



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, APRIL 23, 2014

6:30 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, April 23, 2014

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes.

3. CONSENT AGENDA

- A. Approval of Minutes of March 19, 2014 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

- A. Finance Committee (Leora Siegel)
 - 1) Approval of Matching Funds for Live & Learn Accessibility Grant
 - 2) Approval of Gale/Cengage Database Annual Renewal
- B. Development Committee (Margaret Lurie)
- C. Management Committee (Margaret Lurie)
 - Approval of Revisions to Services and Facilities Policies
- D. Facilities Committee (Benjamin Schapiro)
- E. Executive Committee (Benjamin Schapiro)
- F. Transition Committee (Diane Allen & Michael Tannen)

8. NEW BUSINESS

- A. Appointment of Nominating Committee (Benjamin Schapiro)
- B. Appointment of Board Liaison to School District 65 Board (Benjamin Schapiro)
- C. Approval of Non-Resident Card Fee (Paul Gottschalk)
- D. Confirmation of 2014 Board Meeting Schedule (Karen Danczak Lyons)
- E. Board Development Opportunities (Karen Danczak Lyons)
- F. Closed Session – Real Estate (Benjamin Schapiro)
- G. Closed Session - Personnel (Benjamin Schapiro)

9. ADJOURNMENT

Next Meeting: May 21, 2014 at 6:30 pm

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, March 19, 2014
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Margaret Lurie, Susan Newman, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith

Members Absent: none

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:34 pm.

CITIZEN COMMENT - None

CONSENT AGENDA – Leora Siegel moved, and Michael Tannen seconded a motion to move item F (approval of Cooperative Computer Services agreement) from the Consent Agenda – motion passed unanimously in a voice vote.

APPROVAL OF MEETING MINUTES and BILLS LISTS AND PAYROLL

Susan Newman moved, and Vaishali Patel seconded, a motion to approve items A – E on the Consent Agenda – the minutes of the Nov 20, 2013; Dec 18, 2013; Jan 15, 2014; and Feb 19, 2014 regular Board meetings, as well as the bills list and payroll. The motion passed unanimously on a voice vote.

CONSENT AGENDA Item F – Approval of the Cooperative Computer Services Annual Agreement was discussed (EPL is one of 24 libraries part of the Cooperative). Leora Siegel moved, and Diane Allen seconded a motion to approve the renewal of the agreement. Motion passed unanimously on a roll call vote.

INFORMATION/COMMUNICATIONS –

Trustee Susan Newman reported that she is serving as the Library's representative on the City's Americans with Disabilities Committee.

Trustee Michael Tannen reported that he and Jill Schacter had met with representatives of the Evanston Public Library Friends and they are interested in being more involved with the Library, and in providing support for the Summer Reading Program.

LIBRARY DIRECTOR'S REPORT

Director Danczak Lyons reviewed highlights of her monthly report (see report attached) including:

The success of the Frederick Malkinson family reception on March 8 at the library, honoring Dr. Malkinson on his 90th birthday, and demonstrating the EPL American History database purchased through a family donation in 2013. Mrs. Malkinson is interested in helping the library raise addition funds for other noteworthy projects.

The Library was well represented in Mayor Tisdahl's annual State of the City address at the Hotel Orrington on March 7, as well as nicely featured in the City's 2013 annual report.

EPL has hosted tax preparation services, helping patrons shave more than \$325,000 off their returns. Tax preparers will remain at EPL beyond March 31st. The Affordable Care Act navigators worked with 81 individuals to date and helped enroll 39 of them in new health insurance programs.

Director Danczak distributed copies of the Aspen Institute's "Dialogue on Public Libraries" and invited the Board members to share their reflections and suggested input with her for future Public Library Association discussions and responses to the Aspen report.

STAFF REPORTS

- A. **YOUTH OUTREACH (Rick Kinnebrew)** – As he contemplated his retirement next week after 13 years serving as youth outreach library at EPL, Rick reported on the changes and learnings he's found most important in his tenure:

Outreach is best done with a community partner – Ex. School librarians, Evanston Community Foundation, and the library for the LEAP program. ECF funds the program, EPL trains the school librarians, and the librarians who need to work more with kindergarten children are better prepared to work with children who cannot yet read.

"Early Literacy" is now viewed and taught as "Every Child Read to Read," to incorporate the critical preparation for learning to read (and write) function that libraries, schools, and parents can foster.

The first floor Main Library Children's area renovation had a dramatic impact on attracting and encouraging children and parents to come to the library regularly. The beautiful, colorful, interactive and inviting space is now a favorite place for many Evanstonians from toddlers through early readers, and their parents and caretakers.

Rick's concluding recommendation was for the Library Board and staff to move boldly in the future, in large and small initiatives that will pay off in increased patronage, recreation and learning impact.

Director Danczak Lyons read a Thank You Proclamation to Rick on behalf of the Library Administration and Board, and Board members thanked Rick for his service. (See attached proclamation.)

A community-wide good bye party is scheduled for Rick at the Main Library on Weds, March 26, from 4-7 p.m.

B. Administrative Services and Financial Reports (Paul Gottschalk) – Paul referred the Board to the budget update in Tab 5 of their Board Package, and quickly reviewed the background for the \$207,000 deficit in 2013 – including increases in maintenance and natural gas expenses, unbudgeted payments to retirement accounts, and shortfalls in fundraising and City property tax revenues. EPL managers are taking more steps to monitor and control staffing and overtime charges, and to defer scheduled expenses in 2014 to better manage this year’s budget.

A number of positions continue to be open, as staff members are retiring or leaving for various reasons, including part-time workers moving to full-time positions in other organizations. Trustee Tannen asked if the Library conducts exit interviews to better understand why employees leave, and learned that that is standard practice.

North Branch will be closed briefly next week for asbestos abatement, preparatory work to the bathroom renovation scheduled for August. Bids are going out now for the renovation, and EPL received a matching grant to cover what is expected to be half of the cost of the project.

Evanston is installing a new financial system called “New World” so the Board will be seeing new operating reports over the coming months.

BOARD REPORTS

Finance Committee (Leora Siegel) – None

Investment Committee (Leora Siegel) – None

Development Committee – (Margaret Lurie) – Trustee Lurie referred the Board to the Fund for Excellence 2013 annual giving report in the Board packet, and Marcy Jenkins, Administrative Assistant, reviewed highlights of the campaign. FFE’s final results totaled \$141,975 in contributions, up 12% vs. 2012, reflecting increases in the number of donors and their average donations. Committee-signed appeal letters generated 58% of the donors and 72% of the fund’s revenues, and details on the performance of Board members’ contact lists are available.

Management Committee - (Margaret Lurie) – The committee met earlier in the evening to review the EPL Policies and recommended that the Board approve the Services section with some proposed amendments for Outreach, the role of branch libraries, school borrowings, and Internet Availability which Paul Gottschalk read for the Board’s

consideration.

Discussion ensued on those recommended changes, as well as Facilities edits regarding alcohol, animals in the parking lot, and guns on library property -- and concluded with the recommendation that comments be returned to the committee for edits and consideration at the next board meeting.

Facilities Committee – (Benjamin Schapiro) – no report

Executive Committee – (Benjamin Schapiro) -- no report

NEW BUSINESS

- A. **Library Director Evaluation Process (Benjamin Schapiro)** – President Schapiro reviewed details of the evaluation process and schedule and asked Board members to complete their evaluations and submit them to him electronically by March 31st so he has 7 days to compile the information before the April 7th Executive Committee meeting to discuss the results.

The entire Board will discuss the results in an Executive Session on April 23rd, consistent with Open Meeting Act provisions.

The June Board Meeting agenda will include a review of the how the evaluation process has worked for 2013 and 2014.

- B. **Approval of the Date Change for Staff Development Day** (Karen Danczak Lyons) – The Spring Staff Development Day had been schedule for April 11th however this date conflicts with spring break. Staff proposes changing the date and closing the Library from 8:30 am-1 pm, Friday, April 25th. The Executive Committee recommended approving staff development day change, and Susan Newman moved, and Sandra Smith seconded a motion to approve the process. Motion passed unanimously.
- C. **Donor and Volunteer Recognition Event** – (Karen Danczak Lyons) Requested Board's approval to hold the event Thursday, May 1st, 7-9 pm, necessitating closing the Main Library at 4 pm (rather than 9 pm) that evening. (Note – North Branch and Chicago Ave/Main Street are regularly closed Thursday, so their schedules are not affected.) Margaret Lurie moved, and Sandra Smith seconded a motion to approve the early closing. Motion passed unanimously.
- D. **Approval of the 2013 Illinois Public Library Annual Report (Paul Gottschalk)** Leora Siegel moved, and Michael Tannen seconded, a motion to approve the 2013 Illinois Public Library Annual Report. Motion passed unanimously in a roll call vote.
- E. **Creation of the Position of Board Liaison to School District 65 – (Benjamin Schapiro)** Recommended that a Board liaison to the Elementary School District 65 Board be appointed, at the suggestion of Michael Tannen. Michael Tannen moved, and Vaishali Patel seconded a motion to create the liaison position.

Motion passed unanimously in a voice vote.

- F. **Appointment of Board Liaison to School District 65 –(Benjamin Schapiro) –** President Schapiro asked Michael Tannen if he would like to serve as the liaison, but Trustee Tannen suggested that Vaishali Patel would be a better alternative, since her children are in District 65. Trustee Patel voiced her willingness to serve as the liaison, and President Schapiro asked her to consider the position, and he would make his formal appointment at the next meeting.

ADJOURNMENT Sandra Smith moved to adjourn the meeting, Vaishali Patel seconded the motion, and motion passed on a voice vote. Adjourned at 8:40 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, April 23, 2014 at 6:30 pm in EPL Board Room

Library Director's Report

March 19, 2014

Foot traffic : January, 2014

February, 2014

Main:	40,029	38,824
North:	3,344	3,355
CAMS:	3,035	3,618
Total:	46,408	45,797

Updates:

- Supervising Librarian Heather Norborg provided the following description of one of our services: Did you know that the Evanston Public Library deposits books, free for the taking, at ten locations throughout the community, including train stations and residential communities?

Books, at a rate of approximately 500 a month, are selected from the Book Sale room, organized, labelled and packed into boxes, which are then delivered to the Free Book Distribution (aka "Deposit Collection") sites weekly.

Sites include the three train stations (Main, Davis and Central Street), the Civic Center and Robert Crown Center, and five residential and counseling centers.

Under the meticulous and good-natured coordination of Adult Services' Library Assistant Jeff Balch, and with the help of a cadre of volunteers, including interns from Have Dreams (a vocational and life skills training program for young adults with autism), the Free Book Distribution collection is yet another way the library is bringing our resources out into the community.

Thanks so much to Jeff, our volunteer coordinator Mary Kling, and the wonderful volunteers who make this program a success. We appreciate your hard work!

- Malkinson reception: On Saturday, March 8th Kathleen Lanigan joined me in welcoming the Malkinson family to a small reception in honor of Dr. Malkinson's 90th birthday. Kathleen provided a demonstration of the database purchased through the generosity of the Malkinson family. The family was impressed with the database and pleased to support the Evanston Public Library and our patrons who are interested in American history. The teachers and students of ETHS are especially interested in this database and usage is growing steadily.
- Meeting with Michele Hays: Following up on last month's Board meeting and discussion, I had an interesting and engaging conversation with Michele Hays. We discussed library service to residents in south Evanston and new ways to publicize our programs to non-users. We also

discussed possible locations beyond Ridgeville Park where EPL can bring programs to this area. I look forward to our continuing discussions.

- Mayor Tisdahl presented her annual State of the City address on March 7th. Among her remarks, the Mayor highlighted the creation of Next Chapter, our partnership with the Department of Economic Development and new efforts to support small businesses and entrepreneurs. In the 2013 Annual report please note the section on the work of the Evanston Public Library (copies provided).
 - The Perennials store will vacate the space this month. We have begun working with the Department of Economic Development to advertise the upcoming availability of the space for lease. We are seeking a compatible, tax paying tenant whose business will complement the work of the library.
- Public Library Association National Conference:

Among the highlights of the Public Library Association (PLA) conference last week: participation in the review and discussion of the Aspen Institute's "Dialogue on Public Libraries" (copy distributed at the Board meeting).

It is my pleasure to Chair the PLA Leadership Development Committee which presented and facilitated the day long pre-conference titled "Creating and Sustaining a Culture of Innovation." At a future meeting, I will share the presentation in detail and facilitate a visualization exercise with the Board.

Assessments, metrics and initiative results:

- Our collaboration with Connections for the Homeless, Inc. will continue as their Affordable Care Act Navigators will offer their services to register qualified residents for Medicaid even after the March 31st deadline for the first registration period closes. To date they have provided 51 hours of service, distributed between all 3 library locations and enrolled 39 residents, while advising 84 individuals on the nuances of the program.

