

Barrington Area Library Policy Manual 2025



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1.0 MISSION, CORE VALUES, AND INTRODUCTION

The mission of the Barrington Public Library District (the “District” or “Library”) is to stimulate imagination, develop information fluency, foster lifelong learning, and create young readers in comfortable physical and virtual settings. The Library abides by its Core Values of Empathy, Respect, Trust, Curiosity, and Delight.

This Policy Manual and the policies within are official statements adopted by the District’s Board of Trustees. These policies establish a consistent pattern for handling regularly recurring matters of concern to the Board and ensure that the District operates in a manner consistent with the stated mission.

This Policy Manual is to be interpreted in a manner that ensures the greatest benefit to the greatest number of District customers and promotes the sustainability of the District and the environment, insofar as allowed by practicality, financial considerations, and economy.

2.0 ENDORSEMENTS

The District endorses the following statements as amended from time to time which are made a part of this Policy Manual and can be found in their entirety in the following appendices.

ALA Library Bill of Rights. (Appendix A)

ALA Freedom to Read Statement. (Appendix B)

ALA Freedom to View Statement. (Appendix C)

ALA Statement on Meeting Rooms. (Appendix D)

ALA Statement of Exhibit Spaces and Bulletin Boards. (Appendix E)

3.0 CUSTOMER CODE OF CONDUCT

Every customer has the right to use District spaces and services undisturbed and District staff has the right to work without undue interference. All customers and staff should be free from any threat of harm, invasion of property, invasion of privacy, or gross indignity.

To safeguard these rights, the following rules apply to customer behavior on all District property, District-maintained online environments, and in all communication with staff in the course of District business.

3.1 Respect Staff and Customers

Customers will respect the right of other customers to enjoy the Library free from disturbances that would not be reasonably expected in a public place. Customers will additionally respect the right of District staff to do their work in a safe and respectful environment.

Conduct not permitted includes but is not limited to:

- Harassing, threatening, or disturbing others, verbally or physically.
- Interfering with the use of or access to the Library by other customers.
- Interfering with staff carrying out reasonable work activities.
- Failing to comply with the direction and requests of District staff related to appropriate use of the Library and compliance with policies.

3.2 Respect Library Spaces and Property

Customers will honor the community's continued investment in the Library by practicing good stewardship of District spaces and property.

Conduct not permitted includes but is not limited to:

- Improper use of District facilities.
- Intentionally damaging, defacing, abusing, stealing, or altering District property or the property of others.
- Removing District property from District buildings without permission.
- Entering non-public areas of District buildings.
- Negligence while consuming food and drink in District buildings.
- Leaving personal items unattended or allowing personal items to block access to Library spaces and resources. District staff is not responsible for monitoring or locating personal property.
- Selling, soliciting, advertising and/or promotions of products or services on District property.

- Bringing animals into District buildings except in compliance with _____.0 (Americans with Disabilities Act Compliance).
- Solicitation of names on petitions or distributions of print material inside of District buildings.
- Distributing leaflets, printed material, or posting notices not authorized by District administration.
- Use of District parking lots for purposes other than visiting District buildings. Vehicles left in the parking lot after closing will be reported to public safety authorities.

3.3 Respect the Health and Safety of Others

Customers will respect the right of other customers and District staff to experience a safe and healthy environment while on District property and will do their part to maintain that environment.

Conduct not permitted includes but is not limited to:

- Smoking tobacco or cannabis or use of e-cigarette devices.
- Possessing alcohol or any controlled substance or being under the influence of alcohol or a controlled substance as defined in the Illinois Criminal Code.
- Exhibiting bodily hygiene that constitutes a nuisance or health hazard to others.
- Possessing firearms or other dangerous weapons of any type, unless in performance of official duties.
- Failure to monitor and care for children or vulnerable adults in one's charge pursuant to *14.0 Use of the Library by Children and Vulnerable Adults*.
- Engaging in any acts in violation of any federal, state, or local criminal statute or ordinance.
- Any activity which may be reasonably expected to result in injury to self or others.

3.3.1 Temporary COVID-19 Safety Amendment

The District follows the guidance of state and county mitigation measures related to the COVID-19 pandemic, with the goal of reducing the spread of the virus amongst customers and staff. The District will put mitigation measures in place that adhere to standards and recommendations set forward by the state and counties the Library serves.

The District will make reasonable accommodations, consistent with Library operations, available to those who are medically unable or who decline to comply with procedures that follow state and county mitigation guidelines.

The District reserves the right to refuse entry to customers who decline to comply with this policy or who decline to accept reasonable accommodations.

4.0 LIBRARY CARDS

The District provides access to Library resources, meeting spaces, and select services by issuing individuals Library cards. Unless otherwise prohibited in this policy, cardholders are afforded full access to borrowing and accessing Library resources, reserving materials and spaces, using select Library services, and registering for select programs.

Cardholders are financially responsible for all materials and charges associated with the use of their Library cards unless otherwise indicated in this policy.

4.1 Resident Cards

All residents of the Barrington Public Library District and individuals who own or rent property within the District are eligible for a Library card.

For residents or eligible property owners age fourteen and over, a photo ID and proof of residence or property ownership are required at the time of registration.

Acceptable documents proving residence must include an in-District address. Post office box addresses are not considered valid in-District addresses when registering.

Acceptable documents can take the following forms:

- Government-issued photo ID
- Current property tax bill
- School ID with name
- Current bank or other financial statement
- Current utility bill
- Pay stub
- Illinois motor vehicle registration

Children age thirteen and under may register for a Library card in their own name when accompanied by the child's parent or legal guardian and proof of residency. The child's parent or legal guardian is required to sign the child's application and assumes financial responsibility for all materials and charges associated with the use of the child's card.

Access to a child's Library records by parents or legal guardians is prescribed in *23.0 Records Retention*.

Resident cards are valid for three years after the date of registration and may be renewed as long as the holder meets the above residency criteria.

4.2 Business and Non-Profit Cards

The senior administrative officer of a business, firm or corporation ("Business") tax-exempt non-profit organizations recognized under Section 501 of the Internal Revenue Code (Non-profit") based in the Barrington Public Library District are eligible for a Library card in the name of the Business or Non-profit organization.

Business and Non-profit registrants must present a photo ID and proof of an in-District Business address. Post office boxes may be considered valid in-district addresses only for Non-profits based in the District when registering. Acceptable documents can take the following forms:

- Business license
- Certificate of occupancy
- Current property tax bill
- Current utility bill
- IRS Form 990 or determination letter

Library cards registered to Businesses and Non-profits are valid for one year after the date of registration and may be renewed as long as the holder meets the above criteria.

4.3 Government Agency Cards

Municipalities, local units of government, and school districts, as defined in Article VII of the Constitution of the State of Illinois, located in or with jurisdiction in part of the Barrington Public Library District, are eligible to register for a government agency card granting the organization the ability to use District meeting rooms. Government agency cards cannot be used to receive any other service.

Government registrants must present a letter of intent to register for a government agency card on official stationery signed by the senior administrative officer of that unit of government at the time of registration. The letter must designate an individual cardholder and authorize that cardholder as the sole user of the card.

Government agency cards are valid for one year after the date of registration and may be renewed.

4.4 Non-Resident Cards

Pursuant to 23 Ill. Adm. Code 3050.25, individuals who do not reside or own property within the Barrington Public Library District may purchase a Library card at a rate set by the tax bill method described by 23 Ill. Adm. Code 3050.60 and in accordance with the District Board of Trustees' *Annual Resolution Authorizing Public Library District NonResident Cards*:

- For individuals who rent their principal residence, the rate is set at 15% of that individual's monthly rent.
- For individuals who own their principal residence, the rate is set at the District's tax rate including all special levies applied to the assessed valuation of that residence.

Non-resident registrants must present a photo ID and a current rent receipt or current property tax bill, depending on the status of their principal residence, to calculate the rate described above.

Once purchased, the non-resident cardholder may associate other members of their household residing at the same address to their Library card. Each member will receive their own unique Library card. Children under thirteen in non-resident cardholder households are subject to the registration requirements in *4.1 Resident Cards*.

The non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business or other corporation owning taxable property within the District, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.

Non-resident cards are valid for one year after the date of purchase and non-resident cards may be renewed annually with payment meeting the rate schedule described above.

4.5 Reciprocal Borrowers

Customers who are cardholders at other libraries participating in the statewide reciprocal borrowing program outlined in the Reaching Across Illinois Library System Resource Sharing Plan may register their cards with the District. Registered reciprocal borrowers are able to borrow selected circulating materials and use District public access computers.

Reciprocal borrowers must present their resident library card from a participating library and a photo ID at the time of registration.

Reciprocal borrower registrations are valid for three years and may be renewed as long as the cardholder meets the above criteria.

