of one week (seven days) and I can renew this ONE time(providing there is no one signed up for the item/items as of this date):

—

—

—

—

—

All equipment was inspected by me and _____ of the library staff before I left the library.

I understand that I am fully responsible for this equipment while it is checked out to me and that I am responsible for payment of any/all damage to or loss of the equipment.

I further agree to return the equipment on time and will not place in the book drop depository.

Should this equipment be late the fee per item is \$5 per day.

Date loaned _____

Date returned _____

Signatures on return: _____ borrower

_____ library staff

Chatsworth Township Library Gift Ban Policy

It is the policy of the Chatsworth Township Library to comply with the state of Illinois' gift Ban Act. The solicitation and acceptance of any "gifts" from any "prohibited source are banned and prohibited for all Library employees and Library Board members."

The restrictions in the preceding section do NOT apply to the following:

1. Anything for which the employee pays market value or anything not used and promptly returned or given to an appropriate charity.
2. A contribution, lawfully made under the Election Code of attendance at a fundraising event sponsored by a political organization.
3. A gift from a relative as defined in the act.
4. Anything provided by an individual on the basis of personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee's position and not because of personal friendship.
5. A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the course of the lender's business.
6. Intra-office and interoffice gifts meaning any gifts from an employee of the library to an employee of the Library.
7. Food, refreshments, lodging, transportation and other benefits resulting from outside business or employee activities if they have not been enhanced by the position of with the Library and are customarily provided to others in similar circumstances.
8. Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer.
9. Information materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communication.
10. Awards or prizes that are given to competitors in contests or events open to the public, including random drawings.
11. Training including food and refreshments furnished to all attendees as an integral part of the training if the training is in the interest of the Library.

12. Educational missions including meetings with governmental officials intended to educate them on matters of public policy.
13. Bequests, inheritances and other transfers at death.
14. Anything that is paid for by the Federal Government, the State or the Library or secured by the Government under a Government contract.
15. A gift of personal hospitality of an individual other than a registered lobbyist of foreign principal including hospitality extended for a non business purpose by an individual at their personal residence of facilities owned by that individual or the individual's family.
16. An item of nominal value such as a greeting card, baseball cap or T-shirt.
17. Donations of products from an Illinois company that are intended primarily for promotional purposes and are of nominal value.
18. Golf or tennis, food or refreshments of nominal value and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased.
19. A plaque, trophy or other item that is substantially commemorative in nature and that is extended for presentation.
20. Opportunities and benefits that are available to the public of to all employees.

ENFORCEMENT:

Any employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return or turnover of any prohibited gift as directed by the **Board of Trustees**.

ETHICS OFFICER:

The President of the Board of Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers and employees in the in interpretation and implementation of the State Gift Ban Act.

INVESTMENT POLICY/BUDGET AND FINANCIAL POLICY

PURPOSE: The purpose of this policy is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Chatsworth Township Library.

RESPONSIBILITIES: All investment policies and procedures of the Chatsworth Township Library will be in accordance with Illinois law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the treasurer, and by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

OBJECTIVES: In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

1. Safety
2. Maintenance of sufficient liquidity to meet current obligations
3. Return on investment
4. Simplicity of management

GUIDELINES: The following guidelines should be used to meet the general investment objectives:

A. Safety

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by the FCIC of FSIC coverage.
2. Authorized investments include and will primarily consist of Certificates of deposit, Treasury Bills, and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

B. Maintenance of sufficient liquidity to meet current obligations

In general, investments should be managed to meet liquidity needs for the current month plus one additional month (based on forecasted needs).

C. Return on investment

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

D. Simplicity of management

The time required by library administrative staff to manage investments shall be kept to a minimum.

LIBRARY RECORDS CONFIDENTIALITY POLICY

I. Registration and Circulation Records

A. The registration and circulation records of the library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.

B. This does not prevent the library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

C. For the purpose of this section, library means the Chatsworth Township Library, registration records includes any information the library requires a person to provide in order to become eligible to borrow books and other materials and circulation records includes all information identifying the individual borrowing particular books or materials.

Reference Policy

To best serve the patrons of the Chatsworth Township Library in terms of their need for reference materials it is understood that:

1. All basic services are available when the library is open. Basic services are understood to be circulation, reference, reader's advisory and computer/Internet access.
2. The library is participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
3. The library is aware of the importance of accuracy in reference services and relies on information sources of demonstrated currency and authority.
4. The library provides easy access to accurate and up-to-date community information.
5. The library provides current issues of at least one local newspaper and retains hard copies for a minimum of two months.
6. The library provides access to local ordinances or codes.
7. The library provides local and state maps.
8. The library strives to provide access to the minutes of local government meetings.
9. The library provides voter information.
10. The library provides information about local history and events.
11. The library provides telephone directories for the local calling area and will assist patrons in locating information from other area phone directories.
12. The library accepts and responds to reference related requests received by email and other electronic media.