Services and collaborations:

- Next Chapter update: The calendar of programs was revealed earlier this month and interest continues to grow.
- Tax Preparation services have been very well received. At the half way point, 151 taxes were filed with a total of \$322,935 returned back to the community.
- Dewey Kindergarten donation: Kindergarten students from Dewey Elementary School studied Neighborhoods and Community Helpers in February. In the process, they proved to be great helpers themselves. On Thursday, February 20, approximately 80 Kindergarteners and their teachers visited the Evanston Public Library and presented a check for \$205, all raised during their Dime Drive.
- The Annual Evanston Day in Springfield was held on Wednesday, February 26. I was pleased to represent the Evanston Public Library and speak with Senator Biss about legislation of interest to the library on the topics of Internet filtering and the Freedom of Information Act.

- We hosted the first Joint staff meeting with leadership from the Parks, Recreation and Community Services Department. Our Harwood team facilitated group exercises.
- The 2014 Adult Spelling Bee will be held on May 31st at Fleetwood Jordain. We are partnering with the Levy Center and Parks and Recreation to provide the event for the second time.

Upcoming events of note:

- All are welcome to a retirement party for "Mr. Rick" on March 26 from 4-7 pm in the Community Meeting Room.
- National Library Week is April 13th – 19th. We will be distributing a user satisfaction survey during the week and will share the results.

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees

From: Leora Siegel, Treasurer
Karen Danczak Lyons, Library Director
Paul Gottschalk, Administrative Services Manager

Subject: Library Fund Payroll and Bills

Date: April 17, 2014

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund Payroll, Bills Lists and Credit Card Activity.

Summary

Library Payroll February 24 through March 9, 2014	\$ 114,732.07
Library Bills List March 25, 2014	\$ 50,676.64

Attachments: Bills List

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES	65100	AMERICAN LIBRARY ASSOC.	POSTER PROMOTION	27.00
	65630	BAKER & TAYLOR	JUV PRINT	7,330.66
	65641	BAKER & TAYLOR	JUV AV	224.10
	65641	MIDWEST TAPE	ADULT AV	217.91
	65641		JUV AV	1,607.36
4805 LIBRARY YOUTH SERVICES Total				9,407.03
4806 LIBRARY ADULT SERVICES	65630	AMAZON / GE CAPITAL RETAIL BANH	ADULT PRINT	88.19
	65630	BAKER & TAYLOR	ADULT PRINT	2,763.67
	65630	INGRAM LIBRARY SERVICES	ADULT PRINT	300.00
	65630	GALE RESEARCH INC.	ADULT PRINT	127.45
	65635	STANDARD & POOR'S	PERIODICALS	191.80
	65641	AMAZON / GE CAPITAL RETAIL BANH	AV MATERIAL	16.03
	65641	BAKER & TAYLOR	ADULT AV	84.36
	65641	BLACKSTONE AUDIO BOOKS INC.	ADULT AV	551.49
	65641	MIDWEST TAPE	ADULT AV	1,516.98
	65641	RANDOM HOUSE INC	ADULT AV	67.50
	65641	RECORDED BOOKS INC.	ADULT AV	99.00
4806 LIBRARY ADULT SERVICES Total				5,806.47
4820 LIBRARY CIRCULATION	52610	TOTAL BUILDING SERVICES	COLLECTION CHARGES	259.55
4820 LIBRARY CIRCULATION Total				259.55
4825 LIBRARY NEIGHBORHOOD	62225	HENRICHSEN FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SE	45.00
	62341	COMCAST CABLE	INTERNET SERVICE	109.35
	65630	BAKER & TAYLOR	ADULT PRINT	331.77
4825 LIBRARY NEIGHBORHOOD Total				486.12
4835 LIBRARY TECHNICAL SERVICES	65100	DEMCO, INC.	OFFICE SUPPLIES	52.93
	65100	FINDAWAY WORLD, LLC	OFFICE SUPPLIES	33.68
	65555	DELL COMPUTER CORP.	LATITUDE LAPTOP LIBRARY	7,622.90
	65555		OPTIPLEX COMPUTER LIBRARY	1,991.04
4835 LIBRARY TECHNICAL SERVICES Total				9,700.55
4840 LIBRARY MAINTENANCE	62225	SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION AGREI	14,721.00
	62225	TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
	62225	CINTAS #769	MAT SERVICE	129.81
	62225	CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
4840 LIBRARY MAINTENANCE Total				22,220.81
4845 LIBRARY ADMINISTRATION	56140	ILLINOIS DEPT OF REVENUE	SALES TAX FEBRUARY 2014	85.00
	62341	GARDA CASH LOGISTICS	ARMORED CAR SERVICES	22.04
	64540	VERIZON WIRELESS	WIRELESS PHONE AND INTERNI	145.89
	65095	AMAZON / GE CAPITAL RETAIL BANH	COMPUTER MOUSE AND KEYBC	114.90
	65095		LAPTOP BATTERY REPLACEMEN	23.03
	65095		PROJECTOR LAMP	53.98
	65095	OFFICE DEPOT	GENERAL OFFICE SUPPLIES	564.77
	65555	DELL COMPUTER CORP.	LATITUDE LAPTOP LIBRARY	1,390.50
4845 LIBRARY ADMINISTRATION Total				2,400.11
4850 LIBRARY GRANTS	65100	SCHOLASTIC INC.	KINDERGARTEN BOOKS	396.00
4850 LIBRARY GRANTS Total				396.00
LIBRARY FUND Total				50,676.64



Memorandum

To: Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Renewal of Library Reference Database License with Gale/Cengage Learning

Date: April 16, 2014

Recommended Action:

Staff recommends Library Board approval the annual renewal of the sole source software license with Gale/Cengage Learning (27500 Drake Road, Farmington Hills, MI) for Library reference database services (Gateway) in the amount of \$23,152.49 for the twelve month period ending May 31, 2015.

Funding Source:

Funding is provided by the Library Adult Services – Internet Service Provider account # 4806.62301. This is a 5% increase over the previous year and was anticipated in the FY2014 budget.

Summary:

Gale's Gateway database provides Library patrons and staff on-line access to:

- 1) General OneFile, which includes access to 8,000 full text magazine and journals, and citations or abstracts to an additional 5,000 titles. Over 6,000 searches were made in the past twelve months.
- 2) Three electronic collections:
 - a) Books & Authors, a reader's advisory tool, containing reviews of over 146,000 fiction and non-fiction books, and allowing the reader to answer the question, "What do I read next," based on their particular interests.
 - b) Chilton's Library, containing repair, maintenance and specification tables providing critical data on thousands of domestic and imported models of cars and light trucks from 1940 onward. This will allow us to eliminate the print versions of

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many of our Chilton's car repair manuals, freeing up much needed space in our circulating collection.

c) Pricelt, an identification, research and pricing tool for collectors of antiques. Pricelt uses data gathered from a number of antique pricing guides and dynamic websites, including eBay, to help the user determine the value of an item he or she owns. This, too, may help us to eliminate some of our print resources, freeing up more space on our shelves, both in the circulating and the reference collections.

Additionally, the Gateway highlights four collections, Culinary, Home Improvement, Gardening and Tourism, which consist mainly of subsets of General One File, above, but also include 24 eBook titles relevant to these categories. These are eBook titles we do not currently own. The subsets themselves exist mainly to make searching a particular hobby easier for the patron.



Memorandum

To: Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Proposed Revisions to the Library's Services and Facilities Policies

Date: April 15, 2014

Attached for your review and approval are proposed revisions to the Library's Services and Facilities Policies. For each policy, I've included two versions – a clean copy and one that shows the changes we're proposing.

These policies reflect the suggested changes proposed at the March 19th Management Committee and Library Board meetings. The Management Committee members have reviewed these revisions.

**Evanston Public Library
Services Policy
Amended xx/xx/2014**

Library Services and Community Outreach

It is the policy of the Evanston Public Library to optimize availability of library services and programs throughout the community. Library staff and the Board of Trustees shall determine the best and most efficient means to accomplish these goals. Services may be provided at library locations, schools, summer reading program sites, book study venues, community centers, senior centers, festivals/fairs, community events, and other locations where community members may gather. Local officials -- library trustees, librarians, and other professional library staff -- are the most qualified to decide how library services including Internet access should be provided to their patrons.

Borrower Registration

Evanston Residents

To receive a borrower's card, residents of Evanston should present an Illinois Driver's License or an Illinois State Identification Card with a currently valid Evanston address. Other forms of picture identification issued by state or national governments with a currently valid Evanston address are also acceptable. If this identification is not available, two forms of identification are required to obtain a library card. One must be a picture identification and the other must be a recently dated document with the applicant's current address.

Acceptable picture identification includes:

- Driver's License
- State Identification Card
- Student or Faculty Identification Card
- Northwestern University Wild Card
- Passport
- US Permanent Resident Card (green card)
- Illinois Public Aid Identification Card
- Evanston Township High School Identification Card
- City of Evanston Employee Identification Card
- Matricula Consular Identification Card

As proof of the applicant's current address, one of the following is acceptable:

- Instructional Driver's Permit
- Lease or Housing Agreement
- Utility Bill (Telephone, Gas, Electric, Water or Cable)
- Credit Card Statement
- Bank Statement
- Northwestern University Wild Card Statement
- Current Term's Class Schedule

An account statement or bill must be not more than sixty days old. Leases, housing agreements, and instructional permits must be currently valid. Residential employees may confirm their local address by means of a letter from their employers indicating that the employees reside in the household. Residents of transitional shelters may confirm their residence by means of a letter from the shelter's administration on the shelter's letterhead.

At the time of registration for library privileges, the applicant will provide the following information: name, address, telephone number, e-mail address (optional) and signature. Children under the age of 14 must be accompanied by a parent or legal guardian, and must either present two forms of identification or be accompanied by a parent or guardian who can supply acceptable adult identification. The Library's staff, in cooperation with local schools and other community agencies, may modify these identification requirements and issue cards to Evanston residents when the schools takes responsibility for the verification of address information and for securing the parent's approval if necessary.

A library card applicant may grant written permission to an individual who provides proof of identification and residency in their place, when for medical or other circumstances, they themselves are not personally able to do so. All applicants for the creation or renewal of a library card are required to meet the same identification requirements as described above.

Library cards are valid for three years. College and university students who do not have a permanent residence in Evanston are issued a library card with a one-year expiration date. Residents of transitional shelters are issued a library card with a 90 day expiration date.

An Evanston Public Library staff card may be issued to each non-resident employee upon employment with the Library or the City of Evanston. When an employee who does not live in Evanston leaves the employ of the Library or City that person's staff card account will be closed.

Each library cardholder must safeguard his or her own library card. Cardholders are responsible for all materials checked out on their library cards. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use.

A patron may grant written permission to other individuals who may use their library card for checking out materials or managing activity of the account. This authority may be immediately revoked at patron's request.

Cash Deposits

New residents or temporary residents who cannot meet the above identification requirements may borrow books by making a cash deposit equal to the value of the materials and the appropriate replacement service charges. The entire fee will be refunded if the books are returned on or before their due date; if materials are overdue, fines will be deducted from the fee. Patrons are permitted to borrow materials by this method on only two occasions.

Non-Resident Taxpayers

Library cards are available without charge to persons who pay Evanston property taxes, but do not reside within the City limits. Such cards are issued to non-residents who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Evanston. Only one such card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above. Such cards are valid only at the Evanston Public Library and are valid for one year.

Business and Institutional Borrowing Privileges

Library borrowing privileges may be extended to businesses located in Evanston. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Evanston. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Not-for-profit organizations and units of local government located in Evanston may obtain library-borrowing privileges by presenting a letter on organizational letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

School Borrowing Privileges

Library borrowing privileges may be extended to District 65 schools, Evanston Township High School and other schools located in Evanston. To receive a school card, the school principal shall complete an application form, attach a list of teachers and/or staff eligible to use the card and return the form to the Library. These cards are not for reciprocal use and are only valid for use at the Evanston Public Library. Schools will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The school card will expire at the end of the school year. The Youth Services staff and the Young Adult Librarian will monitor the school cards and will communicate with school staff and/or teachers about overdue and missing items.

Youth Organization Borrowing Privileges

Library borrowing privileges may be extended to organizations that serve Evanston youth (infants – grade 12). The organizations must be located in Evanston. To receive an organization card, the head of the organization shall complete an application form, attach a list of staff eligible to use the card and return the form to the Library. Depending on the structure of the organization more than one staff card could be authorized by the Circulation Manager. These cards are not for reciprocal use and are only valid for use at the Evanston Public Library. Organizations will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The card will expire at the end of the year. The Youth Services Department staff and the Young Adult Librarian will monitor the organization cards and will communicate with the organization about overdue and missing items.

