

FARMINGTON AREA PUBLIC LIBRARY DISTRICT

GENERAL OPERATIONAL POLICIES

INTRODUCTION

The policies and the Bylaws set and approved by the Board of Trustees in addition to applicable library law found in the Illinois Compiled Statutes, serve as the governing documents for the operation of the Farmington Area Public Library District.

GOVERNANCE

The Farmington Area Public Library District (FAPLD) incorporates territory in and around the Cities of Farmington, Trivoli, Hanna City, and Middle Grove, Illinois. The governing body of the FAPLD is the Board of Trustees, composed of seven board members elected to four-year terms. The FAPLD derives its authority to operate from the Public Library District Act of 1991 (75 ILCS 16) and other provisions found in the Illinois Compiled Statutes (ILCS) (See Illinois Library Laws & Rules: In Effect October 2012).

ORGANIZATION

1. The Board of Trustees is responsible for levying taxes, approving budgets and appropriations, adopting policies, ordinances, and resolutions, hiring a qualified Library Director, evaluating the director, and if necessary, dismissing the director.
2. The Library Director is responsible for all day-to-day operations of the library. These responsibilities include, but are not limited to the following:
 - Hiring, evaluating, and dismissing staff
 - Making decisions on the library's collection
 - Approving and overseeing the library's programs and the development of its technology
 - Implementing policies approved by the Board of Trustees
 - Promoting the library to the public.
3. The Library Director reports to the Board of Trustees.
 - FAPLD staff are generally composed of a variety of full and part-time positions, some of which may be independent contractors.
 - All FAPLD staff report directly to the Library Director unless otherwise specified explicitly by the Library Director.

PROFESSIONAL ASSOCIATIONS

In order to provide patrons with the greatest possible resources, the Farmington Area Public Library District is a full member of the Reaching Across Illinois Library System (RAILS), the Resource Sharing Alliance (RSA), and the Online Computer Library Center (OCLC).

The Library Board or Trustees will provide an institutional membership and the director's personal membership in the Illinois Library Association, American Library Association, Public Library Association and the Association for Rural & Small Libraries. Additional staff and trustee memberships, if so desired, will be provided as funding permits. If funds are not available, the board will provide for one membership only in each association.

The library board will pay for conference registration and mileage for one board member to attend the Illinois Library Association annual conference if so desired and funds permit. The library board will pay for conference registration, room, mileage, and one banquet for the director to attend the Illinois Library Association annual conference, Association for Rural & Small Libraries (ARSL) and the American Library Association conference when funds allow. The board will pay staff for hours normally worked on those days spent attending a conference. Membership in other professional associations or attendance at other professional conferences will be evaluated based on cost, perceived value to Farmington Area Public Library District and availability of funds.

ILLINOIS PUBLIC LIBRARY CORE STANDARDS

The FAPLD affirms and adheres to the Illinois Public Library Standards. These standards are considered essential to the foundation of quality library service to Illinois residents by the Illinois Library Association and the Illinois State Library.

ALA LIBRARY BILL OF RIGHTS, FREEDOM TO READ STATEMENT, AND FREEDOM TO VIEW STATEMENT

The FAPLD affirms and adheres to the American Library Association's statements regarding the Freedom to Read, the Freedom to View, and the Library Bill of Rights.

MISSION STATEMENT

The Farmington Area Public Library District provides service to the communities of Farmington, Hanna City, Middle Grove and Trivoli by offering easy access to information, providing a broad collection of books and media, sponsoring fun and educational activities for all ages, and making the benefits of technology available to all. We are committed to promoting community and personal growth through literacy and lifelong learning.

LIBRARY HOURS

The library will be open Monday through Thursday from 9:00 a.m. to 8:00 p.m., Friday from 9:00 a.m. to 5:00 p.m., and Saturday from 10:00 a.m. to 4:00 p.m. from Labor Day to Memorial Day. The library will be open Monday, Wednesday, and Friday from 9:00 a.m. to 5:00 p.m., Tuesday and Thursday from 9:00 a.m. to 8:00 p.m., and Saturday from 10:00 a.m. to 4:00 p.m. from Memorial Day to Labor Day.