SEXUAL HARASSMENT POLICY

The Chatsworth Township Library opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act as amended in 1993. It is also unlawful to retaliate against a person who has lodged a sexual harassment complaint.

A. WORK ENVIRONMENT

It is the policy of the board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Director in accordance with the sexual harassment reporting procedure.

B. LIBRARY EMPLOYEE/PATRON RELATIONSHIP

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

1. Any sexual advance by an employee toward a patron.
2. Any request by an employee to a patron for sexual favors.
3. Any acceptance by an employee of sexual advance or request for sexual favors from a patron.

4. Any conduct of a sexual nature by an employee directed toward a patron when the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library sponsored activity or such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that he/she has encountered sexual harassment should report the incident to the director or, if not immediately available, to the director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the director or to the president of the Board of Library Trustees.

C. EXAMPLES

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical contact. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestions or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse and sexual assault.

D. DUTY TO REPORT SEXUAL HARASSMENT BY PATRONS TO FELLOW PATRONS

All library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the director or to the president of the Library Board of Trustees.

E. RETALIATION

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

F. SEXUAL HARASSMENT REPORTING PROCEDURE

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

A. Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron is to report it to the director as soon as possible.

B. Reporting by Employees

A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the director or to the president of the Board of Library Trustees.

Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the director shall meet with the complainant within three days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative. Then the director may also have a representative; such meeting shall be informal. The director shall issue a written decision within five days of the meeting.

Step 3:

If the complainant is not satisfied with the director's decision, within five days of the date of that decision, an appeal may be taken to the Board President or his/her designee.

The appeal shall be in writing and shall state the reasons for appealing the director's decision. Within 5 days of receiving the appeal, the Board President (or designee) shall meet with the complainant, any representatives, and the director to resolve the matter. The Board President (or designee) shall issue a written decision within ten days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment will be subject to discipline up to and including full discharge.

Step 4:

If the complainant is not satisfied with the Board President's (or designee) decision, then within ten days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty days of receiving the appeal, the Board or a committee thereof shall meet with the complainant, the director, and any representatives to discuss the allegations of harassment. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be present for proof of any ultimate facts.

Within ten days after the hearing the Board shall issue its written decision.

All hearings shall be held in private and at times of convenience for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

G. LEGAL RECOURSE, INVESTIGATIVE, AND COMPLAINT PROCESS AVAILABLE THROUGH THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS AND HUMAN RIGHTS COMMISSION

Any Library Patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission. The address and telephone number is:

Illinois Department of Human Rights
222 S College Room 101A
Springfield, IL 62700
1-217-785-62700

WEEDING POLICY

WEEDING POLICY AND PROCEDURES

1. POLICY OVERVIEW

Weeding the collection is as vital to the health of the library as adding new titles. Each item, through its quality, reliability, current usefulness and appearance must earn its place on the shelf, and contribute to the reliability, reputation, and attractiveness of the Library. Systematic weeding is an integral part of book selection, pointing out the weaknesses of the collection.

2. RESPONSIBILITY FOR THE COLLECTION

Final authority for the determination of the policies in this document are vested in the library's **Board of trustees. They have delegated the responsibility of implementing this policy to the Library Director. The Library Director may delegate to specific staff members the responsibility for withdrawal of materials in certain specific areas, but recommendations of these staff members are always subject to review by the Director.**

It is the function of librarians to select and to withdraw library materials and to advise on their use. Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the director and staff welcome advice and suggestions from the community, trustees and authorities in various fields. Librarians, however, are responsible for judging the needs of their collection and community, and they must make the final choices.

Weeding should be done without bias by individuals, whose personal preferences or interests will not dominate their work. Librarians are expected to include in the collection, when available, materials that reflect all sides of controversial questions.

3. WEEDING CRITERIA

A. General Considerations

Every title requires individual judgment. Each book is considered from the standpoint of its value to the community as well as in relation to other books on the shelf. Materials are candidates for weeding if they are factually inaccurate, worn or damaged and beyond mending or rebinding, superseded by a truly new edition or a much better book on the subject, of no discernible literary or scientific merit, unused, and/or are irrelevant to the needs or interests of the Chatsworth community. Duplicate titles no longer in demand should be withdrawn. The availability of materials through the interlibrary loan network allows books of limited appeal to be weeded and space given to more useful material.

B. General Guidelines

The following sections, roughly divided by Dewey Classifications, will show a specific coding in the form of a ratio. These formulas are intended as broad guidelines, only, and the director and staff recognize there will be many exceptions to these "rules." The first number refers to the age of the material, or the number of years since the latest copyright date. The second number refers to the maximum number of years without usage. An "X" in the place of a number indicates that no clear default number of years is applicable.