4.6 Library Cards for Customers Experiencing Homelessness

The Barrington Public Library District adheres to the provisions of the Illinois Bill of Rights for the Homeless, 775 ILCS 45/1, et. seq.

4.7 Cards for Kids Act

In compliance with Public Act 102-0843 (Cards for Kids Expansion Act), students who are eligible to participate in the Federal Free and Reduced-Price Meal Program at school may obtain a library card free of charge, even if they live in an unincorporated area of the [Barrington Area Library District](#). This service is applicable to students pre-kindergarten through twelfth grade, including homeschool students. To apply for a card, the student's parent or guardian must visit the library to present a photo I.D. (driver's license, state I.D., or school I.D.) **and** a letter of free and reduced lunch eligibility received from the Illinois State Board of Education (ISBE). Illinois state law requires this information to determine eligibility. Cards issued will remain valid for the duration of the current school year.

4.8 Cards for U.S. Veterans

In compliance with the Illinois Homestead exemption for veterans with disabilities (35 ILCS 200/15-169 (b-3) (3)), a U.S. veteran may receive a library card free of charge if they have a service-connected disability of at least 70% and are exempt from paying property taxes on their primary residence. Veterans who live in an unincorporated area of the [Barrington Area Library District](#) may obtain a free Barrington Area Library card by presenting the following documentation:

- Veterans who own their primary residence may obtain a card by presenting documentation from Cook, Kane, Lake, or McHenry County that indicates their residence is exempt from paying property taxes.
- Veterans who do not own their principal residence may apply by presenting documentation of at least 70% disability from the U.S. Department of Veterans Affairs when applying for their non-resident card.

5.0 LIBRARY HOURS

The hours of public operation of District buildings are determined by the Board of Trustees. Buildings may close due to adverse weather conditions or other emergency circumstances at the discretion of the Executive Director or their designee. District staff will provide as much notice as possible during unexpected closures.

The regular hours of public operation are:

Monday-Friday: 9 AM – 9 PM

Saturday: 9 AM – 5 PM

Sunday: 1 PM – 5 PM

Hours of operation are posted at all District buildings as well as online and media outlets.

6.0 USE OF THE LIBRARY BY CHILDREN AND VULNERABLE ADULTS

The District is dedicated to providing comfortable and welcoming environments for people of all ages. In order to accomplish this, the District relies on parents and caregivers to monitor and supervise children and vulnerable adults in their charge.

Any public place, including District buildings, may be dangerous for unattended children or vulnerable adults and it is impossible for the District to guarantee a safe environment.

Parents and caregivers are solely responsible for the behavior and safety of their charges on District property. Furthermore, parents and caregivers are responsible for their charges' compliance with District policies and may be subject to suspension of Library privileges if their charges are found to be noncompliant.

It is not the policy of the District to provide daycare for any individual nor is it the responsibility of District staff to provide adult supervision, nutrition, or emergency care to any individual.

6.1 Supervision of Children

A parent or responsible caregiver age fourteen or older must accompany children age eight or younger in District buildings.

Furthermore, children under the age of five must be directly supervised by their parent or a responsible caregiver age fourteen or older.

A parent or responsible caregiver meeting the appropriate criteria above must remain in the building while their child age eight or under is in a District building, including during attendance at supervised District programs or other meetings.

Children between the ages of nine and seventeen who can understand and comply with *3.0 Customer Code of Conduct* and who can care for themselves are welcome to visit District buildings unattended. Children of this age should have contact information for someone that can assist them in an emergency.

6.2 Supervision of Vulnerable Adults

Adults who are unable or unwilling to care for themselves must be accompanied and directly supervised by a parent or responsible caregiver eighteen years of age or older in District buildings, including during attendance at supervised District programs or other meetings.

Adults who can understand and comply with *3.0 Customer Code of Conduct* and who can care for themselves are welcome to visit District buildings unattended. Individuals should have contact information for someone that can assist them in an emergency.

6.3 Children or Vulnerable Adults Unattended during Hours of Operation

If a child age eight or younger or any vulnerable adult requiring supervision under this policy appears to be lost, in distress, or in violation of District policies, District staff will seek to locate the parent or responsible caregiver within the building.

If the parent or responsible caregiver cannot be located within a reasonable amount of time, law enforcement will be called to assume responsibility for the child or vulnerable adult.

If an unattended child between the ages of nine and seventeen or an unattended vulnerable adult is asked to leave a District building due to a violation of District policies, the child or vulnerable adult must leave the building or arrange for pickup with their emergency contact. If the emergency contact cannot be reached, law enforcement will be called to assume responsibility for the child or vulnerable adult.

6.4 Children or Vulnerable Adults Unattended at Closing

All minor children and adults should have definite arrangements to be picked up at closing or in the event of an emergency.

If a minor child or vulnerable adult informs District staff that they are without transportation at closing, staff will attempt to contact a parent or responsible caregiver. If the parent or responsible caregiver cannot be reached or cannot arrive within ten minutes of closing, law enforcement will be called to assume responsibility of the child or vulnerable adult.

7.0 LIBRARY RESOURCE BORROWING

Customers with Library cards are permitted and encouraged to borrow Library materials unless otherwise restricted by this or any other Library policy.

The District is not responsible for any damage to any equipment used to listen to, view, or otherwise use Library materials.

The District reserves the right to restrict access to select Library resources to customers who do not meet age criteria in the *Resource Borrowing Procedure*.

7.1 Loan Period and Renewals

The loan periods of materials available for borrowing are available on the District website and at points of service subject to the District's *Loan Rule Table*. The District reserves the right to limit the quantities of materials available for borrowing and to temporarily place select groups of materials on short-term loans at the discretion of District staff.

Eligible materials will be automatically renewed for up to two loan periods as long as they have not been requested by another customer.

7.2 Overdue Materials

Materials retained by customers past their loan period are considered overdue. Library card accounts with any materials over 28 days overdue will be paused at the end of the 28th day.

Paused accounts may not be used to borrow physical materials until all materials over 28 days overdue on that account are returned, renewed, or the replacement cost is paid according to 7.4 Lost or Damaged Materials.

While the District will endeavor to notify customers of materials in overdue status, such notification is a courtesy. The timely return of District materials is the sole responsibility of the customer.

7.3 Hold Requests

Hold requests may be placed on eligible circulating materials. This service is available to District cardholders only. Requested items may only be borrowed on the Library card that initiated the request.

When more than one hold request has been placed for the same item, they will be fulfilled in the order in which they were received. Specific hold dates will not be honored.

Items will be held for pickup for six days after the request is fulfilled. If not picked up during that time, the items will be returned to circulation.

7.4 Lost or Damaged Materials

Customers are financially responsible for the loss of or damage to Library materials they borrow, including containers and other constituent parts.

Materials more than 28 days overdue will be considered lost and customers will be charged accordingly.

The current replacement cost will be charged for lost materials or materials too badly damaged to be circulated further. For items with damaged containers or missing constituent parts, customers may be charged the cost of those containers or parts.

Customer-supplied replacement materials, containers, or parts will not be accepted by the District.

Charges for lost materials on library card accounts will be reversed if the materials are returned to the District in good condition within 90 days of when they were declared lost. Charges for lost materials will not be reversed after the above 90 day period.

The District reserves the right to charge a fee for checks used to pay Library card charges that are returned for insufficient funds.

The District reserves the right to pursue action to secure the return of materials or payment for their replacement, including but not limited to pursuing criminal charges and civil litigation. In the event these actions are taken, the cardholder will be held liable for the current replacement cost, processing fees, legal fees, and any other related charges.

8.0 OUTREACH SERVICES

The District makes Library materials available to residents outside of District buildings with outreach services.

8.1 Outreach Delivery

When placing holds on Library materials, District cardholders may choose to have materials delivered to remote delivery lockers in the following locations:

Barrington Metra Station
201 S. Spring Street
Barrington, IL 60010

South Barrington Club
3 Tennis Club Lane
South Barrington, IL 60010

Village of Barrington Hills Village Hall
112 Algonquin Road
Barrington Hills, IL 60010

Willow Recreation Center
3600 Lexington Drive
Hoffman Estates, IL 60192

8.2 Book Bag Delivery

The book bag program is an outreach service for schools, preschools, governmental units, non-profit organizations, and businesses. District staff provides appropriate materials for classrooms or groups and arranges for delivery and pickup of the materials via the District's delivery van. The quantity of material delivered may be limited at the discretion of District staff.

8.3 Senior Living Delivery

The District maintains deposit collections at some local senior living facilities. An administrator from each facility may be required to sign an annual statement of responsibility for loss or damage to Library materials loaned via the deposit collection service.

8.4 Homebound Delivery

Staff members will deliver materials by mail to Barrington Public Library District customers homebound temporarily (thirty-day minimum), residents with disabilities, or senior citizens without transportation.

8.5 Borrow by Mail

When placing holds on Library materials, District cardholders may choose to have materials delivered to their homes via the United States Postal Service. Cardholders will not be responsible for items lost by the Post Office, nor is the library responsible for the failure by the Post Office to deliver materials.