The library will be closed the following holidays and special events:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Eve (close at 3:00)
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
Day After Christmas
New Year's Eve

Additional scheduled closures for reasons of, but not limited to, planned maintenance and staff training, may be determined by the Library Director.

Scheduled closings are announced in as many ways as possible and may include the library website, library answering machine, signs on entrances, and announcement on social media.

UNSCHEDULED CLOSINGS

The library is a public service organization and will make every reasonable effort to remain open during regular hours of operation. However, it may become necessary to close the library, shorten hours, or cancel programs due to unforeseen events or emergency conditions that pose a safety hazard to the public and staff or prevent basic library functions. Weather-related closures, or closures due to unforeseen events or emergencies that are of 2 consecutive days or less are determined by the Library Director. The Library Director will consult with the President of the Board of Trustees in instances where closures would affect library operations for more than 2 consecutive days. If the Library Director is unavailable, the decision for any unscheduled closing or service suspension will be made by the designated manager-in-charge in consultation with the President of the Board of Trustees. The decision is based upon several factors that may include, but are not limited to:

1. Weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme temperatures, blizzard conditions, or projected forecast for worsening extreme conditions. Special attention will be paid to other area closings, but no other closings fully determine the library's operations. The library will not automatically close or adjust the opening or closing times based on the actions of other institutions.

2. Lack of available staff due to illness. The minimum staffing level to safely open the building is two staff members (if no programs are scheduled). The Library Director may determine situations when additional staff are required to be present before opening in order to operate the library safely and effectively.
3. Failure of vital building services and/or condition of the building, its equipment, or the property.
4. Extended utility outages and/or projected recovery periods.
5. A state of emergency for the immediate area declared by local, county, or state law enforcement agencies.

Unscheduled closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website and announcement in local or social media. Signs will not be placed on entrances in situations where staff are not already present on-site or it is unsafe for staff to travel to the library to place the signs.

BORROWING PRIVILEGES

1. A three-year card may be issued to each person 16 years old or older living or owning property within the library district boundaries. Identification including photo and current address is required to obtain a library card. If the individual does not have current proof of address, we will issue a temporary card good for 3 weeks. We will mail a welcome letter to the individual that they will bring back as proof of address, at which time we will make their temporary card a full three-year card. Children under 16 may register with a parent or guardian present or via the library card application registration form used in conjunction with District 265 classroom visits.
2. Non-residents may obtain an annual family card at a price determined annually according to a formula created by the Illinois State Library. Participation in the nonresident card program must be renewed annually by the board for this provision to apply.
3. Nonresident cards are free of charge to qualifying disabled veterans and their surviving spouses. A qualifying disabled veteran is someone who is 70% disabled and property tax exempt.
4. Cardholders of other RSA libraries may use their own library cards to check out materials.
5. Cardholders of Non-RSA local libraries may be issued a Farmington Library card valid for 1 year, from date of issue, with proof of a valid library card from their local library.
6. FAPLD participates in Public Act 102-0843 (effective May 13, 2022) enacted by the Illinois General Assembly which amends both the Local Library Act (75 ILCS 5/4-7(12)) and Section 30-55.60 of the Library District Act (75 ILCS 16/30-55.60) authorizing library boards of trustees to adopt regulations that waive nonresident fees for persons under the age of 18 years old (“minors”).
7. Teacher’s Card - Classroom teachers, grades K-12, may qualify for a Teacher’s Card at FAPLD if they meet one of the following registration criteria:

- Farmington School District residents qualified for a Farmington Public Library District Card.
- Reciprocal borrowers presenting a valid public library card from another public library service area.
- Dist. 265 Non-RSA borrowers qualify for FAPLD local-use only card.