Non-Resident Cards

Non-residents may purchase a library card for use at the Evanston Public Library if such non-residents are eligible for an Evanston Public Library card under the current State of Illinois rules and regulations governing the issuing of such cards. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director calculates said fee annually and reports it to the Library Board at the April meeting. When necessary the Library Board will adjust the non-resident fee to equal or exceed the fee determined by the Illinois State Library formula.

A non-resident card will only be issued to patrons who have a current valid library card from their home library. If a patron cannot provide proof of said library card, the Library is required by State law to deny the sale of a non-resident card to the individual.

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston. The card will be valid for one year.

Registration of Reciprocal Borrowers

The Evanston Public Library will register for use any currently valid library card from a Reaching Across Illinois Library System (RAILS) library or from any library having reciprocal borrowing agreements with RAILS or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must present one form of picture identification with the current address, or picture identification plus a lease, bill or statement with the applicant's current address.

Such registration is valid for a three-year period.

Chicago Public Library cardholders who register their cards with the Evanston Public Library will be given the same expiration date as the one on their Chicago Public Library account.

Library Card Renewals

The Evanston Public Library looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower. All applicants for the renewal of a library card are required to meet the same identification requirements as a new applicant, as described in the applicable section.

Patron's Change of Address

All registered patrons of the Evanston Public Library, whether Evanston residents or registered reciprocal borrowers, are required to inform the Evanston Public Library of any change of address. If at any time mail sent to a patron by the Evanston Public Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's library card privileges will be suspended until the address can be verified by staff. The patron will need to verify their address according to the procedures outlined above.

Ownership of Library Cards

All cards issued by the Evanston Public Library remain the property of the Evanston Public Library and may be repossessed by the Library for the violation of library rules or in other instances determined by the Library's Administration.

Appeals

Anyone who believes that he/she has been unfairly denied a library card, and is not satisfied by the decision made by the Library Director or his/her designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

Borrowers with Overdue Items or Fines

The Library notifies patrons by email prior to an item's due date and notifies patrons by email or US mail when items are overdue and fines accruing. These notices are sent as a courtesy to patrons and all fines and fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

Fines may be waived by the Circulation Manager or designee when, in his/her judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

Patrons are not permitted to check out library materials or renew their library account when they owe fines and fees that total \$10.00 or more. Library materials are considered lost when they are five weeks overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within 60 days after items are billed. The processing fee is not refundable. The applicable maximum fine will be deducted from the refund. If the fine matches or exceeds the cost of the item, no refund will be issued.

The Library makes use of a collection service or appropriate legal remedies to obtain the return of or payment for overdue library materials.

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may deny borrowing privileges until those materials are returned or the debt is paid.

Borrowers with Damaged or Missing Materials

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Circulation Manager or his/her designee determines the charge for damage that can be repaired. Patrons may replace lost or damaged books with a new book that is an exact ISBN match. Replacement items must be new and not used. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items plus a processing fee. Suspension of Library privileges and legal action may be taken if the damage is extensive.

Confidentiality of Records

It is the policy of the Board of Trustees of the Evanston Public Library to insure the privacy of the users of its services and considers any patron-identifiable library records to be confidential in nature. Patron-identifiable library records are collected only when they are necessary for the fulfillment of the Library's mission or for the purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library patrons. Patron-identifiable library records include any information that links a patron to use of particular library materials, resources, or services, or that identify a patron's choices, tastes, or research interests. Such records include, but are not limited to, all types of registration and circulation records, temporary Internet files stored in a computer, computer sign-up sheets, inter-library loan requests and records, patron requests to reserve, recall or obtain certain materials, staff notes pertaining to patron requests for assistance, and all correspondence with patrons having to do with use of library resources including email and social media. Even records that do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's library card number, address, driver's license number, or phone number are considered patron-identifiable library records. In addition to physically extant records, patron-identifiable library records include computers, computer components, disks and other electronic storage media containing such records.

Patron-identifiable information does not include statistical records relating to use of the Library or its materials and services that cannot be used to identify particular patrons or information concerning behavioral issues in the Library's records concerning particular patrons.

No identifiable library records shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by a court under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. Only the Library Director and Administrative Services Manager are authorized to accept and respond to such court orders. If the order requires immediate compliance, the designated librarian-in-charge, may respond to such an order, but should first attempt to notify the Library Director or Administrative Services Manager. Whenever possible the Library's staff should seek to have the court order reviewed by the City Attorney or his/her designee before complying.

Patron-identifiable information may be disclosed without a court order only in the following circumstances:

- A patron may have access to any patron-identifiable records the Library holds about him or her, if the patron presents his or her library card or valid photo identification. Telephone callers who provide their library card number will be treated the same as in-person visitors.
- If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's library card and is able to provide appropriate identification for himself or herself.
- When contacting a patron, patron-identifiable information (such as the title or subject of a requested item available to be picked up) may not be left on an answering machine, voice mail, or email to the patron, unless the patron specifically requests this form of identification at the time of the request. The Library cannot be responsible for maintaining confidentiality in the notification process if these methods are selected by the patron.
- The Federal Protection of Children from Sexual Predators Act requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children (www.cybertipline.com). Reports received by the Cyber Tip Line are forwarded to the appropriate law enforcement agencies. Such disclosures should be made only by the Library Director or Administrative Services Manager, and whenever possible they will consult with the City Attorney before making such a disclosure. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.

Hours of Service, Loan Periods, Fines and Fees Determined by Library Board

The Library Board establishes, in consultation with the Library Director, hours of service to be provided at each library service point, loan periods for materials, and fines and fees for library services. These are reviewed annually by the Library's staff and the Library Board.

Photocopy Fees

The Evanston Public Library makes available to the public a wide variety of reference materials, including special resources relating to the history of Evanston: city directories, microfilmed telephone directories, and obituaries from the local papers. The Library applies a service charge to any request received from individuals residing outside the Reaching Across Illinois Library System and the metropolitan Chicago area for the location and photocopying of material. This fee is listed in the Library's Fee Schedule. Staff may place a limit on the pages photocopied, due to copyright restrictions, staff limitations, or the fragility of the material.

Internet Access Policy

Internet access is available on selected public computers for all users of the Evanston Public Library. The Internet is a resource to be utilized in the fulfillment of the Library's mission (see Mission Statement). The Library's Internet access is intended primarily as an information resource. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the Library. The Evanston Public Library has no control over these resources nor does the Library have complete knowledge of what is on the Internet. The Library does not select or edit Internet content, or take responsibility for its reliability, currency, or accuracy. Library patrons use the Internet at their own discretion. The Internet contains some material that is inappropriate for viewing or reading by children, such as sexually explicit, violent, and racist material and images. For this reason, parents are encouraged to monitor and supervise their children's use of the Internet. The Library staff does not limit or restrict adults or children in the Internet sites they choose to view. Users are, however, expected to follow all state, municipal, and federal laws, as well as library rules of conduct while using the Internet, and may not use the Internet to harass or intimidate others. Patrons using computers not equipped with privacy protection need to be aware that other Library patrons may view the screen. If such images disturb other people's use of the Library, the Library will address the incident as a disturbance and will both address the behavior and reserves the right to ask patrons to use a computer equipped with privacy protection.

The Library provides unfiltered Internet access and may also make limited or filtered access to the Internet available at certain locations within its facilities. The Library recognizes the limitations of filtering software and urges parents and other Library patrons not to assume that filtering software will prevent access to materials that they may consider objectionable. The filtering software may also block access to some materials that patrons wish to access, in which case the patron may need to use the unfiltered stations.

The Library's staff develops and implements such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources.

The Library's staff assists patrons with Internet use as time permits but cannot offer personal instruction. The Library may offer formal instruction or information on the Internet at designated times. Current materials about the Internet are available in the Library's collection.

The Evanston Public Library is bound by an agreement with its Internet provider that prohibits any unlawful use of the Internet. The Internet and/or Wi-Fi connection shall not be used for illegal purposes nor used in such a way as to violate Evanston Public Library policies. Patrons who make unlawful use of the Internet may be barred from using the Library's Internet resources. This policy applies to all Library users who use the Library's network to access the Internet.

Library Cooperation

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

Materials from other libraries must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

Patrons who are not currently allowed to check out library materials because of fines or overdue items are not allowed to request materials from cooperating libraries or agencies. The services involved include, but are not limited to, interlibrary loan and photocopy requests.

If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended for six months to a year. The suspension will reflect the number of items kept overdue and will be determined by the Library Director or his/her designee.

The Evanston Public Library charges back to its patrons any charges for services provided by cooperating libraries and other agencies.

Reciprocal Borrowing

The Evanston Public Library shall make all material that it loans to Evanston cardholders available to valid cardholders from RAILS member libraries.

Reciprocal Borrowing -- Chicago Residents

In order to maintain a balance in the Reciprocal Borrowing arrangement with the City of Chicago, the Evanston Public Library restricts loans to Chicago residents to no more than ten items charged to a library card at any given time.

Interlibrary Loan

The Evanston Public Library is an active member of the Reaching Across Illinois Library System (RAILS), and follows System interlibrary loan procedures and protocols wherever applicable. The Evanston Public Library also initiates and responds to loan requests within the greater library community.

The Evanston Public Library relies on RAILS as its primary means of satisfying interlibrary loan requests, and the Library attempts, in turn, to fill all requests received from RAILS member libraries.

The Evanston Public Library attempts to satisfy requests from non-RAILS Illinois libraries with any item not currently on loan, except those published within the current year and those in frequent demand. The Evanston Public Library will accept requests from libraries throughout the United States, when it appears that the requesting library may have exhausted local and regional resources. Reference books are generally not loaned. Material in fragile condition is not loaned.

Reference Services Policy

The Library's staff responds to the information needs of all Evanston Public Library users, providing clear and accurate answers to all patron inquiries, regardless of age, gender, sexual orientation, race, or ethnicity of the questioner, or purpose of the question. Reference services are available at all times the library is open, and users have a right to expect consistently high quality service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, text message, IM or fax; and are handled as expeditiously as possible.

Library staff members may have to make judgments about the feasibility of answering certain time consuming questions, or those requiring expertise or materials outside the realm of a public library. In such cases, when the Library's collection or services do not meet the patron's needs, staff will give a thoughtful referral to other resources or institutions. To facilitate such transactions, the Library's staff maintains collegial relations with other library facilities in the Chicago area, and is familiar with their collections.

The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, websites, and social media may all be used to answer questions. The professional staff reserves the right to determine which sources are most appropriate for each query.

The Evanston Public Library subscribes to the American Library Association's Library Bill of Rights. Consistent with other Library service policies, the department maintains strict confidentiality and privacy regarding all patron inquiries and research interests.

**Evanston Public Library
Services Policy
Amended xx/xx/2014**

Community Outreach Services

~~Library staff engages the community in locations throughout Evanston including schools, summer reading game venues, day-care centers, senior centers and community centers.~~

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Branch Services

~~The Evanston Public Library is a network of three agencies sharing one collection and serving the entire community from its three separate locations. The Main Library serves as the network's principal public access unit, as a reference and resource center for the entire network, and as the network's administrative center. The Library's two branches are located in or near busy retail districts and are intended to serve as an inviting gateway to the Library's collection and services in areas outside of the central business district. The branches provide convenient access to library materials for children through elementary school age and to popular adult reading, viewing and listening materials. Through the Library's electronic network and transportation system the branches can also provide access to the Library's other services. The Library Board recognizes that this level of branch service is exceptional in a community of our size, but believes that service of this nature is an important contributor to the quality of life in Evanston. Evanston has a long history of using branches to provide library service in these neighborhood shopping districts. The board intends the branches to be comfortable, convenient, and accessible library outlets. They are an important means of fulfilling the Library's mission.~~

Library Services and Community Outreach

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~~It is the policy of the Evanston Public Library to optimize availability of library services and programs throughout the community. Library staff and the Board of Trustees shall determine the best and most efficient means to accomplish these goals. Services may be provided at library locations, schools, summer reading program sites, book study venues, community centers, senior centers, festivals/fairs, community events, and other locations where community members may gather. Local officials -- library trustees, librarians, and other professional library staff -- are the most qualified to decide how library services including Internet access should be provided to their patrons.~~

Borrower Registration

Evanston Residents

To receive a borrower's card, residents of Evanston should present an Illinois Driver's License or an Illinois State Identification Card with a currently valid Evanston address. Other forms of picture identification issued by state or national governments with a currently valid Evanston address are also acceptable. If this identification is not available, two forms of identification are required to obtain a library card. One must be a picture identification and the other must be a recently dated ~~document/piece~~ with the applicant's current address.