8.6 Outreach Retrieval

Material return boxes are located throughout the District for customers to conveniently return Library materials.

9.0 LIBRARY RESOURCE SELECTION

Selection of Library materials, programs, and exhibits (“Library resources”) for the District is the responsibility of District staff under the supervision of the Executive Director.

All types of Library resources are considered in the selection process and it is the policy of the District to provide these offerings in whatever format best meets the needs of the community, whether digitally or physically.

The District endeavors to provide Library resources representing varying points of view.

9.1 Selection Criteria

The objective criteria used by the District in evaluating and selecting Library resources are included in this policy. An individual library resource need not meet all of these criteria for acceptance.

Criteria:

- Relevance, present and anticipated, to community needs and interests.
- Credentials, authority, and reputation of the content creator or presenter.
Content will not be excluded from District collections or spaces on the basis of the content creator’s race, religion, national origin, gender, sexual orientation, personal history, or political beliefs.
- Credentials and reputation of the publisher.
- Attention of professional critical reviewers and selection sources.
- Timeliness, topicality, or importance of the Library resource as a document or recording of the times.
- Accuracy of scientific or historical fact.
- Suitability of format for the Library environment.
- Library resource cost as a reasonable value for anticipated use.
- Popular demand.

The District offers Library resources in languages other than English that reflect the languages spoken and taught within District boundaries.

Selection of resources for the District’s collection will not be inhibited by the possibility that some resources may come into the possession of children. The District is not responsible for the reading, listening, or viewing of Library resources by children, leaving that responsibility with parents and legal guardians.

District collections are not and should not be considered a primary source of materials needed for formal courses of study offered by elementary schools, secondary schools, and institutions of higher learning.

The District reserves the right to decline any unsolicited offer of Library resources from third parties for any reason at any time with the sole exception of self-published resources described in this policy.

The District reserves the right to decline any request for purchase of a material. The Library considers requests for purchase of materials based on the Selection Criteria outlined in this policy as well as volume of requests per customer,

Submissions of self-published materials will only be considered for inclusion in the collection if the content creator is a District resident cardholder. Submitted materials must be donated and will become the sole property of the District. The District reserves the right to refuse any donated self-published materials that do not meet the above selection criteria.

9.2 Reconsideration of a Library Resource

Library resources accepted under this policy will not be removed from District collections or spaces at the request of individuals who disagree with that acceptance unless it can be demonstrated that the Library resource violates this policy.

Barrington Public Library District card holders who request the reconsideration of a Library resource will be referred immediately to the appropriate District Department Head to discuss the resource and *9.0 Library Resource Selection*.

If the card holder insists that a Library resource be withdrawn from the District, *9.3 Request for Reconsideration of a Library Resource Procedure* will be followed.

During the review process outlined in *9.3 Request for Reconsideration of a Library Resource Procedure*, the District will take appropriate action to ensure that the resource in question will continue to be available until a final determination has been made.

9.3 Request for Reconsideration of a Library Resource Procedure

The District card holder must complete the Request for Reconsideration of a Library Resource form, available at any District service desk or from the District's website, which will be submitted to the Executive Director.

The submitted request will be reviewed by the Executive Director, appropriate Department Head, and other District staff members involved in resource selection to determine if the resource is in violation of *9.0 Library Resource Selection*.

The Executive Director will respond in writing to the card holder with a determination within thirty days of their submission.

If the card holder is not satisfied with the Executive Director's determination, they may submit a written appeal to the Board of Trustees, requesting that the appeal be placed on an upcoming Board of Trustees regular meeting agenda. The Board will review the submitted Request for Reconsideration of a Library Resource form, the Executive Director's determination letter, the card holder's appeal, and the resource in question and make a determination on the matter, notifying the card holder in writing of the Board's decision. The determination of the Board shall be final.

10.0 MATERIALS AND INFORMATION AVAILABLE FROM OTHER SOURCES

The District facilitates access to resources held at other libraries and institutions.

10.1 Interlibrary Loan

Materials not available in District collections may be obtained through interlibrary loan. The District participates in the statewide interlibrary loan program governed by the ILLINET Interlibrary Loan Code. This service is available to District cardholders only.

The District reserves the right to institute a charge for this service to recoup costs associated with the interlibrary loan process.

Each customer may have up to ten items in the interlibrary loan process at one time. Items will be held for seven days. If not picked up during that time, the items will be returned to the lending library. The District reserves the right to charge a fee for interlibrary loan items that are not picked up.

The District will loan through interlibrary loan most circulating materials.

10.2 Reciprocal Borrowing

The Barrington Public Library District participates in the statewide reciprocal borrowing program outlined in the Reaching Across Illinois Library System Resource Sharing Plan.

Most circulating materials are available for loan to reciprocal borrowers from Illinois public libraries.

All in-house services, other than hold requests, selected programs, and selected building services will be provided to reciprocal customers.

Access to online subscription content may be limited to District cardholders only.

11.0 GIFTS OF MATERIALS AND/OR CASH

The District Board of Trustees encourages monetary gifts, bequests, endowments, and gifts of property and materials from individuals, groups, foundations, or corporations to supplement District services.

11.1 Monetary Gifts

Monetary gifts without restriction may be accepted and added to the District's Gift Fund to be used for the purchase of Library materials, equipment, programs, or capital projects.

Monetary gifts to be used as a restricted gift or endowment fund may be accepted by the District. Such funds require a minimum donation of \$25,000 and will be accepted if

the proposed restriction or use is consistent with the mission and objectives of the District.

If legally permitted, the Board of Trustees may remove all restrictions from a gift fund when, as a result of any restriction, there has been no expenditure from the fund for at least two years and the Board determines that the restrictions do not reasonably provide a benefit for the District.

The Board of Trustees reserves the right to accept or refuse any monetary gift.

11.2 Tangible Gifts

Gifts of print, audiovisual, or electronic material to the Library collection may be accepted by the District with the explicit understanding that they may or may not be added to the collection in accordance with *9.0 Library Resource Selection*.

Donations of material not selected for addition to the collection will be recycled or otherwise disposed.

Gifts of artwork may be accepted pursuant to *15.0 Art Objects*.

The Board of Trustees will decide to accept real property, equipment, furnishings, or other tangible property based on the following criteria:

- Operational need
- Physical space constraints
- Security requirements
- Expense and frequency of maintenance
- Impact on staff time

All tangible gifts become the sole property of the District and may be used, sold, given away, or otherwise disposed of by the Board of Trustees.

The Board of Trustees reserves the right to accept or refuse any gift of property or materials.

12.0 LIBRARY PROGRAM ATTENDANCE

The District reserves the right to limit program attendance to District cardholders only, to require pre-registration, and to limit attendance due to space and material constraints.

The District reserves the right to limit attendance for programs to customers who have attained the appropriate age, as described in the program publicity.

The District reserves the right to cancel programs at any time for any reason.

13.0 SPECIAL LIBRARY SERVICES

13.1 Exam Proctoring

District staff is available to proctor exams. This service is limited to District cardholders and must be scheduled in advance at the convenience of the District. The District reserves the right to charge a service fee if a test taker does not appear for a scheduled exam without giving prior notice.

13.2 Genealogical Research

The District provides local history and genealogy research services. The District reserves the right to charge a fee to non-cardholders for these services.

13.3 One-on-One Appointments

District cardholders may request one-on-one appointments with District staff for instruction on select topics subject to staff availability.

District staff reserves the right to limit the content and assistance in one-on-one appointments to the selected topics and the selected timeframe.

The District reserves the right to deny requests for one-on-one appointments that do not fall within the selected topic areas.

14.0 PHOTOGRAPHY AND FILMING

The District may accommodate requests for photography or filming provided such photography or filming does not interfere with ordinary Library operations or patrons' rights to privacy. Photography or videography is generally permitted if it is for general Library promotion by the Library or media, student projects, and/or strictly for personal use. Visitors may take casual photographs or video recordings in the Library. Unless previously approved by the Library Director, the use of additional equipment, such as tripods or lighting, is not permitted because of safety, liability, and other issues. In order to provide all Library users with the safest and most pleasant Library experience, no commercial photography or filming may occur in the Library without the prior permission and approval of the Library Director or her designee. Commercial photography and videography requests must be submitted in writing for approval by the Library Director at least 30 days prior to visiting the Library. In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety, photographing and filming in the Library are restricted as set forth in this policy. The Library Director is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with Library environment or operations, adversely affect public safety, or cause public disturbances. The Board of Library Trustees may modify, amend, or supplement this policy, as it deems necessary and appropriate.

For purposes of this policy, photography or filming refers to all current and future static, still, or video imaging.

14.1 Photography and Filming Restrictions

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 and rooms reserved for nursing). Photography and filming are not allowed in staff-only areas unless consent is given by the Library Director.