A Teacher's Card will be established for approved applicants and held at the library in a special file. These cards will be used to check out material for classroom use only. Materials not returned by the end of the school year will be considered lost and it will be the responsibility of the individual teacher to replace them. Teachers may use their own personal library cards to check out non-classroom use materials.

The Farmington Public Library District reserves the right to restrict any and all teachers' collections in order to maintain fair and equitable access to the collection for the general public.

8. Extended Care Facility Card - FAPLD recognizes the needs of residents in extended care facilities (nursing centers) within the district to access library materials for their enjoyment. In order to best meet these needs the following policy will apply:
 - All materials will be checked out directly to the facility's Activity Director (AD).
 - The internal use of these materials will be at the discretion of the AD. The AD will be responsible for the dispersal and collection of library materials within the facility.
 - FAPLD'S general loan policy will apply to checkout periods and renewals.
 - Materials not returned within six months and cannot be located will be considered lost. The extended care facility will be charged for replacement.
 - FAPLD's director will make all material selections based upon the AD/resident requests.

ILLINOIS PRIVACY LAW AND YOUR LIBRARY ACCOUNT

The Library Board of Trustees of the Farmington Area Public Library District shall adhere to the privacy law regarding all registration records and circulation records identifying names of Library users with specific materials. Such records shall not be made available to any third party, including an agency of state, federal or local government except pursuant to a court order as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory power.

CIRCULATION

1. There is no limit to the number of items that may be borrowed, except in the following instances:
 - Movies will be limited to five (5) per library card holder.
 - Tonie figures will be limited to three (3) per household.
 - Tonieboxes will be limited to one (1) per household.
 - Mobile Hotspots will be limited to one (1) per household.
 - In the event that several people are requesting the same subject matter, the director may limit the number of items and/or renewals.
2. Library property which is no longer useful or necessary for library purposes may be disposed of at the discretion of the Library Director.

The complete Circulation Policy and Hotspot Policy are available at the circulation desk.

DISPLAY AND EXHIBIT SPACE

The library has limited amount of display and exhibit spaces whose primary purpose is in support of library functions, meetings, and programs. When not being used for library purposes, the library will accept exhibits and display materials from area groups for cultural, educational, or civic purposes. The exhibit and display items may not cause disruption of the regular flow of library work and service. They will remain in place for not longer than four weeks. The library assumes no responsibility for damage or loss relating to the items.

REFERENCE POLICY

The board of trustees and library director of the Farmington Area Public Library District encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. All staff members are taught to treat each question with respect. Names of users and transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference services and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, telefacsimile, and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with onsite resources are referred to by another agency. Such referrals are verified and/or mediated by library staff.

In instances of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax

forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library except at the discretion of the Library Director.

RULES OF CONDUCT

Welcome to the Farmington Area Public Library District. We want to offer everyone the best service possible in a comfortable, safe environment. Each person can help by following these rules:

1. All children must be supervised. Children under the age of ten must be under the direct supervision of a parent or other responsible caregiver at all times.
2. The following are **not permitted** in the library:
 - Smoking and the use of drugs or alcohol.
 - Abusive, threatening, or obscene language and behavior.
 - Animals, except assistive animals.
 - Disruptive cell phone and audio player use, or loud conversations.
 - Loitering or sleeping on library property.
 - Soliciting.
3. Shirt, shoes, and appropriate clothing are required.
4. Sexual acts and sexually deviant behavior are not allowed.
5. Damage, destruction, or theft of library property is a crime and will be prosecuted.
6. Persons who pose health or sanitary risk will be asked to leave.

Library management reserves the right to expel anyone whose behavior is disruptive, is inappropriate for the library environment, interferes with the use of the library by others, or interferes with the performance of duties by library personnel.

A complete Conduct Policy is available at the circulation desk.

This policy replaces the Operational Policies adopted on July 16, 2019