000 (General) : Encyclopedias 5/X

The shelf-life for materials in this range is generally good for about five years, unless they are specialized and very dated items, like almanacs and computer guides, which are good for two years.

100 (Philosophy and Psychology) : 10/5

The collection should keep abreast of popular topics in psychology. The value of philosophy is determined mainly by use.

200 (Religion and Mythology): 10/5

The collection should have something up-to-date on each religion represented in the Chatsworth area, provided such materials are available. Generally the shelf-life for items in this range is ten years except for areas of rapid change.

300 (Social Sciences) : 10/3

Books on government and economics should be replaced by new editions as available. Unless they have an historical approach they are of little use after ten years. Books on finance, opportunities for wage earners, college guides, educational testing are outdated sooner. Books on customs and etiquette may have a longer shelf life depending on whether the subject matter is consistent with current ideas. Books on folklore may be kept well beyond ten years, depending on condition.

400 (Linguistics and language) : 10/5

Need only stock dictionaries and grammar instruction for languages being (or likely to be) studied or spoken in Chatsworth.

500 (Pure Sciences) : 10/3

Mathematics, general biology, natural history and botany have a shelf-life of ten years, but other sciences may be dated much sooner as new research supersedes earlier data. Basic works of significant historical or literary value, such as Darwin's Origin of Species should be kept indefinitely.

600 (Applied Sciences and Technology) : 7/3

Technology is making such rapid advances that material over seven years old should be viewed with suspicion with obvious exceptions. Repair manuals for older cars and appliances should be retained as long as such items are generally used in Chatsworth. Books on clocks guns, and toys may be kept beyond ten years since items are often collectable, Cookbooks, unless unused, also enjoy a much longer shelf life. Books on medicine (except anatomy and physiology) and home economics become dated much sooner as style and technique change rapidly.

700 (Arts and Recreation) :

This range generally enjoys a relatively long shelf life, and most items may be kept, especially histories of art and music, until worn and unattractive. Books on crafts (X/3) may be retained if they contain basic technique and are well illustrated. Books on photography (7/3) should be checked for outdated technique and equipment. Books on sports (7/3) should be weeded if they deal with personalities no longer of interest.

800 (Literature): (X/X)

Keep basic materials, especially criticism of classic writers. Discard works of writers no longer read or discussed in literary histories (such as poetry, drama, essays or letters). Discard minor writers no longer read in area schools, unless there is an established demand among non-students. Keep literary histories unless they are superseded by better titles.

900 (History and Geography) : 15/3

Books on history generally enjoy a longer shelf life than most of the collection. The main factors include demand, accuracy of facts, and fairness of interpretation. Personal narratives and war memoirs of WW II, the Korean War, and the Indochina wars may be weeded in favor of broader histories of these conflicts, unless the author is a local person, or the book is cited in a bibliography as outstanding in style or insight. Dated viewpoints should be discarded. Books on travel (4/2) become dated much more rapidly, however personal narratives of travel (10/3) enjoy a somewhat longer shelf life, especially if they are of high literary or historical value. All local material and accounts in which local people have participated should be kept.

Biography : X/3

These books are shelved separately in the Children's, Young Adult and Adult collections. Unless the person treated is of permanent interest or importance, biographies may be weeded as demand stops, This applies especially to ghost written biographies of faddish celebrities. Poor quality biographies of major celebrities should be replaced with better ones if funds permit, Biographies of outstanding literary value are to be kept until worn, without regard to the subject's reputation

Adult Fiction : (X/3)

Discard works no longer popular, especially second and third copies or old best sellers. Retain works of durable demand or high literary merit, good non-topical well written novels appealing to universal concerns will circulate for many years.

Large Print : (X/3)

Mass Market Paperback: (X/1)

Children's Fiction : (X/3)

Discard books where the format and reading level are no longer appropriate to the current interest level of the book; topical fiction on dated subjects; abridged or simplified classics to be replaced by the original; second and third copies of series books no longer popular

Children's Non-Fiction :

Use the same criteria as adult but looking especially for inaccuracy and triviality, the more common faults of over-simplified children's non-fiction.

Young Adult Fiction :

Use the same criteria as children's fiction

Young Adult Non-Fiction:

Use the same criteria as adult non-fiction.

Periodicals : (5/X)

Microfilm copies of heavy demand magazines and newspapers useful for research . Because of space restrictions, back files of magazines are generally kept for no more than one year. Newspapers are generally kept for no more than several weeks. Standard

news magazines should be retained for three years. National should be retained indefinitely.

Local Document Repository

These documents by design cover issues with widely varying life spans in local interest and impact. All documents accepted for the public information repository are accepted with the understanding that the director and board of trustees will determine when these documents are no longer valuable to the library. Criteria for this decision will include the amount of use the document received, the currency and the local relevance of the issue it concerns, the available library space, and the format of the materials.