If the photography or filming requires a significant amount of time and/or equipment setup, the Library Director should be contacted at least 48 hours prior to photographing or filming so that proper accommodations can be made.

Persons taking photographs and videos shall not compromise a customer or staff member's right to privacy, harass, intimidate, or threaten a customer or staff member, or block library aisles, walkways, stairwells, doors, or exits.

In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations.

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

The Library accepts no liability for the use of photos or film resulting from this activity.

14.2 Library Event and Patron Photography and Filming

The Library staff regularly takes photographs or videos of patrons and staff at Library programs, workshops, and classes, and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's various social media accounts. Attendance at Library programs, events, or within Library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, images, and videos submitted by users for galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of individuals and children, images will not be identified using full name without written approval from the parent or guardian. If a patron does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event. This policy extends to photographing and filming by Library staff at any of the Library's outreach efforts in the community, including public events.

14.3 Failure to Comply

Those not following this policy may be asked to put away their equipment or leave the Library.

14.4 Damages and Liability

Any individual or group of individuals using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections, or furniture caused by the individual or group.

14.5 Appeal and Review

The District Board of Library Trustees will review the Photography and Filming Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the person with authority empowered to make decisions regarding photography and filming within the Library.

Any appeals for changes to, or exceptions to, any portion of the Photography and Filming Policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

14.6 Open Meetings Act Exception

Notwithstanding any other section of this policy to the contrary, any person may record the proceedings at Library meetings required to be open under the Illinois Open Meetings Act by tape, film, or other means, provided, however:

- (a) taping shall not interfere with the overall decorum and proceedings of the meeting (i.e., the machine and/or operator must be quiet and unobtrusive);

- (b) the machine and/or operator shall not interfere with the auditory rights of the other citizens; and

- (c) no taping or filming will be allowed as set forth under 735 ILCS 5/8-701.

That statute provides that “no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying.” In this regard, Section 2.05 of the Open Meetings Act provides that, “[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness.” (5 ILCS 120/2.05) The Library will make reasonable accommodations for those wishing to record the meeting and request they stay in the area designated for the public.

15.0 ART OBJECTS

The District encourages the collection and display of art in service of its stated mission goal of stimulating the imagination of District residents.

Art objects in District spaces are either part of a permanent collection, a site installation, or a temporary loan or exhibition.

15.1 Permanent Collection

The Board of Trustees, in consultation with the Board Arts Advisory Committee, will determine the acceptance of art objects into the District's permanent collection through purchase, commission, gift, or bequest.

Art objects accepted into the District's permanent collection shall become the sole property of the District and shall not be encumbered or restricted in any way. The Board of Trustees reserves the right to sell, relocate, or otherwise dispose of any art object in the District's permanent collection.

Art objects in the District's permanent collection shall be insured to the extent permitted by the District's business insurance policy.

The District does not issue appraisals of any kind for art objects.

15.2 Site Installation

The Board of Trustees, in consultation with the Board Arts Advisory Committee, will determine the acceptance of temporary District-site-specific art installations through purchase, commission, gift, or bequest. Site installations will be exhibited for a period of time between one and two years. Installations must be accompanied by a complete *Artist's Agreement for Site Installation*.

The District reserves the right to deinstall any art installation at any time.

15.3 Temporary Loan and Exhibition

The Executive Director or their designee will determine the acceptance of art objects for temporary loan and exhibition from prospective exhibitors in designated areas in District buildings.

The District is not responsible for loss, theft, or damage of art objects on temporary loan and exhibition. The District does not insure any art objects on temporary loan and exhibition.

Exhibitors are responsible for hanging art objects or providing other necessary materials for exhibition. Exhibits will follow hanging and placing direction from the Executive Director or their designee.

Art objects on loan will be exhibited for a period of time between six and eight weeks. Art objects on loan must be accompanied by a complete *Artist's Agreement for Temporary Loan and Exhibition*.

Lists of prices of art objects on display will be held at District public service desks upon request but will not be displayed alongside art objects. The District does not engage in the sale of art objects on temporary loan and exhibition.

The District reserves the right to display art objects as it deems appropriate or remove items from exhibition at any time.

15.4 Art Object Selection Criteria

The objective criteria used by the District to evaluate and select art objects is included in this policy. An individual art object need not meet all of these criteria for acceptance.

- 15.4.1 Relevance to the District
- 15.4.2 Relevance to the Barrington area
- 15.4.3 Relevance to art history
- 15.4.4 Relevance to the staff and/or programming
- 15.4.5 Congruence with architectural style
- 15.4.6 Appropriateness of subject matter
- 15.4.7 Expense and feasibility of display
- 15.4.8 Artistic merit
- 15.4.9 Aesthetic value

16.0 INTERNET AND COMPUTERS

The District provides access to the Internet and computing devices.

16.1 Internet Access

The District requires that customers using electronic information networks such as the Internet do so in accordance with *3.0 Customer Code of Conduct*.

A filter has been installed on District-owned devices. Cardholders eighteen years of age or older may have expanded Internet access upon request. A parent or guardian who is a District cardholder may request expanded Internet access for their child by appearing in person to make this request each time expanded access is to be provided.

The District will take reasonable steps to secure its networks from unauthorized access. The District does not guarantee privacy of Internet sessions and is not responsible for the security of information or transactions using District equipment or networks.

16.2 Limitations

The District reserves the right to place limitations on time and manner of Internet, computer, and device use in order to allocate access as equitably as possible.

16.3 Computers and Devices

Laptop computers are available for checkout by District cardholders and registered reciprocal borrowers. Laptop computers are offered on a first come, first served basis. No reservations are taken.

Customers may charge out only one laptop computer at a time. Time will be automatically determined by the District's online circulation system. The replacement cost of the laptop will be charged if it is not returned by closing time on the date borrowed, if it is lost, or if it is damaged beyond repair.

Laptops are for use only within District buildings.

Use of District-owned devices and networks is at the sole risk and discretion of the customer. The District is not responsible for any damage to customers' devices or equipment while connected to District devices, networks, or other equipment. Internet users are responsible for the websites they access and use the Internet at their own risk.

16.4 Printing

Printing is available for a fee.

17.0 MAKERLAB USE

The MakerLab offers special digital fabrication equipment and software for use by all District cardholders with the exception of reciprocal borrower cardholders described in *4.0 Library Cards*.

Guests of cardholders meeting the above criteria may use the MakerLab for select activities at the discretion of District staff.

The special equipment and software inside and outside of the MakerLab may not be used to create any object or content that is:

- Prohibited by local, state, or federal law.
- A weapon or a look-alike weapon.
- In violation of copyright or other intellectual property rights.
- Disruptive to the use of the space by another customer.

The District reserves the right to refuse the fabrication, creation, or storage of any object or content requiring MakerLab equipment and software.

The District reserves the right to restrict the amount of time a single customer can use a piece of MakerLab equipment.

Only materials and software provided by or approved by the District can be used with MakerLab equipment. Materials are available for purchase. Customers are financially responsible for any objects created using MakerLab equipment and fees may be charged pursuant to *4.0 Library Cards*.

Some MakerLab equipment may be checked out pursuant to *7.0 Library Resource Borrowing*.

Food or beverages may not be brought into the MakerLab.

18.0 STUDY AND DIGITAL SERVICES SPACES

Study and Digital Services spaces, referred to as “spaces” for the purposes of this policy, are available for reservation and use by individuals and groups.

Groups using spaces must comply with the minimum and maximum room capacity requirements at all times.

Private parties, receptions, or activities in violation of *3.0 Customer Code of Conduct* or any other District policy are not permitted. The District reserves the right to monitor all activities in spaces and District staff reserves the right to enter spaces at any time.

The District is not responsible for the content of meetings in spaces and the use of study spaces does not constitute District endorsement of the philosophies, practices, or viewpoints of participants or attendees.

The following disclaimer must be included in all publicity materials or messaging involving the use of a District space:

The Barrington Area Library provides study room space as a community service. The Barrington Area Library neither sponsors nor endorses this event nor the presenting individuals or organizations.

18.1 Reservations

Reservations may be made one week in advance by resident, business, non-profit, government, and non-resident cardholders described in *4.0 Library Cards*. Spaces can be reserved for up to two hours with a two-hour extension available if the room is not reserved by another cardholder.

The District reserves the right to cancel reservations if the individual or group reserving the space does not claim their reservation within ten minutes of the scheduled start time.

Reciprocal borrower cardholders described in *4.0 Library Cards* may reserve spaces on a walk-in basis for one hour with a one-hour extension available if the room is not reserved by another cardholder.

The District reserves the right to change or cancel any space reservation.

18.2 Use by Non-Cardholders

Individuals who do not hold Library cards described in *4.0 Library Cards* may use spaces on a walk-in basis but may not reserve space for any period of time. Non-cardholders may be required to leave a space at any time to accommodate a cardholder reservation.