Acceptable picture identification includes:

- Driver's License
- State Identification Card
- Student or Faculty Identification Card
- Northwestern University Wild Card
- ~~Passport~~
- ~~US Permanent Resident Card (green card)~~
- ~~Illinois Public Aid Identification Card~~
- ~~Evanston Township High School Identification Card~~
- ~~City of Evanston Employee Identification Card~~
- ~~Matricula Consular Identification Card.~~

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As proof of the applicant's current address, one of the following is acceptable:

- Instructional Driver's Permit
- Lease or Housing Agreement
- Utility Bill (Telephone, Gas, Electric, Water or Cable)
- Credit Card Statement
- Bank Statement
- Northwestern University Wild Card Statement
- Current Term's Class Schedule.

An account statement or bill must be not more than sixty days old. Leases, housing agreements, and instructional permits must be currently valid. ~~If no other means is available to confirm the current address, the Library will accept confirmation from AT&T's "Customer Name and Address" service.~~ Residential employees may confirm their local address by means of a letter from their employers indicating that the employees reside in the household. Residents of transitional shelters may confirm their residence by means of a letter from the shelter's administration on the shelter's letterhead.

At the time of registration for library privileges, the applicant ~~will must complete a registration form providing provide~~ the following information: name, address, telephone number, ~~e-mail address (optional)~~ and signature. Children under the age of 14 must ~~be accompanied by have~~ a parent or legal guardian ~~sign the application form~~, and must either present two forms of identification or be accompanied by a parent or guardian who can supply acceptable adult identification. The Library's staff, in cooperation with local schools and other community agencies, may modify these identification requirements and issue cards to Evanston residents when the schools takes responsibility for the verification of address information and for securing the parent's ~~approval signature~~ if necessary.

~~A library card applicant may grant written permission to an individual who provides proof of identification and residency in their place, when for medical or other circumstances, they themselves are not personally able to do so. All applicants for the creation or renewal of a library card are required to meet the same identification requirements as described above.~~

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Library cards are valid for three years. College and university students ~~and residents of transitional shelters~~ who do not have a permanent residence in Evanston are issued a library card with a one-year expiration date. ~~Residents of transitional shelters are issued a library card with a 90 day expiration date.~~

~~An Evanston Public Library staff card may be issued to each non-resident employee upon employment with the Library or the City of Evanston. When an employee who does not live in Evanston leaves the employ of the Library or City that person's staff card account will be closed.~~

~~Each library cardholder must safeguard his or her own library card. Cardholders are responsible for all materials checked out on their library cards. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use.~~

~~A patron may grant written permission to other individuals who may the use of their library card for checking out materials or managing activity of the account. This authority may be immediately revoked at patron's request.~~

Cash Deposits

New residents or temporary residents who cannot meet the above identification requirements may borrow books by making a cash deposit equal to the value of the materials and the appropriate replacement service charges. The entire fee will be refunded if the books are returned on or before their due date; if materials are overdue, fines will be deducted from the fee. Patrons are permitted to borrow materials by this method on only two occasions.

Non-Resident Taxpayers

Library cards are available without charge to persons who pay Evanston ~~city~~ property taxes, but do not reside within the City limits. Such cards are issued to non-residents who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Evanston. Only one such card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above. Such cards are valid only at the Evanston Public Library and are valid for one year.

Business and Institutional Borrowing Library Privileges

Library borrowing privileges may be extended to businesses located in Evanston. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Evanston. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Not-for-profit organizations and units of local government located in Evanston may obtain library-borrowing privileges by presenting a letter on organizational letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

School Borrowing Privileges

~~Library borrowing privileges may be extended to District 65 schools, Evanston Township High School and other schools located in Evanston. To receive a school card, the school principal shall complete an application form, attach a list of teachers and/or staff eligible to use the card and return the form to the Library. These cards are not for reciprocal use and are only valid for use at the Evanston Public Library. Schools will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The school card will expire at the end of the school year. The Youth Services staff and the Young Adult Librarian will monitor the school cards and will communicate with school staff and/or teachers about overdue and missing items.~~

Youth Organization Borrowing Privileges

~~Library borrowing privileges may be extended to organizations that serve Evanston youth (infants – grade 12). The organizations must be located in Evanston. To receive an organization card, the head of the organization shall complete~~

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an application form, attach a list of staff eligible to use the card and return the form to the Library. Depending on the structure of the organization more than one staff card could be authorized by the Circulation Manager. These cards are not for reciprocal use and are only valid for use at the Evanston Public Library. Organizations will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The card will expire at the end of the year. The Youth Services Department staff and the Young Adult Librarian will monitor the organization cards and will communicate with the organization about overdue and missing items.

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Non-Resident Cards

Non-residents may purchase a library card for use at the Evanston Public Library if such non-residents are eligible for an Evanston Public Library card under the current State of Illinois rules and regulations governing the issuing of such cards. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director calculates said fee annually and reports it to the Library Board at the April meeting. When necessary the Library Board will adjust the non-resident fee to equal or exceed the fee determined by the Illinois State Library formula.

A non-resident card will only be issued to patrons who have a current valid library card from their home library. If a patron cannot provide proof of said library card, the Library is required by State law to deny the sale of a non-resident card to the individual.

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston. The card will be valid for one year.

Registration of Reciprocal Borrowers

The Evanston Public Library will register for use ~~in its facilities~~ any currently valid library card from a Reaching Across Illinois Library System (RAILS) North Suburban Library System library or from any library having reciprocal borrowing agreements with ~~RAILS~~the North Suburban Library System or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must present one form of picture identification with the current address, or picture identification plus a lease, bill or statement with the applicant's current address.

Such registration is valid for a three-year period.

Chicago Public Library cardholders who register their cards with the Evanston Public Library will be given the same expiration date as the one on their Chicago Public Library account.

Library Card Renewals

The Evanston Public Library looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower. All applicants for the renewal of a library card are required to meet the same identification requirements as a new applicant, as described in the applicable section.

Patron's Change of Address

All registered patrons of the Evanston Public Library, whether Evanston residents or registered reciprocal borrowers, are required to inform the Evanston Public Library of any change of address. If at any time mail sent to a patron by the Evanston Public Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's library card privileges will be suspended until the address can be verified by staff~~automatically be canceled~~. The patron will need to verify their address~~re-register~~ according to the procedures outlined above in Section 5.2.4.

Ownership of Library Cards

All cards issued by the Evanston Public Library remain the property of the Evanston Public Library and may be repossessed by the Library for the violation of library rules or in other instances determined by the Library's Administration.

Appeals

Anyone who believes that he/she has been unfairly denied a library card, and is not satisfied by the decision made by the Library Director or his/her designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

Borrowers with Overdue Items or Fines

The Library notifies patrons by email prior to an item's due date and notifies patrons by email or US mail when items are overdue and fines accruing. These notices are sent as a courtesy to patrons and all fines and fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

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Fines may be waived by the Circulation Manager or designee when, in his/her judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

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Patrons are not permitted to check out library materials or renew their library account when they owe fines and fees that total \$10.00 or more. Library materials are considered lost when they are five weeks overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing service fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within 60 days after items are billed. The processing fee is not refundable. The applicable maximum fine will be deducted from the refund. If the fine matches or exceeds the cost of the item, no refund will be issued.

The Library makes use of a collection service or appropriate legal remedies to obtain the return of or payment for overdue library materials.

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may will deny borrowing privileges until those materials are returned or the debt is paid.

Borrowers with Damaged or Missing MaterialsCharges for Damaged Materials Policy

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Circulation Manager Library Director or his/her designee determines the charge for damage that can be repaired or that does not render the item unusable. Patrons may replace lost or damaged books with a new book that is an exact ISBN match. Replacement items must be new and not used. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

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Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items a replacement copy, plus a processing fee, and will have their library privileges suspended. fee. Suspension of Library privileges and Legal action may be taken if the damage is extensive.

Confidentiality of Records

It is the policy of the Board of Trustees of the Evanston Public Library to insure the privacy of the users of its services and considers any patron-identifiable library records to be confidential in nature. Patron-identifiable library records are collected only when they are necessary for the fulfillment of the Library's mission or for the purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library patrons. Patron-identifiable library records include any information that links a patron to use of particular library materials, resources, or services, or that identify a patron's choices, tastes, or research interests. Such records include, but are not limited to, all types of registration and circulation records, temporary Internet files stored in a computer, computer sign-up sheets, inter-library loan requests and records, patron requests to reserve, recall or obtain certain materials, staff reference librarian's notes pertaining to patron requests for assistance, and all correspondence with patrons having to do with use of library resources including email and social media. Even records that do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's library card number, address, driver's license number, or phone number are considered patron-identifiable library records. In addition to physically extant records, patron-identifiable library records include computers, computer components, disks and other electronic storage media containing such records.

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Patron-identifiable information does not include statistical records relating to use of the Library or its materials and services that cannot be used to identify particular patrons or information concerning behavioral issues in the Library's records concerning particular patrons.

No identifiable library records shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by a court under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. Only the Library Director and Administrative Services Manager are authorized to accept and respond to such court orders. If the order requires immediate compliance, the designated librarian-in-charge, may respond to such an order, but should first attempt to notify the Library Director or Administrative Services Manager. Whenever possible the Library's staff should seek to have the court order reviewed by the City's Attorney or his/her designee before complying.

Patron-identifiable information may be disclosed without a court order only in the following circumstances:

- A patron may have access to any patron-identifiable records the Library holds about him or her, if the patron presents his or her library card or valid photo identification. Telephone callers who provide their library card number will be treated the same as in-person visitors.
- If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's library card and is able to provide appropriate identification for himself or herself.
- When contacting a patron, patron-identifiable information (such as the title or subject of a requested item available to be picked up) may not be left on an answering machine, voice mail, or email to the patron, unless

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the patron specifically requests this form of identification at the time of the request. The Library cannot be responsible for maintaining confidentiality in the notification process if these methods are selected by the patron.

- The Federal Protection of Children from Sexual Predators Act requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children (www.cybertipline.com). Reports received by the Cyber Tip Line are forwarded to the appropriate law enforcement agencies. Such disclosures should be made only by the Library Director or Administrative Services Manager, and whenever possible they will consult with the City Attorney before making such a disclosure. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.

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Hours of Service, Loan Periods, Fines and Fees to Be Determined by Library Board

The Library Board establishes, in consultation with the Library Director, hours of service to be provided at each library service point, loan periods for materials, and fines and fees for library services. These are reviewed annually by the Library's staff and the Library Board.

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Internet Access Policy

Internet access is available on selected public computers for all users of the Evanston Public Library. The Internet is a resource to be utilized in the fulfillment of the Library's mission (~~see Mission Statement~~) ~~as stated by the Library Board (Mission Statement)~~. The Library's Internet access is intended primarily as an information resource. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the ~~Library~~. The Evanston Public Library has no control over these resources nor does the ~~Library~~ have complete knowledge of what is on the Internet. The Library does not select or edit Internet content, or take responsibility for its reliability, currency, or accuracy. Library patrons use the Internet at their own discretion. The Internet contains some material that is inappropriate for viewing or reading by children, such as sexually explicit, violent, and racist material and images. For this reason, parents are encouraged to monitor and supervise their children's use of the Internet. The Library staff does not limit or restrict adults or children in the Internet sites they choose to view. Users are, however, expected to follow all state, municipal, and federal laws, as well as library rules of conduct while using the Internet, and may not use the Internet to harass or intimidate others. Patrons using computers not equipped with privacy protection need to be aware that other Library patrons may view the screen. If such images disturb other people's use of the Library, the Library ~~will address the incident as a disturbance and will both address the behavior and will treat~~ reserves the right to ask patrons to use a computer equipped with privacy protection.

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The Library provides unfiltered Internet access ~~and in its reference room and at the branch libraries. The Library~~ may also make limited or filtered access to the Internet available at ~~certain~~ other locations ~~with~~ in its facilities. The Library recognizes the limitations of filtering software and urges parents and other Library patrons not to assume that filtering software will prevent access to materials that they may consider objectionable. The filtering software may also block access to some materials that patrons wish to access, in which case the patron may need to use the unfiltered stations.

The Library's staff develops ~~and implements~~ such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources.

The Library's staff assists patrons with Internet use as time permits but cannot offer personal instruction. The Library may offer formal instruction or information on the Internet at designated times. Current ~~materials, books, periodicals, and videos~~ about the Internet are available in the Library's collection.

The Evanston Public Library is bound by an agreement with its Internet provider ~~that. This agreement~~ prohibits any unlawful use of the Internet. ~~The Internet and/or Wi-Fi connection shall not be used for illegal purposes nor used in such a way as to violate Evanston Public Library policies.~~ Patrons who make unlawful use of the Internet may be ~~barred~~ banned from using the Library's Internet resources. This policy applies to all Library users who use the Library's network to access the Internet ~~and not just to those using computers that the Library has specifically designated as Internet stations.~~

Security System

~~The purpose of the Library's security system is to reduce the loss of library materials due to theft and accidental removal. The staff generally assume that an honest mistake has been made when the alarm sounds, but an effort is made to determine what caused the alarm to sound. If library materials activated the alarm, the patron is given the opportunity to check out the materials. If the materials cannot be checked out they are retained for reshelving. If a patron deliberately or persistently attempts to evade the alarm system or refuses to cooperate in efforts to determine what is setting off the alarm, the Library Director or his designee may report the incident to law enforcement officials or suspend the patron's library privileges.~~

Library Cooperation

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

Materials from other libraries must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

Patrons who are not currently allowed to check out library materials because of fines or overdue items are not allowed to request materials from cooperating libraries or agencies. The services involved include, but are not limited to, interlibrary loan ~~and~~, photocopy requests, ~~and North Suburban Library System Reference Service.~~

If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended for six months to a year. The suspension will reflect the number of items kept overdue and will be determined by the Library Director or his/~~her~~ designee.