Audio-Visuals : (X/3)

Worn out or damaged, rarely used, trivial and faddish are the general criteria taken into consideration when weeding audio-visual items.

4. FREQUENCY OF WEEDING

Weeding should not be a major project undertaken once every several years of when there is no longer room to shelve the materials. The collection as a whole should be reviewed systematically, one section at a time, each book should be considered individually, keeping in mind the general selection criteria and the terms in the above section on weeding criteria. Some sections will require more frequent review than others. The following chart will serve as a very broad guideline for the frequency each section should be reviewed.

DEWEY RANGE	YEARS BETWEEN REVIEW
000	3
100	4
200	5
300	3
400	5
500	2
600	2
700	3
800	5
900	4
Biography	2
Fiction	2
Large Print	2
Paperbacks	1
Children's	2
Young Adult	3
Audio-Video	5

5. DISPOSAL**6.**

SELL: Most books discarded from the library are sold through the periodic book sale.

RECYCLE: While not as "profitable" as selling the items, this option can generate the best public relations when discarded materials are passed along to other agencies (i.e. schools, day care providers, nursing homes, jails, third world countries)

DESTROY: Generally reserved for the worst books that no one wants or would buy at the book sale.

REQUESTS FOR PURCHASE: Occasionally the Chatsworth Township Library will receive a request from a reader to be given the opportunity to purchase a book or item from the library's collection when it is to be weeded. It is unreasonable to assume library employees can track such request, nor will such requests impact the library's decision whether an item should be withdrawn. Persons making such requests are advised to check the periodic book sales.

CHATSWORTH TOWNSHIP LIBRARY
IDENTITY-PROTECTION POLICY

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*, to protect SSNs from unauthorized disclosure. The Identity Protection Act requires the Chatsworth Township Library to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality of Social Security numbers (SSNs) that the library collects, maintains, and uses. It is important to protect SSNs because this private information can be used to facilitate identity theft and fraud. One way to better protect SSNs is to limit access to and distribution of this private information.

All Library officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Trustees of the Library.

“Person” means any individual in the employ of the Library.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the Library is collecting and using an individual’s SSN that the Act requires the library to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the library is attached to this Policy.

III. STATEMENT OF PURPOSE

The Library shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the library with his or her SSN or if an individual requests it.

IV. PROHIBITED ACTIVITIES

(a) Neither the Library nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
 2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
 3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
 4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the District nor any Person may:
1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
 2. Require an individual to use his or her SSN to access an Internet website.
 3. Use the SSN for any purpose other than the purpose for which it was collected.
- (c) The prohibitions in paragraph (b) above do not apply in the following circumstances:
1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails,

and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the Library for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The Library shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

Neither the Library nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or

2. documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

The Policy shall be filed with the Board within 30 days of its approval. All Library employees shall be advised of the existence of this Policy.

Library employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Mary Fisher-Miller, director, Chatsworth Township Library, 815-635-3004.

X. AMENDMENTS

This Policy may be amended by the Library at any time. If the Policy is amended, the Library shall file a written copy of the Policy, as amended, with the Board and shall also advise all Library employees of the existence of the amended Policy. A copy of the amended Policy will be made available to Library employees and the public as set forth in the preceding section above.

XI. EFFECTIVE DATE

This Policy becomes effective _____.

ATTACHMENT

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE CHATSWORTH TOWNSHIP LIBRARY

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the Chatsworth Township Library”) require the Library to provide an individual with a statement of the purpose or purposes for which the Library is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why are we collecting your Social Security number?

You are being asked for your SSN for the following reason:

- Payroll purposes including federal and state withholding

What will we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you mailed, your SSN will not be visible without opening the envelope in which it is contained.

If you have questions or complaints about this Statement of Purpose submit them to:

Chatsworth Township Library
Mary Fisher-Miller

POLICY ON CARRYING GUNS ON LIBRARY PROPERTY

The Chatsworth Township Public Library follows Illinois State Law which prohibits the carrying of any weapon concealed or partially concealed, in the library building or on library property. In conformance of the State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library 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.

BEREAVEMENT POLICY

Upon the death of a staff member or spouse of a staff member a memorial either to the library or to the family of the deceased of approximately \$100 shall be given.

Upon the death of a member of the staff's immediate (children/parent and/ or grandparent) family a memorial either to the library or to the family of the deceased in an amount no greater than \$50 shall be given.

Upon the death of a library volunteer staff member a memorial either to the library or to the family of the deceased in an amount approximately of \$50 shall be given.

Upon the death of a patron who contributes \$500 or more each year to the library a memorial shall be given to the family in an amount approximately of \$50.

In the event that the deceased individual falls into more than one of the categories previously listed, the categories shall each be recognized.

November 9, 2016