18.3 Digital Services Spaces

Digital Services spaces offer special equipment and software for recording, content creation, and gaming.

In addition to the aforementioned reservation and usage restrictions, access to Digital Services spaces is further limited by the following:

- Digital Studios may only be reserved by individuals intending to use the specialized studio equipment.
- The District reserves the right to limit access to Digital Services spaces, software, and equipment to individuals meeting age requirements.

19.0 MEETING ROOMS

The public meeting rooms of the District are operated by the District as a part of its service to the community as a limited public forum to provide for the informational, cultural, educational and recreational needs of the community.

District public meeting rooms will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law.

The District is not responsible for the content of meetings, programs, or events held on the premises. The use of the meeting room facilities does not constitute District endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees.

The District provides the Zimmerman Room and the Meeting Room, referred to as “meeting rooms”, for reservation by cardholders associated with the following groups:

- Local clubs, organizations, or groups engaged in civic, cultural, or educational activity.
- Governmental bodies located within the Barrington Public Library District.
- Businesses, tax-exempt non-profit organizations, or professional associations located within the Barrington Public Library District.

District-sponsored programs, events, and meetings take precedence over public requests. Reservations from eligible cardholders are approved on a “first-come, first-served” basis regardless of the beliefs or affiliations of the group.

Meeting rooms may not be used for:

- Meetings, programs or events involving the sale, advertising, solicitation, or promotion of commercial products or services.
- Private social gatherings or parties.
- Fundraising activities, except those where the District is the sole beneficiary and that have received prior approval from the Executive Director.
- Meetings promoting a specific candidate or slate of candidates for public office or promoting the support of, or opposition to, a proposition to appear on a ballot in an upcoming election.
- Activities and distribution of materials that a reasonable person would believe are defamatory, invade another person’s privacy or incite violence.

The District reserves the right to monitor all activities in meeting rooms and District staff reserves the right to enter meeting rooms at any time. Participants in meetings, programs, and events are subject to all District policies.

The District reserves the right to terminate meetings, programs, and events disruptive to regular Library use and operation or if participants are otherwise in violation of this or other District policies.

The District Board of Trustees reserves the right to require a cash deposit or proof of bond or insurance to be approved by the Board.

Groups in violation of this policy or other District policies may lose the privilege of reserving meeting rooms.

19.1 Meeting Room Reservations

The Meeting Rooms are available to be reserved during and for regular operating hours by District cardholders age eighteen and older.

Reservation requests must be made a minimum of twenty-four hours and a maximum of four months in advance of the desired date using the District's online reservation system.

Reservation requests must include a designated contact person to answer questions from the public about the meeting, program, or event.

The reserving cardholder is the only person authorized to request changes to the reservation. A reservation to use a meeting room is not transferrable to any other individual, organization or group.

Cardholders, by making a meeting room reservation request, agree to follow *19.2 Rules for the Use of Meeting Rooms*.

District staff will review reservation requests for compliance with this policy during regular business hours. District staff may ask additional questions about the request to verify compliance with eligibility and room use.

The District reserves the right to deny reservation requests that are not in compliance with this policy or those that reasonably present a threat to the safety of District staff or customers. The District reserves the right to request additional information from reserving cardholders demonstrating their compliance with this policy.

The District reserves the right to change or cancel any meeting room reservation.

Meeting room users agree to hold harmless, defend and indemnify the District, its Board of Trustees, and all District staff, against all loss, liability, damage and expense, including attorney's fees, incurred by any of the parties on account of any injury to or death of any person or persons while on the premises as a result of user's activities.

19.2 Rules for Use of the Meeting Rooms

The booking cardholder must be eighteen years of age or older. Meetings with attendees under the age of eighteen must include adequate adult supervision.

Meeting attendance must meet the minimum and maximum room capacity requirements, which are available on the District's website.

- Customers must arrive promptly for their scheduled meeting, vacate the room at the end of their reserved period, and inform the District of cancellation of the meeting. Failure to do so may result in loss of future Meeting Room use.
- All meeting activity must be confined to the designated room, including the distribution of literature or postings.
- The District cannot store items for customers before or after their meeting, nor facilitate the delivery or serving of food brought in for the meeting.
- Cardholders must leave the room in good condition and free of garbage and are responsible for any damage they may cause to furnishings and audiovisual equipment.
- Customers must comply with instructions from District staff.
- Publicity for events held in District meeting rooms shall not imply endorsement or sponsorship by the District, and must include the following statement:

*The Barrington Area Library provides Meeting Room space as a community service.
The Barrington Area Library neither sponsors nor endorses this event nor the
presenting individuals or organizations.*

19.3 Special Meeting Room Equipment

A piano is available in the first floor Meeting Room for request by music teachers presenting recitals of their students and non-profit organizations. One practice session may be booked in advance for students, with the teacher present. Teachers may request that the piano be tuned in advance of their recital, by the District's service provider, at the teacher's cost.

Select meeting rooms are equipped with audiovisual equipment for presentation purposes. District staff is not available to assist with the operation of audiovisual equipment. While the District endeavors to maintain and monitor all audiovisual equipment, the equipment is made available on an 'as-is' basis and usage is at customers' own risk.

Coffee service is available for purchase from the District by groups booking the meeting rooms. Only Library-supplied coffee may be used in the coffee machines.

20.0 CONSTITUENT SERVICE

The District supports lifelong civic education by making space available for elected or appointed officials to engage with the community and conduct direct constituent service activities. Individuals holding an elected or appointed office that serves all or part of the Barrington Public Library District are eligible to reserve space for constituent service activities.

The following space options are available for elected officials:

- If the elected or appointed official or individual reserving space on their behalf meets the criteria for *19.0 Meeting Rooms* or *18.0 Study and Digital Services Spaces*, they may reserve those spaces for constituent service activities and are subject to *19.2 Rules for Use of the Meeting Rooms*.
- An elected or appointed official or individual reserving space on their behalf with or without a Library card may book the Conference Room by contacting the Head of Adult Services more than two weeks in advance of the desired reservation time. The reserving group must comply with *18.0 Study and Digital Services Spaces*.
- An elected or appointed official or individual reserving space on their behalf with or without a Library card may use the Café or Business Technology area tables for constituent service activities by contacting the Head of Adult Services more than two weeks in advance of the desired reservation time.

Elected or appointed officials or those hosting any constituent service event may not:

- Campaign, solicit names on petitions, or distribute campaign literature inside of District buildings.
- Solicit individuals or groups within the Library to participate in the event or otherwise interfere with customers' right to use the Library undisturbed.

The District reserves the right to terminate meetings, programs, and events disruptive to regular Library use and operation or if participants are otherwise in violation of this or other District policies.

Groups in violation of this policy or other District policies may lose the privilege to conduct constituent service activities on District property.

The following disclaimer must be used in all publicity materials or messaging involving the use of a District space:

The Barrington Area Library provides space as a community service. The Barrington Area Library neither sponsors nor endorses this event nor the presenting individuals or organizations.

21.0 COMMUNITY POSTINGS

21.1 Community Information Screens

District resident, non-profit, and government cardholders who are members of or represent non-profit or government organizations may promote their organization or its events on designated Community Information Screens in District spaces.

Submissions for the Community Information Screens must follow the *Community Information Screen Submission Procedure*. The District reserves the right to refuse any submission that does not meet the procedure's submission criteria.

Each organization may have one submission at a time on the Community Information Screens. The District reserves the right to add and remove submissions from the Screens at any time. Submissions may stay on the Screens for up to six weeks.

The District is not responsible for creating or editing submitted content.

The District reserves the right to determine whether and when events will be added or removed from the Screens.

21.2 Community Calendar

District resident, non-profit, and government cardholders who are members of or represent non-profit or government organizations may promote their organization or its events on the District's online Community Calendar.

Submissions for the Community Calendar must follow the *Community Calendar Submission Procedure*. The District reserves the right to refuse any submission that does not meet the procedure's submission criteria.

The District provides the Community Calendar as a community service and assumes no responsibility for creating or editing content or answering public inquiries about submitted information. All inquiries about Community Calendar submissions from the public will be referred to the submitting organization.

The District reserves the right to determine whether and when events will be added or removed from the Community Calendar.

22.0 SECURITY CAMERAS

Security cameras are used in and around District buildings to aid in protecting the safety of individuals and District property and enforcing District policy.

Customers will be notified by signage at each entrance to District buildings that video surveillance is in use for security purposes.

Cameras may be installed in indoor and outdoor locations on District property where individuals lack a reasonable expectation of privacy. Cameras may not be installed in locations where individuals have a reasonable expectation of privacy such as restrooms or staff break rooms.

The IT Manager, in consultation with the Executive Director, is responsible for authorizing installation, relocation, replacement, and use of all security cameras in District buildings.