The Evanston Public Library charges back to its patrons any charges for services provided by cooperating libraries and other agencies.

Reciprocal Borrowing

~~Under the Reciprocal Borrowing Program of the North Suburban Library System, the Evanston Public Library shall make all materials that it loans to Evanston residents available to valid card holders from North Suburban Library System libraries.~~

~~The Evanston Public Library shall make all material that it loans to Evanston cardholders available to valid cardholders from RAILS member libraries.~~

Reciprocal Borrowing – Chicago ResidentsUsers

In order to maintain a balance in the Reciprocal Borrowing arrangement with the City of Chicago, the Evanston Public Library restricts loans to Chicago residents to no more than ten items charged to a library card at any given time.

Interlibrary Loan

The Evanston Public Library is an active member of ~~the Reaching Across Illinois Library System (RAILS)~~ ~~the North Suburban Library System (NSLS)~~, and follows System interlibrary loan procedures and protocols wherever applicable. The Evanston Public Library also initiates and responds to loan requests within the greater library community.

The Evanston Public Library relies on ~~RAILSNLS~~ as its primary means of satisfying interlibrary loan requests, and the Library attempts, in turn, to fill all requests received from ~~RAILSNLS~~ member libraries.

The Evanston Public Library attempts to satisfy requests from non-~~RAILSNLS~~ Illinois libraries with any ~~itembook~~ not currently on loan, except those published within the current year and those in frequent demand. The Evanston Public Library will accept requests from libraries throughout the United States, when it appears that the requesting library may have exhausted local and regional resources. Reference books are generally not loaned. Material in fragile condition is not loaned.

Reference Services Policy

The Library's staff responds to the information needs of all Evanston Public Library users, providing clear and accurate answers to all patron inquiries, regardless of age, gender, sexual orientation, race, or ethnicity of the questioner, or purpose of the question. Reference services are available at all times the library is open, and users have a right to expect consistently ~~high quality~~ service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, ~~text message, IM~~ or fax; and are handled as expeditiously as possible.

Library staff members may have to make judgments about the feasibility of answering certain time consuming questions, or those requiring expertise or materials outside the realm of a public library. In such cases, when the Library's collection or services do not meet the patron's needs, staff will give a thoughtful referral to other resources or institutions. To facilitate such transactions, the Library's staff maintains collegial relations with other library facilities in the Chicago area, and is familiar with their collections.

The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, ~~CD-ROMs, websitesWorld Wide Web pages,~~ and ~~social media newsgroups~~ may all be used to answer questions. The professional staff reserves the right to determine which sources are most appropriate for each query.

The Evanston Public Library subscribes to the American Library Association's Library Bill of Rights. Consistent with other Library service policies, the department maintains strict confidentiality and privacy regarding all patron inquiries and research interests.

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**Evanston Public Library
Facilities Policies
Amended xx/xx/2014**

Rules for Use of Library

The Library's rules are designed to promote the safety and security of the Library's patrons and collections, and to insure that the Library remains conducive to reading and study.

Library patrons are not permitted to:

1. Interfere with another person's use of the Library or with Library personnel's performance of their duties. Such interference includes, but is not limited to, talking loudly, making excessive noise, sexual harassment, abusive and threatening language, threatening or harassing behavior, tampering with the computer reservation system, and excessive body odor.
2. Consume food or snacks in the Library except in the designated area on the first floor of the Main Library. Beverages in covered containers are welcome in the Library. Examples include coffee cups with lids, water or soda bottles with a top, soft drink containers with a lid and straw.
3. Sleep anywhere in the Library, lie or lounge on the floor, lie down on furniture, put feet up on furniture, or move furniture other than chairs at tables.
4. Willfully conceal or hide library materials within Library facilities.
5. Smoke anywhere in the Library or within 25 feet of the entrance.
6. Play audio equipment or use cell phones so as to disturb other people's use of the Library. The use of headsets is permitted as long as such use does not disturb other Library patrons.
7. Bring animals into the Library, except those participating in a Library-sponsored program or a service dog individually trained to do work or perform tasks for people with disabilities (http://www.ada.gov/service_animals_2010.htm). .
8. Use the Library's rest rooms as laundry facilities, bathing facilities, or gathering places.
9. Use Library facilities to store personal belongings.
10. Bring in more than two bags or any bag exceeding 36" x 18" x 12"
11. Leave children who are in need of supervision unattended.
12. Solicit, petition, canvass, or sell anywhere on Library property.
13. Bring a bicycle inside the building.
14. Use roller skates, roller blades, or skateboards on Library property.
15. Go without shoes inside the building.
16. Deliberately mutilate or remove without authorization any part of the library collection, building, or furnishings. Doing so is a misdemeanor.
17. Bring alcohol or controlled substances into the Library.

The police will be called when Library patrons willfully and persistently violate Library rules or engage in criminal acts. After calling the police to the Library, staff members will cooperate with law enforcement officials. The Library's staff will file criminal charges and seek criminal prosecution if law enforcement officials believe that it is appropriate.

All Library staff members are responsible for maintaining order in the Library. When staff members observe a rule being violated, they are expected to enforce the rule or to report the violation to their supervisor. When enforcing Library rules, staff members are expected to maintain a calm, non-judgmental attitude, to avoid a loud tone of voice, and to avoid the use of phrases that might be considered to be condescending or confrontational.

Policy on Carrying Guns on Library Property

The Evanston Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library buildings or on library property, including the parking garage below the Main Library. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law (see Section 65 (18) of the Concealed Carry Act at this link <http://www.ilga.gov/legislation/publicacts/98/PDF/098-0063.pdf>).

Suspension of Library Privileges

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for the persistent and willful violation of the Library's posted rules, for damaging or stealing Library property, for physically threatening or harming staff or patrons, and for other violations of the law.

Suspension will be for a definite time period, not to exceed twelve months. The length of a suspension will be determined by the Library Director or other designated staff. Suspensions will apply to all Library facilities. Patrons who attempt to enter a Library facility while their Library privileges are suspended will be reported to the police for criminal trespass and charges may be filed.

Suspensions for minors will remain in force until the minor's parent or guardian meets with the Library Director or designated staff to discuss the minor's behavior. Such suspensions shall not exceed one year.

The Library Director or designated staff may impose a suspension greater than twelve months but not in excess of three years on any person who has served a one year suspension within the past three years and whose subsequent behavior warrants another suspension of library privileges.

Any suspension of Library privileges longer than one month may be appealed to the Library Board. Notice of an appeal of a suspension must be made in writing to the Library Director within two weeks of receipt of the notice of suspension. The Library Director will inform the appellant of the date of the meeting at which the appeal will be heard. Any notice of appeal received later than a week before the next regularly scheduled Board meeting will be held until the following Board meeting.

Library borrowing privileges can be suspended for not returning Library materials or for not clearing fines or other debts owed to the Library.

The suspension of borrowing privileges will not in any way limit a patron's use of other Library services.

Suspensions of Library borrowing privileges may also be appealed to the Library Board. Notice of an appeal of a suspension must be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

Areas for Young People in the Main Library

The Evanston Public Library has two areas - the Children's Room and the Loft - set aside to provide library service to young people. The Library staff will ask adults who are not utilizing the special collections and services of these areas to relocate to other areas of the Library.

Exhibits and Displays

The exhibit and display space of the Evanston Public Library is a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). It is the intention of the Library Board that the Library's program of exhibits represents the intellectual, cultural and ethnic diversity of Evanston. Uses of exhibit and display space that will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

Use of Library Bulletin Boards

A limited amount of bulletin board space is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Posters or announcements must be submitted to the Library's Circulation Desk for posting. Materials for posting in "the Loft," the Library's teen space must be submitted to the young adult librarian. Materials for posting at the branch libraries should be submitted to branch staff. The following items will not be accepted for posting:

- Advertisements of products or services offered by commercial organizations or individuals

- Requests for contributions
- Petitions
- Electioneering materials.

Because space is limited, it may not always be possible to post all posters and announcements that are acceptable under the above guidelines. The following priorities will be used to determine which posters and announcements can be posted:

- Materials produced by the City of Evanston and its agencies
- Announcements of events to be held in Evanston
- Materials produced by organizations headquartered in Evanston
- All other announcements
- Posters will be displayed for no more than thirty days. The Library is not responsible for the care or return of posters.

Staff Directed Displays

Displays presented in the Library's reading rooms are prepared by Library staff and designed to represent and promote the depth and breadth of the Library's collections and to extend the Library's information services. Posters and materials from other organizations may be used in the preparation of such exhibits, but the emphasis of all such exhibits shall be on the Library's collections and services, not the views of any organization. The planning and scheduling of such displays and the decision as to which materials and posters will be included is entirely at the discretion of the Library's staff.

Displays by Local Artists

The Local Art @ EPL series features local artist's work at the Main Library in the exhibit space on the west side of the 2nd floor. There are no guidelines to the type/media of art exhibited, but it must be appropriate for a public venue (i.e. nothing excessively graphic or offensive). Library staff has complete discretion as to what artwork will or will not be displayed.

In order to exhibit at the Library, the artist must complete an exhibit application and release form, agreeing that the exhibit will be limited to the moveable art panels and that the artist is responsible for installing the display; providing materials for securing the art work; and for attaching descriptive information about the exhibit.

The artist releases the Evanston Public Library, its Board and employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur during the display period or during installation or removal of the exhibit. The Library does not provide any security or insurance for artwork exhibited.

Displays of Children's Art Work

The Library's Children's Room and branch libraries do display art projects produced by young people from Evanston's schools and other local agencies. All such displays are scheduled and arranged by the Library's staff in cooperation with the partner agency.

Art, Media, and Performances in the Loft

The Loft - the Library's teen space - may display both art works and electronic media produced by young people. Often these works will be produced as part of a class project or in a program of another agency, and the Library's staff in cooperation with the partner agency will arrange their display. The Loft staff may also develop a peer jury system to select independently produced works for display in the Loft. The Loft also has a public performance space, which is reserved for Library sponsored programs.

Distribution of Material

The Library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Announcements and literature for distribution should be submitted to the Circulation Desk at the Main Library or branches.

The following items will not be accepted for distribution:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Newspapers, magazines, and other periodical publications
- Petitions
- Electioneering materials

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

- Materials produced by the City of Evanston and its agencies
- Announcements of events to be held in Evanston
- Materials produced by organizations headquartered in Evanston
- All other materials.

Meeting Room Policy

The meeting rooms of the Evanston Public Library are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). Uses of meeting rooms that will materially and substantially interfere with the operation of the Library, such as those uses that produce

excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

Main Library Board Room

The Library's Board Room is reserved for meetings of the Library Board and its committees, for meetings of the Library's staff, for meetings of committees and other bodies of professional organizations in which members of the Library's staff are involved, and for meetings of affiliated organizations that exist primarily to assist the Library in the fulfillment of its mission. In the event of scheduling conflicts, priority will be given to the meetings of the Library Board and its committees.

Public Conference Rooms

The Main Library has conference rooms in seven locations. Conference rooms are intended for the use of small groups. They are not available for public meetings or commercial use. All of the rules that apply to the use of the Library's reading rooms apply as well to the use of the Conference Rooms.

Children's Public Conference Room

The Children's Public Conference Room in the Main Library is intended for quiet study, group study, and tutoring. It is also occasionally used for Library sponsored programs or as a staff workspace. Preference is given to groups made up at least in part of children under the age of twelve. Groups of adults who need to use the children's collections may also use the space. The room may also be used by teens during hours when the Loft is not staffed. Reservations will be accepted as much as seven days in advance of use. The Children's Public Conference Room may be reserved for as long as two hours of use. Up to six individuals are permitted to use the Children's Public Conference Room at the same time.

Main Library Adult Services Conference Rooms

The second and third floor Adult Services Conference Rooms are intended for quiet group study and tutoring. Conference Room users must register at the Library's third floor Reference Desk. Reservations will be accepted as much as seven days in advance of use. A Conference Room may be reserved for as long as three hours of use. Up to six individuals are permitted to use a third floor Conference Room at the same time. Up to four individuals are permitted to use the second floor Conference Room at the same time. Groups using a conference room must be made up at least in part of people over twelve years of age.