Recorded video will ordinarily be retained for the period described in *Appendix F Records Disposal Schedule* before being destroyed in accordance with *23.0 Records Retention* unless it is retained as part of a criminal investigation, court proceeding, or other use as approved by the Executive Director.

22.1 Use/Disclosure of Video Records

Access to live camera footage is limited to the Executive Director and IT Manager. Requested access to live camera footage will be granted by the Executive Director or their designee to law enforcement officials only in response to a search warrant, court order, or exigent circumstances defined as urgent situations requiring swift investigation or action to prevent imminent danger to life, serious damage to property, destruction of relevant evidence, or the escape of a criminal suspect.

Access to archived footage and images to document incidents of injury, criminal activity, or violation of District policy is limited to the Executive Director, IT Manager, and staff authorized by the Executive Director. Requested access to archived camera footage will be granted by the Executive Director or their designee to law enforcement officials and other third parties pursuant to a court order or as otherwise permitted by law.

23.0 RECORDS RETENTION AND PRIVACY (Updated 2/10/2025)

The District retains and disposes of public records according to guidelines established by the Local Records Commission in Springfield, Illinois.

A detailed records retention schedule can be found in *Appendix F Records Retention Schedule*.

23.1 Freedom of Information Act

The Illinois Freedom of Information Act (5 ILCS 140 *et seq.*) provides that “all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees.”

Requests for public records may be made pursuant to the District’s *Freedom of Information Act Practices and Procedures*.

23.2 Confidentiality of Customer Records

Library records are for the sole purpose of protecting and accounting for public property and are not to be used directly or indirectly to identify the types of materials used, or the kind of information asked for, by individual Library customers. Cardholders requiring a parent's signature for Library privileges waive confidentiality to their parents upon any item becoming overdue or damaged. It is the duty of the Board of Trustees and the Library staff to insure the privacy of the customers of the Library and to consider all Library records to be confidential pursuant to the Library Records Confidentiality Act (75 ILCS 70 *et seq.*), with the exception of those that are statutorily defined as public records.

No other Library records are made available to members of the public, the press, or any agency of federal, state, or local government, except pursuant to such process, order, or subpoena as may be issued under the authority of and in accordance with federal, state, or local law relating to civil, criminal, or administrative discovery procedures, or legislative investigatory power.

The Barrington Area Library takes the security of your personal information very seriously. We employ industry-standard security measures, including encryption and secure servers, to protect your data from unauthorized access, alteration, disclosure, or destruction. We continuously monitor our systems to ensure your information is safe and secure, and we are committed to maintaining the highest levels of data protection to safeguard your privacy.

The Board of Trustees and Library staff will oppose the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any costs incurred by the District in any search through customer records, even under court order, will be charged to the agency demanding such search as may be allowed by law.

23.3 Use of Third Party Vendors

The Library enters into agreements with third parties to provide online services, digital collections, streaming media content and more. When using some of these services, library users may also connect with social networks and other users. Third-party vendors may collect and share user information, including:

- Personally identifiable information users knowingly provide. This includes: when users register for the site, provide feedback and suggestions, request information or create shared content.
- Other information that could be used to identify users. This includes: users Internet Address (IP Address), search history, location-based data and device information.
- Non-personally identifiable information. This includes: user ad views, analytics, browser information (type and language), cookie data, date/time of user request, demographic data, hardware/software type, interaction data, serving domains, page views and the web page you visited immediately prior to visiting the site.
- Other data as described in the vendor's privacy policy and terms of use.

For more information on these services and the types of data that is collected and shared, refer to the terms of use and privacy policies of each specific vendor. Users may choose not to use these third-party vendors if they do not accept their terms of use and privacy policies. Please read them carefully.

The Barrington Area Library strives to make every reasonable effort to ensure the Library's contracts, licenses and offsite computer service arrangements reflect our policies and legal obligations concerning customer privacy and confidentiality. Our contracts address restrictions on the use, aggregation, sharing and sale of information, particularly about minors.

Library customers must understand when using remote or third-party vendor sites that there are limits to the privacy protection the library can provide.

23.4 Data Collected by the Library

The Barrington Area Library collects your name, address, telephone number, email address, library barcode number, date of birth, materials currently checked out or requested, overdue materials, and fines and fees.

Methods of Data Collection

The Library collects data via forms, documents, library card registration and via email.

Purposes for Which Data is Used

The Barrington Area Library collects personal information from you when you interact with our services, including when you sign up or communicate with us via text messages. The types of information we collect may include your name, contact details, and any other information you voluntarily provide.

We do not share your personal data with third parties.

Changes to the Privacy Policy

The Barrington Area Library may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. When we make changes, we will notify you by updating the “Last Updated” date at the top of this policy. In the event of significant changes, we will provide a more prominent notice, such as sending an email notification or displaying a notice on our website.

By continuing to use our services after these changes, you agree to the revised Privacy Policy. We encourage you to periodically review this policy for the latest information on our privacy practices.

23.5 SMS Terms of Service

The Library uses SMS, short message service, to send program updates, reminders, and relevant information.

Opt-In Process

Customers consent to receive SMS messages by providing their information during program sign-up, library card sign-up, or through their Library account settings.

By opting into messages, you agree to receive recurring automated marketing and informational text messages from **the Barrington Area Library**. Automated messages may be sent using an automatic telephone dialing system to the mobile telephone number you provided when signing up or any other number that you designate.

Message frequency varies, and additional mobile messages may be sent periodically based on your interaction with **the Barrington Area Library**. **The Barrington Area Library** reserves the right to alter the frequency of messages sent at any time to increase or decrease the total number of sent messages. **The Barrington Area Library** also reserves the right to change the short code or phone number where messages are sent.

Message and data rates may apply. If you have any questions about your text plan or data plan, it is best to contact your wireless provider. Neither the Library nor the carriers are liable for delayed or undelivered messages.

Your consent to receive marketing messages is not a condition of purchase.

Carriers

Neither the Library nor the carriers are liable for delayed or undelivered messages.

Opt-Out Process

You can opt-out at any time by:

- Replying with "STOP" to any SMS message or "NO" when asked to opt-in/opt-out. After you send the SMS message "STOP", we will send you a message to confirm that you have been unsubscribed and no more messages will be sent.
- Contacting the Library directly to request removal from SMS messages.
- If you would like to receive messages from **the Barrington Area Library** again, just sign up as you did the first time and from **the Barrington Area Library, or reply "START" to a previous SMS message, and we** will start sending SMS messages to you again.

Info

Text "HELP" at any time and we will respond with instructions on how to unsubscribe. For support regarding our services, email us at customerservice@balibrary.org.

Transfer of Number

You agree that before changing your mobile number or transferring your mobile number to another individual, you will either reply "STOP" from the original number or notify us of your old number at customerservice@balibrary.org. The duty to inform us based on the above events is a condition of using this service to receive messages.

Messaging Terms Changes

We reserve the right to change or terminate our messaging program at any time. We also reserve the right to update these Messaging Terms at any time. Such changes will be effective immediately upon posting. Your continued enrollment following such changes shall constitute your acceptance of such changes.

24.0 SUSPENSION OF LIBRARY PRIVILEGES

Any customer found to be in violation of any policy of the District may be warned by any staff member or required by any staff member to leave the building and grounds for the remainder of the day.

District staff reserves the right to contact law enforcement officials if deemed necessary and the right to prosecute any illegal activity committed on or against District property or staff.

Serious or repeated violations of District policies may result in a suspension of Library privileges for a period of time as determined by the Executive Director.

If the decision is made to suspend a customer for more than the remainder of the day, the Executive Director will complete a *Notice of Suspension* letter. Notices of suspension may be given verbally but will be accompanied by a written notice that describes the offending behavior to the customer, parent, or responsible adult.

A customer whose privileges have been suspended may request in writing that the decision be reviewed by the Board of Trustees at its next regular monthly meeting.

The Board of Trustees will review the submitted request and any documentation collected by District staff and submitted by the customer and make a determination on the matter, notifying the customer in writing of the Board's decision. The customer shall have the right to address the Board in person at the meeting before the Board makes its determination. The determination of the Board of Trustees shall be final.

25.0 AMERICANS WITH DISABILITIES ACT COMPLIANCE

General Guidelines

The District complies with the Americans with Disabilities Act of 1990, as amended (the “ADA”) and offers alternative reasonable compliance to meet its requirements.

Accordingly, the District takes appropriate steps to ensure that District communications with applicants, employees and members of the public with ADA disabilities are as effective as communications with others; makes reasonable accommodations in District policies, practices and procedures when necessary to avoid discrimination on the basis of disability, unless such accommodation would impose an undue hardship on its operations; and operates its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. The District provides equal access to persons with disabilities, including those individuals who use service animals.

25.1 ADA Compliance Officer

The Library Director or his/her designee is the District’s ADA Compliance Officer. The ADA Compliance Officer may be contacted via telephone at: (847) 382-1300 or via email at HR@balibrary.org.

Implementation of this Policy is the responsibility of all Library staff.

25.2 Method of Notification

A copy of this Policy is included in the District’s policy handbook and is posted on the Library’s website. If a person with visual impairment or other disability inquires about this Policy or about the District’s ADA services, staff will offer to read the Policy and/or to provide other appropriate ADA services.

25.3 Service Animals

The District welcomes service animals, and service animals are permitted in any area of the Library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the Library. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack or performing other duties. The work or task that the dog has been trained to provide must be directly related to the person’s disability.

The ADA has also defined a miniature horse as an animal that may serve as a service animal if it has been individually trained to do work or perform tasks for a person with a disability. To determine if a miniature horse can be accommodated in the Library, the

District will assess whether (1) the miniature horse is housebroken, (2) the miniature horse is under the owner's control, (3) the Library can accommodate the miniature horse's type, size and weight, and (4) the miniature horse's presence will compromise legitimate safety requirements necessary for the safe operation of the Library.

Some service animals may wear special collars, harnesses, vests or capes and some are licensed and certified and have identification papers. However, special identification and certification are not required by the ADA. Employees may only ask an individual who accesses the Library with a service animal the following two questions: (1) whether the animal is a service animal and (2) what work or task the service animal has been trained to perform. Employees may not require identification documents for the animal and may not ask about the person's disability.

A service animal may be removed from the premises only 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 (e.g., voice control, signals, or other effective means).

When there is a legitimate reason to remove a service animal, staff will offer the person with the disability the opportunity to obtain Library materials or services without the animal's presence. Staff is not required to provide care, food or a special location for the animal.

This policy does not apply to emotional support animals as that term is defined in the ADA. Emotional support or "therapy" animals are not considered service animals under the ADA. A service animal is an animal that has been *trained* to perform *work* or *tasks* for the benefit of a person with a disability. Emotional support animals also called therapy or comfort animals have not been trained to perform work or tasks. Instead, they provide a benefit just by being present.

25.4 Programming & Meeting Accessibility

All notices and advertising for District-sponsored programming will contain an appropriate ADA notice (such as the following):

Any person needing an accommodation for a disability in order to access the benefits of the Library's services, programs, or activities under the Americans with Disabilities Act should contact a District manager by telephone at (847) 382-1300, by customerservice@balibrary.org or in writing, not less than five (5) working days prior to the program.

All notices for Library Board or committee meetings will contain an appropriate ADA notice (such as the following):

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (847) 382-1300, by email at officemanager@balibrary.org or in writing, not less than five (5) working days prior to the meeting.

25.5 Accommodations to Persons with a Disability

Staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying and retrieving District materials, and completing Library forms.

In addition, in order to assist persons with visual, hearing, mobility, intellectual, or other disabilities, the Library provides materials in a variety of formats: conventional print, large type, DVD, CD, electronic download, streaming services. When materials are not available in all needed formats, the District attempts to provide equivalent or similar items for use by persons with disabilities.

25.6 Meeting Room Users

Groups using the meeting room and presenters are required to meet the requirements of the Americans with Disabilities Act. The District offers the facility as a service to community groups, but has no responsibility for the groups using the room.

25.7 Grievance Procedures

Any person who believes that the Library has discriminated against that person because of the person's disability may file a written complaint with the ADA Compliance Officer, within 60 days of the alleged occurrence of discrimination. The ADA Compliance Officer may be contacted via telephone at: (847) 382-1300 or via email at: HR@balibrary.org. The complaint will provide information about the alleged discrimination, including the date, location, persons involved, and other particulars. The complaint will include the name, address, and telephone number of the person filing the claim. The complaint will include the complaining person's proposed resolution of the matter.

Upon request, the District will provide alternate means for filing a complaint, such as a personal interview or tape or digital recording, to a person with a disability.

Within 15 days after receipt of a complaint, the ADA Compliance Officer, Director, or other designated District representative will meet with the person filing the complaint, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

Within 15 days after the meeting, the ADA Compliance Officer, Director, or other designated District representative will respond to the person filing the complaint, in writing or other appropriate format, stating the District's response to the complaint and proposed resolution of the complaint.

Within 15 days after receipt of the District's response, if the District's proposed resolution is not acceptable to the person filing the complaint, that person may submit a written appeal of the matter to the Library Board. The Board President will appoint a committee of no more than two Board members to meet with the person filing the appeal within 15 days, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

At the next regular Board meeting, the committee will report its findings and recommendations to the Board. The Board will take action upon these findings and recommendations. The Board will report its action to the person filing the appeal, in writing or other appropriate format. The Board's action will conclude the District's grievance procedure.

Individuals may also file an administrative complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

25.8 For Further Information

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the ADA Compliance Officer and also from the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530. Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).

To the extent that any existing policies, procedures or guidelines of the District are inconsistent with this policy, this policy shall prevail.

26.0 SOCIAL MEDIA

Library-sponsored social media is used to: convey information about the Library's products and services; obtain customer feedback, exchange ideas or insights about industry trends; provide marketing support to raise awareness of the Barrington Area Library's brand; issue or respond to Library news, or respond to negative publicity.

Social Media is defined as: blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to, LinkedIn, Facebook, Instagram, TikTok and X (formerly known as Twitter).

Creation and Monitoring

Library-sponsored social media accounts are created by the Public Information Manager and approved by the Executive Director. The primary administrator is the Public Information Manager. Social media accounts are created based on factors including, but not limited to, popularity, ability of public messaging, and ease of use.

All Library-sponsored social media accounts are monitored by the Public Information Manager or their designee to ensure compliance with this social media policy but monitoring is not 24/7.

First Amendment Compliance

The Library is dedicated to upholding First Amendment right to free speech for all individuals that interact with the Library's social media platforms. The Library acknowledges that comments made on our social media pages may be protected speech. The Library will not censor, filter, delete, hide, or discriminate against any viewpoints or comments in user interactions that are considered protected speech.

Protected speech might include:

- Negative comments about the Library, its public officials, or employees
- Personal attacks directed at public officials or employees
- Hate speech, as protected by the First Amendment, unless it promotes discrimination against a protected class or a true threat.

Comment Policy

The Library fosters open dialogue but will not allow content that falls outside the protections of the First Amendment. Non-protected speech that may be removed from the Library's social media sites includes, but is not limited to:

- Obscene, sexually explicit, or pornographic content
- Speech that promotes discrimination against protected classes
- Speech that constitutes a true threat of violence
- Actual defamation
- Conduct that violates a law or encourages illegal activity
- Content that violates copyright laws
- Spam, malware, or any content promoting illegal activities

The Library reserves the right to remove content created by users on its social media platforms if it violates the Library's Comment Policy. Individuals who repeatedly breach this policy may be blocked or banned from commenting. Only employees designated and authorized by the Barrington Area Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media.

Privacy and Retention

Users should note that comments on Library social media pages are public and may be subject to public records laws. Therefore, users are encouraged to avoid sharing personal or sensitive information.

APPENDIX A 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.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

APPENDIX B FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom

to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

APPENDIX C FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed January 10, 1990, by the ALA Council

APPENDIX D MEETING ROOMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the *Library Bill of Rights* states, “Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Libraries do not advocate for or endorse the viewpoints expressed in meetings by meeting room users, just as they do not endorse the viewpoints of works in their collections. The presence and activities of some groups in public spaces, while constitutionally protected, can cause fear and discomfort in some library users and staff. Libraries should adopt and enforce user behavior policies that protect library users and staff from harassment while maintaining their historic support for the freedom of speech.¹ This interpretation provides general guidelines regarding meeting rooms and other spaces for public gatherings, and it does not constitute legal advice.

Publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums, and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates. However, if a group's actions during a meeting disrupt or harass others in the library, library policies regarding acceptable behavior may apply. If libraries adopt policies that are perceived to restrict potentially controversial groups' access to meeting rooms, they may face legal and financial consequences. Allowing religious groups to use library meeting rooms and spaces does not constitute a breach of the First Amendment's Establishment Clause.

Libraries offering meeting rooms and spaces should develop and publish policies governing use after consultation with legal counsel. These policies should properly define time, place, or manner of use; such restrictions should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. Policies should be regularly reviewed with staff and made available to the public in all of the commonly used languages within the community served.

Libraries should write policies in inclusive rather than exclusive terms. A policy that the library's facilities are open “to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities” is an inclusive statement of the limited uses of the facilities. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization.

Written policies may also include limitations on frequency of use and require adherence to the library's behavior policy.⁶ The meeting room policy should also state whether meetings held in library spaces must be open to the public or if the library allows private events. Libraries may

choose to offer space for public or private events unless restricted by state or local laws. The same standards and policies should apply to all meeting room uses. Library users should have a process through which they may appeal the denial of meeting room use.