Seminar Room

The 3rd floor seminar room is primarily for meetings of nonprofit groups with between 6-25 members. Smaller groups may use the seminar room if no other conference room is available. Users must register at the Library's third floor Reference Desk. Reservations will be accepted as much as seven days in

advance of use. The seminar room may be reserved for as long as three hours of use. Groups using the seminar room must be made up at least in part of people over twelve years of age.

The seminar room may also be used for training programs associated with Library sponsored business development programs. These programs may be booked more than a week in advance.

Loft Conference Rooms

The Loft Conference Rooms in the Library's teen space are intended for group study and work on projects. Loft Conference rooms may occasionally be used for Library sponsored programs or as a staff workspace. Loft Conference Room users must be in school grades 6 through 12 and must register at the Loft Service Desk. Reservations will be accepted as much as seven days in advance of use. A Loft Conference Room may be reserved for as long as two hours of use. At the discretion of Library staff, up to six individuals are permitted to use a Loft Conference Room at the same time.

Storytelling Room

The Library's Barbara Friedberg Storytelling Room is intended for Library sponsored programs and partnership programs with other agencies. It is not available for public meetings or group study.

Computer Training Room

The Library's third floor is equipped with a computer training room. The computer training room is intended for use in library sponsored training programs. Such programs will train the public in the use of electronic library resources and will train library staff members in the use of the Library's automated systems. The room may also be used, with the approval of the Library Director or his/her designee, for training other City of Evanston staff members and for training library professionals and support staff from other libraries. The room may not be reserved by individuals or outside organizations. The Library may, however, cooperate with community organizations in the design and presentation of training programs and may utilize volunteer trainers from such organizations. The room may be leased with the approval of the Library Board.

Public Meeting Rooms

The Main Library has two public meeting rooms, the Community Meeting Room and the Small Meeting Room, available to nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Library sponsored programs and the programs of the Library's affiliated organizations will be given priority in the reservation of meeting room space. The Library Director shall establish registration procedures that will insure meeting room space for programs sponsored by the Library and its affiliated organizations. Fees will not be charged for Library affiliated organizations. Other agencies of the City of Evanston and those professional organizations that the Library or its staff

participates in will have second priority in the use of the public meeting rooms. They will be charged no fees, but will be expected to abide by all other meeting room rules. Nonprofit community organizations will have the third priority in the reservation of meeting rooms. Nonprofit organizations will be scheduled on a first come, first served basis and will be charged according to the Library's approved schedule of fees. The public meeting rooms are not available to commercial enterprises (organizations or individuals that promote or cause the sale of property or services for monetary gain) or for purely social functions (functions designed for entertainment through companionship with friends and associates such as receptions, showers, birthday parties, dances, and mixers).

Use of the Public Meeting Rooms does not constitute Library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Storage of goods by organizations using the Public Meeting Rooms will not be permitted.

Exceptions to the meeting room policy and waivers of fees must be approved by the Library Board. However, the Library Director is granted the power to waive rules and fees, if in his/her judgment an emergency or other conditions warrant this action. The Director must report all such waivers to the Library Board at its next regularly scheduled meeting.

Fees for the Use of Public Meeting Rooms

All fees are listed in the Library's schedule of fees. Fees are intended to cover the Library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting Rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

Reservation of Public Meeting Rooms

Meeting room space should be reserved in advance by completing the "Meeting Room Reservation Form" and submitting it and the necessary fees to the Library's Administrative Office. Reservations must be made at least forty-eight hours in advance of the program and will be accepted up to one year in advance. No reservation will be made until all of the applicable fees are paid. The person signing the "Meeting Room Reservation Form" will be held responsible for all fees and damages. Applicants must be age eighteen or older. Reservations for programs with a projected attendance of less than ten individuals will not be accepted for the Community Meeting Room. The meeting rooms may be reserved for up to six hours in a single day. No group may reserve a room for more than twenty six (26) times in a single year or four days in a single month. The Library should be notified of any canceled meetings or programs. Failure to notify the Library of a cancellation at least forty-eight (48) hours in advance will result in the forfeiture of meeting room fees.

Admissions and Sales

Organizations using the meeting rooms may charge a reasonable admission fee, however any member of the public who wishes to attend a meeting in one of the Library's public meeting rooms must be allowed to do so if they decline to pay the admission fee. Groups using the meeting room may request a free will donation, but making such a gift must in no way be a requirement for attending the meeting. Organizations using the meeting rooms will be permitted to make sales under the following circumstances:

- The sales must be confined to the meeting room and no effort can be made to solicit other library patrons.
- The sale must be for the benefit of the nonprofit organization making use of the meeting room.
- Making a purchase must in no way be a requirement for attending the meeting.
- The sales must be an inconsequential part of the program scheduled for the meeting room.
- The sale of goods that directly or indirectly benefit the Library will be permitted in areas of the Library other than the meeting rooms. When an author takes part in a Library-sponsored program, the Library may arrange for the sale of the author's works at the program.

Kitchen Use and Food Service

Simple refreshments (such as coffee, doughnuts, punch, cookies, snacks, etc.) or box lunches may be served at meetings. The kitchen is intended for this kind of use only, and may not be used for cooking. Both meeting rooms share the same kitchen, and it is not possible for the Library to grant a single group exclusive use of the kitchen during their meeting. Refreshment supplies such as cups, containers, paper goods, tea and coffee are not provided by the Library. Refreshments may not be taken from the meeting rooms to other areas of the library. Groups using the kitchen are expected to leave it in the condition they found it; failure to do so will result in a clean-up charge.

Hours of Use for the Public Meeting Rooms

The meeting rooms in the Main Library are available during the Library's regular hours (Monday through Thursday from 9:00 AM to 9:00 PM; Friday from 9:00 AM to 6:00 PM; Saturday 9:00 AM to 6:00 PM; Sunday 12:00 PM to 6:00 PM). If arrangements are made at least two weeks in advance, a meeting room may be used after the library's regularly scheduled closing, but the building must be vacated within two hours of the regularly scheduled closing. After hours users will be charged by the hour or part thereof according to the Library's current schedule of fees. This fee is intended to cover the cost of the necessary additional staff. All regular rental fees will be charged as well.

Audiovisual Equipment

A projection system with presentation software and Internet capability is available for rent in the Community Meeting Room. Also available for rental are: a Windows-based computer, a video/DVD projector, an overhead projector, a VCR and TV monitor, a public address system, and a piano. A projection system is also available for rent in the Small Meeting Room. It is recommended that those intending to connect their laptop or portable data drive (a flash drive) to the Library's computer projection system, first test their equipment or media for compatibility. The fees for use of this equipment are listed in the Library's schedule of fees. A Library staff member can be available at the beginning of the reservation period to demonstrate the use of the equipment, or arrangements can be made in advance of the event.

Set Up and Clean Up

Trash should be picked up and the kitchen should be cleaned by the group using the room. Set up and clean up should be accomplished within the time period for which the room is rented. If it is necessary for Library staff to clean up following a meeting the individual, group, or organization making the reservation will be charged for the necessary time according to the current schedule of fees.

Political Activity

The Library's meeting rooms are governed by the City of Evanston's policy concerning the use of municipal buildings by candidates for Federal, State, and Municipal elected office, the Democratic, Republican, and other parties, and all other individuals or organizations advocating a position on an election issue.

The Library's meeting rooms may be used for any political activities related to an election, until one hundred days prior to the election, except for municipal election activities. Municipal election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

1. All candidates are invited to attend
2. The forum is sponsored by a non-partisan group
3. All candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend
4. Fees will not be charged for candidate forums meeting these conditions, but all other meeting room rules must be observed.

Additional Rules and Regulations

The following rules and regulations apply to all groups using the meeting rooms in the Main Library:

Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room. These limits are:

1. Community Meeting Room – 281 occupants for standing room only (no furniture); 201 occupants for chairs only; 94 occupants with tables and chairs; Small Meeting Room – 24 occupants.
2. Any use of the meeting rooms which disrupts the normal operations of the Library will not be permitted.
3. Smoking is not permitted anywhere in the Library.
4. Alcoholic beverages may not be served or consumed.
5. Groups whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
6. Hazardous materials including, but not limited to, candles, paints, solvents and explosives are prohibited.
7. Groups using the facilities must comply with the Americans with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.

Damages and Liability

The Library is not responsible for the loss of, or damage to, any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group, or organization holding a meeting in the Library must fully release and discharge the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. They must further indemnify and hold harmless and defend the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting.

Denial of Meeting Room Privileges

Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation or refusal of future reservations.

Special Use Areas

Quiet Study Room

All of the Library's reading rooms are intended for reading and quiet study, but a portion of the third floor has been designated as a Quiet Study Room. In addition to the Library's posted rules of conduct, the following rules will apply to the Quiet Study Room:

- Talking or making noise of any kind is not permitted.
- The use of any equipment that makes noise is not permitted.

The Loft

The Library's teen space, known as the Loft, is intended for young people in grades 6 through 12. Other library patrons are permitted to use the space when they require collections or services that are only available in that room, but they will not be permitted to use this area for general reading, study, or hanging out. The Loft will not be open all of the hours that the Library is open, but will be open at those times teen users can be expected to be present. Staff at the Children's Services desk, the Reader's Services desk, and the Reference desk may provide short-term access to the Loft's collections any time that the Library is open.

Public Access Computers

The Library provides a number of public access computers at various locations throughout its facilities. These computers are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). The applications available on individual computers vary from location to location. The Library's staff shall develop such rules and procedures as are necessary to insure the fair and reasonable use of these resources.

Parking Garage

The parking garage located under the Main Library is intended for use by Library patrons while they are using the Library. It is a metered city lot operated by the City's Parking Systems Division and all parking regulations are enforced. The garage's hours of operation are the same as the Library's hours of operation. Cars left in the garage at closing time will have to remain in the garage until the next regularly scheduled opening. Neither the Library nor the City of Evanston is responsible for loss or damage to a motor vehicle or its contents. Customers should contact the City's 311 service for all parking garage operational matters.

Special Events

The facilities of the Evanston Public Library are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). Uses by outside agencies, which will materially and substantially interfere with the operation of the Library will not be permitted. The Library Board may, however, make the Main Library public areas available on a limited basis for special events sponsored by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston.

Special Event Fees

The minimum special event fee for using the Library's facility or a portion thereof for a special event for a period of up to five hours is listed in the Library's schedule of fees. The Library Board will review this amount annually. Groups sponsoring special events will be entitled to the use of all of the public floors within the library as well as the meeting room and kitchen facilities. The group sponsoring the special event must also pay for library-supplied security staff. At least one security staff member will be required for each floor used. The Library will determine the specific security needs. The fee for security is listed in the Library's schedule of fees. The Library Board will review this fee annually.

Reservation of Space

Groups holding a special event in the Library's facility must have a 501(c)(3) status from the Internal Revenue Service. Because of the demands placed on the facility and staff by such special events, only two will be permitted in a given year. Requests will be accepted on a first come basis.

Hours of Use

Special events will only be scheduled during the hours that the Library is closed to the public and will not be permitted to substantially disrupt the Library's regular maintenance and cleaning schedule. Under the Library's current schedule the facility will only be available for special events on Fridays and Saturdays after 7:00 PM.

Set Up and Clean Up

Groups sponsoring special events are responsible for arranging the space for their use. No substantial movement of collections or electronic equipment will be permitted. If food and drink is served the organization sponsoring the event must use a caterer pre-approved by the Library Director. The caterer in turn will be expected to take all necessary steps to protect the Library's collections, furnishings, and equipment. Public service desks and shelving units may not be used as food or drink service points. Upon completion of the event all Library facilities should be returned to the condition in which they were found. Trash should be picked up and the kitchen should be cleaned. Set up and clean up should be accomplished within the time period for which the space is reserved. If it is necessary for Library staff to clean up following an event or rearrange furniture, the group making the reservation will be charged for the necessary time according to the current schedule of fees.

Smoking and the Serving of Alcohol

Smoking is not permitted anywhere within the Library building or within 25 feet of the entrance. Any group wishing to serve alcohol at a special event must secure the necessary permits from the City of Evanston and must provide evidence of Dram Shop Insurance to the Library's Administrative Office.

Damages and Liability

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization holding a special event in its facility. Any individual, group or organization holding a special event in the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group, or organization holding a special event in the Library must fully release and discharge the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the event. They must further indemnify and hold harmless and defend the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the event. Any individual, group, or organization holding a special event in the Library must provide the Evanston Public Library with proof of liability insurance in the amount of \$1,000,000, including an endorsement naming the City of Evanston, the Evanston Public Library Board, and the Evanston Public Library as additional insureds for the time of the event. An indemnification and hold harmless agreement must be signed, and the City's Attorney must approve a Certificate of Insurance, acceptable to the City of Evanston, must be provided thirty days prior to the special event.