If meeting rooms and spaces are open to the public, libraries should include a section in their policy that addresses fees. Charging fees does not change the status of meeting rooms and spaces as designated public forums. Library governing bodies that decide to charge fees for use of library spaces should consider local and state laws, the ALA's *Code of Ethics*, and the *Library Bill of Rights*. Charging fees for the use of library meeting rooms or facilities may abridge or deny access for some community members.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." This applies with equal force to the library's meeting rooms and spaces designated for public use as it does to the library's collections and services.

Adopted July 2, 1991, by the ALA Council; amended June 26, 2018; amended version rescinded August 16, 2018; amended January 29, 2019.

APPENDIX E EXHIBIT SPACES AND BULLETIN BOARDS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Libraries often provide exhibit spaces and bulletin boards in physical and/or electronic formats. The uses made of these spaces should conform to the American Library Association's *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it. Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

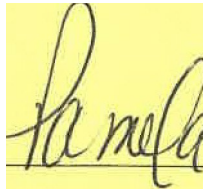
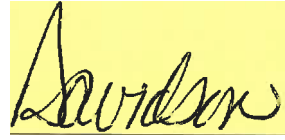
Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, and July 1, 2014.

APPENDIX F RECORDS RETENTION SCHEDULE

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
 (217)782-7075

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

Page 1 of 20

COUNTY Lake	CITY Barrington	ZIP 60010-3399	LOCAL RECORDS COMMISSION APPROVAL	
AGENCY Barrington Area Library				
ADDRESS 505 N. Northwest Highway				
PHONE 847-382-1300			CHAIR	
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.				
			DIRECTOR, STATE ARCHIVES	
Signature of Agency Head Jesse Henning Executive Director				
			January 7, 2020	
			DATE	

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
 ARE TO BE RETAINED PERMANENTLY.
 THIS APPLICATION SUPERSEDES APPLICATION#06:311

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
 (217)782-7075

**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

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COUNTY <u>Lake</u>	CITY <u>Barrington</u>	ZIP <u>60010-3399</u>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <u>Barrington Area Library</u>			<i><.Pamefa (J)avicfson</i>
ADDRESS <u>505 N. Northwest Highway</u>			
PHONE <u>(847) 382-1300</u>			CHAIR
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.			<i>(J)avid Joens</i>
<i>Jesse Henning</i> <i><December 12, 2019</i>			
Signature of Agency Head		Date	DIRECTOR, STATE ARCHIVES
Ex. Director			<i>January 7, 2019</i>
			DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
 ARE TO BE RETAINED PERMANENTLY.

This application supersedes application 06:311

**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**

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(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
1.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u> Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
2.	<u>ACCIDENT AND INCIDENT REPORTS</u> Dates: April 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain adult for one (1) year, then dispose of. Retain juvenile for one (1) year after subject reaches legal age, then dispose of.
3.	<u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u> Dates: 2017- Volume: 1 Cubic Feet/1 MB Annual Accumulation: ½ Cubic Feet/1/2 MB Arrangement: Alphabetical Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
4.	<u>APPLICATIONS FOR USAGE OF ROOMS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year after completion of the terms of usage, then dispose of.
5.	<u>APPRAISALS</u> Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years following supersedence, then dispose of.
6.	<u>AUDITS</u> Dates: 1956- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one (1) copy of each permanently.
7.	<u>BACKFLOW AND BOILER INSPECTIONS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
8.	<u>BIDS, SPECIFICATIONS AND PROPOSALS</u> Dates: 2008- Volume: 3 ½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.
9.	<u>BOARD PACKETS</u> Dates: 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one copy of each permanently.
10.	<u>BUDGETS</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
11.	<u>CASH RECEIPTS AND BALANCE REPORTS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
12.	<u>CERTIFICATES OF LIABILITY INSURANCE</u> Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years following cancellation or expiration, then dispose of.
13.	<u>CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, ETC.</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
14.	<u>CERTIFICATE OF STATUS OF EXEMPT PROPERTY</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
15.	<u>COLLECTION AGENCY RECORDS (OVERDUE, DELIQUENT, ETC.)</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years following settlement or forgiveness of account, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
16.	<u>CONSTRUCTION RECORDS</u> Dates: 2008- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.
17.	<u>CONTRACTS, LEASES AND AGREEMENTS FOR GOODS OR SERVICES</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.
18.	<u>DISASTER RECOVERY PLANS</u> Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until superseded, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
19.	<u>ELECTION RECORDS</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
20.	<u>ELEVATOR INSPECTIONS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.
21.	<u>EMPLOYMENT APPLICATIONS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.

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22.	<u>FINANCIAL RECORDS</u> Dates: 2011- Volume: 64 Cubic Feet Annual Accumulation: 8 Cubic Feet Arrangement: Chronological This record series consists of: 1. Bank Statements 2. Deposit slips 3. Ledgers 4. Journals 5. Check registers 6. Accounts payable 7. Purchase requests, etc. Recommendation: Retain for seven (7) years, then dispose of.
23.	<u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.
24.	<u>GIFT AND DONATION RECORDS</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after acknowledgement and terms of the gift are expired, then dispose of.

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25.	<u>GRANT RECORDS</u> Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.
26.	<u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If employee has not retired by age seventy-eight (78th), retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.
27.	<u>ILLINOIS PUBLIC LIBRARIANS ANNUAL REPORTS/IPLAR</u> Dates: 1932- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
28.	<u>INSPECTIONS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological These inspections are for: 1. Fire alarms 2. Fire extinguishers 3. Fire sprinklers 4. AED's Recommendation: Retain for two (2) years, then dispose of.
29.	<u>INSURANCE POLICIES AND CLAIMS (INCLUDES TREASURER'S BOND)</u> Dates: 1997- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.
30.	<u>INTER-LIBRARY LOAN REQUESTS</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for six (6) months, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
31.	<u>INVENTORIES OF EQUIPMENT</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.
32.	<u>INVESTMENT RECORDS</u> Dates: 2011- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.
33.	<u>JOB DESCRIPTIONS</u> Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years following supersedence, then dispose of.

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34.	<u>LEGAL CASE FILES</u> Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years following settlement of case, then dispose of. Retain legal opinions permanently.
35.	<u>LIBRARY NEWSLETTERS</u> Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one (1) copy of each permanently.
36.	<u>LIBRARY OWNED PROPERTY RECORDS</u> Dates: 1975- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain permanently or for one (1) year after sale of property.

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37.	<u>MONTHLY, ANNUAL, YEAR TO DATE REPORTS (ALL AREAS)</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological These reports are for: 1. Financials 2. Programs 3. Circulation 4. Meeting room, etc. Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
38.	<u>O.S.H.A. LOGS</u> Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.
39.	<u>PATRON COMMENTS AND SUGGESTIONS</u> Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
40.	<u>PAYROLL REGISTERS</u> Dates: 2011- Volume: 4 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain individual year-to-date earnings records for sixty (60) years or until terminated employee's seventy-eighth (78) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain individual earnings records for ten (10) years after termination of employment, then dispose of. If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of. Retain all other records for seven (7) years, then dispose of.
41.	<u>PERFORMER OR TALENT CONTRACTS</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year after expiration, then dispose of.

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42.	<u>PERSONNEL FILES</u> Dates: 1968- Volume: 18 ½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Alphabetical Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of. If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of. Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.
43.	<u>POLICY AND PROCEDURE MANUALS</u> Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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44.	<u>QUESTIONAIRES AND SURVEYS</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
45.	<u>REFERENDUM RECORDS</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
46.	<u>SALARY SCHEDULES</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
47.	<u>SHELF LISTS</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until superseded, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
48.	<u>STATE AND FEDERAL TAX REPORTS AND STATEMENTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u> Dates: 2011- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.
49.	<u>STATEMENTS OF ECONOMIC INTEREST LISTS AND RECEIPTS</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain Lists for two (2) years, then dispose of. Retain Receipts for three (3) years from date of filing with County Clerk, then dispose of.
50.	<u>SURVEILLANCE RECORDINGS</u> Dates: October 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for thirty (30) days, then dispose of.

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51.	<u>TIME RECORDS (SICK, VACATION, OVERTIME, LEAVES, COMPENSATORY, SWIPE RECORDS, SIGN IN/OUT, ETC.)</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of provided the information has been transferred to the employee's work history.
52.	<u>UNEMPLOYMENT CLAIM RECORDS</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
53.	<u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u> Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.

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54.	<u>UTILITY PERMITS</u> Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years following expiration, then dispose of.
55.	<u>VEHICLE AND EQUIPMENT MAINTENANCE RECORDS</u> Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.
56.	<u>VOLUNTEER RECORDS</u> Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years following completion of volunteer status, then dispose of.
57.	<u>WORK AND VACATION SCHEDULES</u> Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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58.	<u>WORKER'S</u> <u>COMPENSATION</u> <u>RECORDS/CLAIMS</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years following settlement of claim, then dispose of.