Appeals of Administrative Decisions Concerning Facilities Use

An individual, group or organization that has been denied permission to use the meeting rooms, the bulletin boards, or other library facilities or to distribute materials may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven days prior to the Board Meeting. At this meeting, the appellant may be granted up to ten minutes for a presentation that would support reversal of the Library Director's denial. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

**Evanston Public Library
Facilities Policies
Amended xx/xx/2014**

Rules for Use of Library

The Library's rules are designed to promote the safety and security of the Library's patrons and collections, and to insure that the Library remains conducive to reading and study.

Library patrons are not permitted to:

1. Interfere with another person's use of the Library or with Library personnel's performance of their duties. Such interference includes, but is not limited to, talking loudly, making excessive noise, sexual harassment, abusive and threatening language, threatening or harassing behavior, tampering with the computer reservation system, and excessive body odor.
2. ~~Library patrons are not permitted to~~ consume food or snacks in the Library except in the designated area on the first floor of the Main Library. Beverages in covered containers are welcome in the Library. Examples include coffee cups with lids, water or soda bottles with a top, soft drink containers with a lid and straw. ~~(adopted September 2008)~~
3. Sleep anywhere in the Library, lie or lounge on the floor, lie down on furniture, put feet up on furniture, or move furniture other than chairs at tables.
4. Willfully conceal or hide library materials within Library facilities.
5. Smoke anywhere in the Library or within 25 feet of the entrance.
6. Play audio equipment or use cell phones so as to disturb other people's use of the Library. The use of headsets is permitted as long as such use does not disturb other Library patrons.
7. Bring animals into the Library, except those participating in a Library-sponsored program or a service dog individually trained to do work or perform tasks for people with disabilities (http://www.ada.gov/service_animals_2010.htm). ~~needed to assist a patron with a disability.~~
8. Use the Library's rest rooms as laundry facilities, bathing facilities, or gathering places.
9. Use Library facilities to store personal belongings.
- ~~9-10.~~ Bring in more than two bags or any bag exceeding 36" x 18" x 12"
- ~~10-11.~~ Leave children who are in need of supervision unattended.
- ~~11-12.~~ Solicit, petition, canvass, or sell anywhere on Library property.
- ~~12-13.~~ Bring a bicycle inside the building.
- ~~13-14.~~ Use roller skates, roller blades, or skateboards on Library property.
- ~~14-15.~~ Go without shoes inside the building.

~~16. Any person who d~~Deliberately mutilates or removes without authorization any part of the library collection, building, or furnishings. Doing so is guilty of a misdemeanor.

~~15-17.~~ Bring alcohol or controlled substances into the Library.

The police will be called when Library patrons willfully and persistently violate Library rules or engage in criminal acts. After calling the police to the Library, staff members will cooperate with law enforcement officials. The Library's staff will file criminal charges and seek criminal prosecution if law enforcement officials believe that it is appropriate.

All Library staff members are responsible for maintaining order in the Library. When staff members observe a rule being violated, they are expected to enforce the rule or to report the violation to their supervisor. When enforcing Library rules, staff members are expected to maintain a calm, non-judgmental attitude, to avoid a loud tone of voice, and to avoid the use of phrases that might be considered to be condescending or confrontational.

Policy on Carrying Guns on Library Property

The Evanston Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library buildings or on library property, including the parking garage below the Main Library. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law (see Section 65 (18) of the Concealed Carry Act at this link <http://www.ilga.gov/legislation/publicacts/98/PDF/098-0063.pdf>).

Suspension of Library Privileges

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for the persistent and willful violation of the Library's posted rules, for damaging or stealing Library property, for physically threatening or harming staff or patrons, and for other violations of the law.

Suspension will be for a definite time period, not to exceed twelve months. The length of a suspension will be determined by the Library Director or other designated staff. Suspensions will apply to all Library facilities. Patrons who attempt to enter a Library facility while their Library privileges are suspended will be reported to the police for criminal trespass and charges may be filed.

Suspensions for minors will remain in force until the minor's parent or guardian meets with the Library Director or designated staff to discuss the minor's behavior. Such suspensions shall not exceed one year.

The Library Director or designated staff may impose a suspension greater than twelve months but not in excess of three years on any person who has served a one year suspension within the past ~~two~~three years and whose subsequent behavior warrants another suspension of library privileges.

Any suspension of Library privileges longer than one month may be appealed to the Library Board. Notice of an appeal of a suspension ~~should~~must be made in writing to the Library Director within two weeks of receipt of the notice of suspension. The Library Director will inform the appellant of the date of the meeting at which the appeal will be heard. Any notice of appeal received later than a week before the next regularly scheduled Board meeting will be held until the following Board meeting.

Library borrowing privileges can be suspended for not returning Library materials or for not ~~discharging~~clearing fines or other debts owed to the Library.

The suspension of borrowing privileges will not in any way limit a patron's use of other Library services.

Suspensions of Library borrowing privileges may also be appealed to the Library Board. Notice of an appeal of a suspension ~~should~~must be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

Areas for Young People in the Main Library

The Evanston Public Library has two areas - the Children's Room and the Loft - set aside to provide library service to young people. ~~Adults are welcome to use materials and services only available in those areas.~~ The Library staff, ~~however,~~ will ask adults who are not utilizing the special collections and services of these areas to relocate to other areas of the Library.

Exhibits and Displays

The exhibit and display space of the Evanston Public Library is a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). It is the intention of the Library Board that the Library's program of exhibits represents the intellectual, cultural and ethnic diversity of Evanston. Uses of exhibit and display space that will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

Use of Library Bulletin Boards

A limited amount of bulletin board space is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Posters or announcements ~~should~~must be submitted to the Library's Circulation~~Information~~ Desk for posting. Materials for posting in "the Loft," the

Library's teen space ~~should~~must be submitted to the young adult librarian. Materials for posting at the branch libraries should be submitted to branch staff~~the branch manager~~. The following items will not be accepted for posting:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials.

Because space is limited, it may not always be possible to post all posters and announcements that are acceptable under the above guidelines. The following priorities will be used to determine which posters and announcements can be posted:

- Materials produced by the City of Evanston and its agencies
- Announcements of events to be held in Evanston
- Materials produced by organizations headquartered in Evanston
- All other announcements
- Posters will be displayed for no more than thirty days. The Library is not responsible for the care or return of posters.

Staff Directed Displays

Displays presented in the Library's reading rooms are prepared by Library staff and designed to represent and promote the depth and breadth of the Library's collections and to extend the Library's information services. Posters and materials from other organizations may be used in the preparation of such exhibits, but the emphasis of all such exhibits shall be on the Library's collections and services, not the views of any organization. The planning and scheduling of such displays and the decision as to which materials and posters will be included is entirely at the discretion of the Library's staff.

Displays by Local Artists

The Local Art @ EPL series features local artist's work at the Main Library in the exhibit space on the west side of the 2nd floor. There are no guidelines to the type/media of art exhibited, but it must be appropriate for a public venue (i.e. nothing excessively graphic or offensive). Library staff has complete discretion as to what artwork will or will not be displayed.

In order to exhibit at the Library, the artist must complete an exhibit application and release form, agreeing that the exhibit will be limited to the moveable art panels and that the artist is responsible for installing the display; providing materials for securing the art work; and for attaching descriptive information about the exhibit.

The artist releases the Evanston Public Library, its Board and employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur during the display period or during installation or removal of the exhibit. The Library does not provide any security or insurance for artwork exhibited.

Display's of Children's Art Work

The Library's Children's Room and branch libraries do display art projects produced by young people from Evanston's schools and other local agencies. All such displays are scheduled and arranged by the Library's staff in cooperation with the partner agency.

Art, Media, and Performances in the Loft

The Loft - the Library's teen space - ~~will~~may display both art works and electronic media produced by young people. Often these works will be produced as part of a class project or in a program of another agency, and the Library's staff in cooperation with the partner agency will arrange their display. The Loft staff may also develop a peer jury system to select independently produced works for display in the Loft. The Loft also has a public performance space, which is reserved for Library sponsored programs.

Distribution of Material

The Library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Announcements and literature for distribution should be submitted to the Circulation Desk at the Main Library's Information Desk or branches.

The following items will not be accepted for distribution:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Newspapers, magazines, and other periodical publications
- Petitions
- Electioneering materials

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

- Materials produced by the City of Evanston and its agencies
- Announcements of events to be held in Evanston
- Materials produced by organizations headquartered in Evanston
- All other materials.

Meeting Room Policy

The meeting rooms of the Evanston Public Library are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). Uses of meeting rooms that will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

Main Library Board Room and Staff Conference Room

The Library's Board Room is reserved for meetings of the Library Board and its committees, for meetings of the Library's staff, for meetings of committees and other bodies of professional organizations in which members of the Library's staff are involved, and for meetings of affiliated organizations that exist primarily to assist the Library in the fulfillment of its mission. In the event of scheduling conflicts, priority will be given to the meetings of the Library Board and its committees.

~~The Children's Room is equipped with a staff conference room. This space is only available for meetings of the Library's staff, for meetings of committees and other bodies of professional organizations in which members of the Library's staff are involved, and for meetings of affiliated organizations that exist primarily to assist the Library in the fulfillment of its mission.~~

Public Conference Rooms

The Main Library has conference rooms in ~~three~~seven locations. Conference rooms are intended for the use of small groups. They are not available for public meetings or commercial use. All of the rules that apply to the use of the Library's reading rooms apply as well to the use of the Conference Rooms.

Children's Public Conference Room

The Children's Public Conference Room in the Main Library is intended for quiet study, group study, and tutoring. It is also occasionally used for Library sponsored programs or as a staff workspace. Preference is given to groups~~Groups using the space must be~~ made up at least in part of children under the age of twelve. Groups of adults who need to use the children's collections may also use the space. The room may also be used by teens during hours when the Loft is not staffed. Reservations will be accepted as much as seven days in advance of use. The Children's Public Conference Room may be reserved for as long as two hours of use. Up to six individuals are permitted to use the Children's Public Conference Room at the same time.

Main Library Adult Services~~Reference~~ Conference Rooms

The second and third floor Adult Services~~Reference~~ Conference Rooms ~~on the third floor~~ are intended for quiet group study and tutoring. Conference Room users must register at the Library's third floor Reference Desk. Reservations will be accepted as much as seven days in advance of use. A Conference Room

may be reserved for as long as three hours of use. Up to six individuals are permitted to use a third floor Conference Room at the same time. Up to four individuals are permitted to use the second floor Conference Room at the same time. Groups using ~~at the reference~~ conference room must be made up at least in part of people over twelve years of age.

Seminar Room

The 3rd floor seminar room is primarily for meetings of nonprofit groups with between 6-25 members. Smaller groups may use the seminar room if no other conference room is available. Users must register at the Library's third floor Reference Desk. Reservations will be accepted as much as seven days in advance of use. The seminar room may be reserved for as long as three hours of use. Groups using the seminar room must be made up at least in part of people over twelve years of age.

The seminar room may also be used for training programs associated with Library sponsored business development programs. These programs may be booked more than a week in advance.

Loft Conference Rooms

The Loft Conference Rooms in the Library's teen space are intended for group study and work on projects. Loft Conference rooms may occasionally be used for Library sponsored programs or as a staff workspace. Loft Conference Room users must be in school grades 6 through 12 and must register at the Loft Service Desk. Reservations will be accepted as much as seven days in advance of use. A Loft Conference Room may be reserved for as long as two hours of use. At the discretion of Library staff, up to six individuals are permitted to use a Loft Conference Room at the same time.

Storytelling Room

The Library's Barbara Friedberg Storytelling Room is intended for Library sponsored programs and partnership programs with other agencies. It is not available for public meetings or group study.

Computer Training Room

The Library's third floor is equipped with a computer training room. The computer training room is intended for use in library sponsored training programs. Such programs will train the public in the use of electronic library resources and will train library staff members in the use of the Library's automated systems. The room may also be used, with the approval of the Library Director or his/her designee, for training other City of Evanston staff members and for training library professionals and support staff from other libraries. The room may not be reserved by individuals or outside organizations. The Library may, however, cooperate with community organizations in the design and presentation of training programs and may utilize volunteer trainers from such organizations. The room may be leased with the approval of the Library Board.

Public Meeting Rooms

The Main Library has two public meeting rooms, athe Community Meeting Room and athe Small Meeting Room, available to nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Library sponsored programs and the programs of the Library's affiliated organizations will be given priority in the reservation of meeting room space. The Library Director shall establish registration procedures that will insure meeting room space for programs sponsored by the Library and its affiliated organizations. Fees will not be charged for Library affiliated organizations. Other agencies of the City of Evanston and those professional organizations that the Library or its staff participates in will have second priority in the use of the public meeting rooms. They will be charged no fees, but will be expected to abide by all other meeting room rules. Nonprofit community organizations will have the third priority in the reservation of meeting rooms. Nonprofit organizations will be scheduled on a first come, first served basis and will be charged according to the Library's approved schedule of fees. The public meeting rooms are not available to commercial enterprises (organizations or individuals that promote or cause the sale of property or services for monetary gain) or for purely social functions (functions designed for entertainment through companionship with friends and associates such as receptions, showers, birthday parties, dances, and mixers).

Use of the Public Meeting Rooms does not constitute Library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Storage of goods by organizations using the Public Meeting Rooms will not be permitted.

Exceptions to the meeting room policy and waivers of fees must be approved by the Library Board. However, the Library Director is granted the power to waive rules and fees, if in his/her judgment an emergency or other conditions warrant this action. The Director must report all such waivers to the Library Board at its next regularly scheduled meeting.

Fees for the Use of Public Meeting Rooms

All fees are listed in the Library's schedule of fees. Fees are intended to cover the Library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting Rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

Reservation of Public Meeting Rooms

Meeting room space should be reserved in advance by completing the "Meeting Room Reservation Form" and submitting it and the necessary fees to the Library's Administrative Office. Reservations must be made at least forty-eight hours in advance of the program and will be accepted up to one year in advance. No reservation will be made until all of the applicable fees are paid. The person

signing the "Meeting Room Reservation Form" will be held responsible for all fees and damages. Applicants must be age eighteen or older. Reservations for programs with a projected attendance of less than ten individuals will not be accepted for the Community Meeting Room. The meeting rooms may be reserved for up to six hours in a single day. No group may reserve a room for more than twenty six (26) times in a single year or four days in a single month. The Library should be notified of any canceled meetings or programs. Failure to notify the Library of a cancellation at least forty-eight (48) hours in advance will result in ~~a charge for~~ the forfeiture of meeting room fees.

Admissions and Sales

Organizations using the meeting rooms may charge a reasonable admission fee, however any member of the public who wishes to attend a meeting in one of the Library's public meeting rooms must be allowed to do so if they decline to pay the admission fee. Groups using the meeting room may request a free will donation, but making such a gift must in no way be a requirement for attending the meeting. Organizations using the meeting rooms will be permitted to make sales under the following circumstances:

- The sales must be confined to the meeting room and no effort can be made to solicit other library patrons.
- The sale must be for the benefit of the nonprofit organization making use of the meeting room.
- Making a purchase must in no way be a requirement for attending the meeting.
- The sales must be an inconsequential part of the program scheduled for the meeting room.
- The sale of goods that directly or indirectly benefit the Library will be permitted in areas of the Library other than the meeting rooms. When an author takes part in a Library-sponsored program, the Library may arrange for the sale of the author's works at the program.

Kitchen Use and Food Service

Simple refreshments (~~such as~~ coffee, doughnuts, punch, cookies, ~~snacks~~ d'œuvres, etc.) or box lunches may be served at meetings. The kitchen is intended for this kind of use only, and may not be used for cooking. Both meeting rooms share the same kitchen, and it is not possible for the Library to grant a single group exclusive use of the kitchen during their meeting. Refreshment supplies such as cups, containers, paper goods, tea and coffee are not provided by the Library. Refreshments may not be taken from the meeting rooms to other areas of the library. Groups using the kitchen are expected to leave it in the condition they found it; failure to do so will result in a clean-up charge.

Hours of Use for the Public Meeting Rooms

The meeting rooms in the Main Library are available during the Library's regular hours (Monday through Thursday from 9:00 AM to 9:00 PM; Friday from 9:00 AM

to 6:00 PM; Saturday 9:00 AM to 6:00 PM; Sunday 12:00 PM to 6:00 PM). If arrangements are made at least two weeks in advance, a meeting room may be used after the library's regularly scheduled closing, but the building must be vacated within two hours of the regularly scheduled closing. After hours users will be charged by the hour or part thereof according to the Library's current schedule of fees. This fee is intended to cover the cost of the necessary additional staff. All regular rental fees will be charged as well.

Audiovisual Equipment

A projection system with presentation software and Internet capability is available for rent in the Community Meeting Room. Also available for rental are: a Windows-based computer, a video/DVD projector, ~~a slide projector~~, an overhead projector, a VCR and TV monitor, a public address system, and a piano. A projection system is also available for rent in the Small Meeting Room. It is recommended that those intending to connect their laptop or portable data drive (a flash drive) to the Library's computer projection system, first test their equipment or media for compatibility. The fees for use of this equipment are listed in the Library's schedule of fees. A Library staff member can be available at the beginning of the reservation period to demonstrate the use of the equipment, or arrangements can be made in advance of the event.

Set Up and Clean Up

Trash should be picked up and the kitchen should be cleaned by the group using the room. Set up and clean up should be accomplished within the time period for which the room is rented. If it is necessary for Library staff to clean up following a meeting the individual, group, or organization making the reservation will be charged for the necessary time according to the current schedule of fees.

Political Activity

The Library's meeting rooms are governed by the City of Evanston's policy concerning the use of municipal buildings by candidates for Federal, State, and Municipal elected office, the Democratic, ~~and~~ Republican, and other parties, and all other individuals or organizations advocating a position on an election issue.

The Library's meeting rooms may be used for any political activities related to an election, until one hundred days prior to the election, except for municipal ~~or township~~ election activities. Municipal ~~or Township~~ election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

1. All candidates are invited to attend
2. The forum is sponsored by a non-partisan group
3. All candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend

4. Fees will not be charged for candidate forums meeting these conditions, but all other meeting room rules must be observed.

Additional Rules and Regulations

The following rules and regulations apply to all groups using the meeting rooms in the Main Library:

Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room. These limits are:

1. Community Meeting Room ~~--- 144~~281 occupants for standing room only (no furniture); 201 occupants for chairs only; 94 occupants with tables and chairs; Small Meeting Room ~~--- 24~~occupants.
2. Any use of the meeting rooms which disrupts the normal operations of the Library will not be permitted.
3. Smoking is not permitted anywhere in the Library.
4. Alcoholic beverages may not be served or consumed.
5. Groups whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
6. Hazardous materials including, but not limited to, candles, paints, solvents and explosives are prohibited.
7. Groups using the facilities must comply with the Americans ~~for~~with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.

Damages and Liability

The Library is not responsible for the loss of, or damage to, any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group, or organization holding a meeting in the Library must fully release and discharge the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. They must further indemnify and hold harmless and defend the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting.

Denial of Meeting Room Privileges

Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation ~~of,~~ or refusal of future reservations.

Special Use Areas

Quiet Study Room

All the Library's reading rooms are intended for reading and quiet study, but a portion of the third floor ~~reference area~~ has been designated as a Quiet Study Room. In addition to the Library's posted rules of conduct, the following rules will apply to the Quiet Study Room:

- Talking or making noise of any kind is not permitted.
- The use of audioany equipment, ~~even with headsets that makes noise~~ is not permitted.
- ~~The use of typewriters, adding machines, and other noisy office equipment is not permitted. Quiet laptop computers are permitted.~~

The Loft

The Library's teen space, known as the Loft, is intended for young people in grades 6 through 12. Other library patrons are permitted to use the space when they require collections or services that are only available in that room, but they will not be permitted to use this area for general reading, study, or hanging out. The Loft will not be open all of the hours that the Library is open, but will be open at those times teen users can be expected to be present. Staff at the Children's Services desk, the Reader's Services desk, and the Reference desk may provide short-term access to the Loft's collections any time that the Library is open.

Public Access Computers

The Library provides a number of public access computers at various locations throughout its facilities. These computers are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). The applications available on individual computers vary from location to location. The Library's staff shall develop such rules and procedures as are necessary to insure the fair and reasonable use of these resources.

Parking Garage

The parking garage located under the Main Library is intended for ~~the~~ use by Library patrons while they are using the Library. It is a metered city lot operated by the City's Parking Systems Division and all parking regulations are enforced. The garage's hours of operation are the same as the Library's hours of operation. Cars left in the garage at closing time will have to remain in the garage until the next regularly scheduled opening. Neither the Library nor the City of Evanston is responsible for loss or damage to a motor vehicle or its contents. Customers should contact the City's 311 service for all parking garage operational matters.

Special Events

The facilities of the Evanston Public Library are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). Uses by outside agencies, which will materially and substantially interfere with the operation of the Library will not be permitted. The Library Board may, however, make the Main Library public areas available on a limited basis for special events sponsored by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston.

Donation and Special Event Fees

The minimum ~~special event fee donation to the Library's Fund for Excellence~~ for using the Library's facility or a portion thereof for a special event for a period of up to five hours is listed in the Library's schedule of fees. The Library Board will review this amount annually. Groups sponsoring special events will be entitled to the use of all of the public floors within the library as well as the meeting room and kitchen facilities. The group sponsoring the special event must also pay for library-supplied security ~~officers~~staff. At least one ~~security staff member~~officer will be required for each floor used. The Library will determine the specific security needs. The fee for security is listed in the Library's schedule of fees. The Library Board will review this fee annually.

Reservation of Space

Groups holding a special event in the Library's facility must have a 501(c)(3) status from the Internal Revenue Service. Because of the demands placed on the facility and staff by such special events, only two will be permitted in a given year. Requests will be accepted on a first come basis.

Hours of Use

Special events will only be scheduled during the hours that the Library is closed to the public and will not be permitted to substantially disrupt the Library's regular maintenance and cleaning schedule. Under the Library's current schedule the facility will only be available for special events on Fridays and Saturdays after 7:00 PM.

Set Up and Clean Up

Groups sponsoring special events are responsible for arranging the space for their use. No substantial movement of collections or electronic equipment will be permitted. If food and drink is served the organization sponsoring the event must use ~~an approved a caterer~~ pre-approved by the Library Director from a list supplied by the Library. The caterer in turn will be expected to take all necessary steps to protect the Library's collections, furnishings, and equipment. Public service desks, ~~with the exception of the lobby information desk~~, and shelving units may not be used as food or drink service points. Upon completion of the event all Library facilities should be returned to the condition in which they were found. Trash should be picked up and the kitchen should be cleaned. Set up and clean up should be accomplished within the time period for which the space is reserved. If it is necessary for Library staff to clean up following an event or

rearrange furniture, the group making the reservation will be charged for the necessary time according to the current schedule of fees.

Smoking and the Serving of Alcohol

Smoking is not permitted anywhere within the Library building or within 25 feet of the entrance. Any group wishing to serve alcohol at a special event must secure the necessary permits from the City of Evanston and must provide evidence of Dram Shop Insurance to the Library's Administrative Office.

Damages and Liability

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization holding a special event in its facility. Any individual, group or organization holding a special event in the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group, or organization holding a special event in the Library must fully release and discharge the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the event. They must further indemnify and hold harmless and defend the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the event. Any individual, group, or organization holding a special event in the Library must provide the Evanston Public Library with proof of liability insurance in the amount of \$1,000,000, including an endorsement naming the City of Evanston, and the Evanston Public Library Board, and the Evanston Public Library as additional insureds for the time of the event. An indemnification and hold harmless agreement must be signed, and the City's Attorney Loss Prevention Coordinator must approve a Certificate of Insurance, acceptable to the City of Evanston, must be provided thirty days prior to the special event.

Appeals of Administrative Decisions Concerning Facilities Use

An individual, group or organization that has been denied permission to use the meeting rooms, the bulletin boards, or other library facilities or to distribute materials may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven days prior to the Board Meeting. At this meeting, the appellant may be granted up to ~~ten~~fifteen minutes for a presentation that would support reversal of the Library Director's denial. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to

reach a decision at the meeting, unless additional information is deemed necessary.

DRAFT



Memorandum

To: Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Approval of Non-Resident Card Fee

Date: April 15, 2014

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property taxes sources or its equivalent (\$5,032,097/FY2014) is divided by the population (74,486/2010 census) to yield the per capita library support (\$67.56). This amount is then multiplied by the average number of persons per household (2.25/2010 census) to produce the recommended non-resident fee (\$152.00). Our non-resident fee must at least equal this amount in order for the Library to be eligible for a per capita grant. Our current non-resident fee is \$130.00.

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 20 active non-resident card users per year. Most are purchased by Chicago residents, who wish to check out more than ten items per visit to the Library.

Recommendation: Staff recommends Board approval of increasing the non-resident library card fee to \$152 per year.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Library Board Meeting Schedule for 2014

Date: April 15, 2014

Last November, the Library Board approved the 2014 Board meeting schedule (dates below). Given that travel schedules have firmed up for the remainder of the year, I wish to take this opportunity for the Board to review and confirm that this schedule is optimal for the rest of the year. Also, the October 15th date conflicts with the Illinois Library Association annual conference and I suggest we re-schedule the meeting for October 22nd.

May 21st
June 18th
July 16th
August 6th (special budget meeting)
August 20th
September 4th (Thursday; special budget meeting)
September 17th
October 15th
November 19th
December 10th (conflict on 17th with Hanukkah)