

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

USE OF LIBRARY FACILITIES

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## USE OF LIBRARY FACILITIES

## 600 Rules of Behavior

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use the library building, materials and services, to protect the rights of library employees, and to preserve library materials and facilities. The law gives the Board the right to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. "The library" includes the library building, entrance areas, walkways, parking lot and the property that surrounds the building excluding the public sidewalks.

The Board of Trustees believes that the library is for everyone's enjoyment and library patrons have the right to use the library and its materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have a right to materials and facilities that are available and in good conditions. In addition, patrons must adhere to applicable laws.

## 601 Disturbing Others

Behavior which disturbs other patrons or staff is not permitted. This includes but is not limited to conversations and behaviors that bother others, loud activity, impeding access to areas of the library, running in the library, disturbing images on a computer, verbal or physical abuse. Cell phones must be on vibrate and may not be used in designated quiet areas. Cell phone usage at computers must be limited so as not to disturb others.

Normally the patron will receive two warnings. At the third offense the patron must leave the library for the rest of the day. However, depending on the seriousness of the offense the patron may receive one warning or even be asked to leave immediately. In the event the disruptive patron is age 7 or younger, the staff member will locate the responsible adult. The entire family may be asked to leave the library if the behavior is not corrected. If the adult responsible for the child cannot be located within the building, the librarian in charge will identify the child and attempt to contact the parent by phone. If the patron under age 13 is required to leave and does not have immediate prospect of transportation home, the librarian in charge should contact the child's parents by phone and request that they be picked up.

## 602 Harassment

Harassing others, either verbally or through actions, is prohibited. This includes harassment based on sex, sexual orientation, color, gender, race, national origin, religion, physical or mental disability, pregnancy, age, military status, or other protected group status. The library will be responsible for harassment of a person only if the library becomes aware of the conduct and fails to take reasonable corrective action. Behavior such as paying unwanted attention to others, initiating unwanted conversation, following other people around the library, staring at other people, photographing or videotaping others, or touching other people is considered harassment. This also includes sexual harassment as defined by state law, "sexual harassment means any unwelcome sexual advances or requests for sexual favors and any conduct of a sexual nature when...such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

In addition slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status are forbidden as is written or graphic material that is posted or distributed in any manner that shows hostility toward a person or persons because of their protected status.

The terms intimidating, hostile or offensive as used above include conduct which has the effect of discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Director.

The patron must leave the library for the rest of the day and the Library Director will determine how long the perpetrator will be banned from the library. In the case of sexual harassment as described above, the police will be called immediately.

603 Firearms and Other Weapons

As stated under the Firearm Concealed Carry Act, firearms are prohibited on library property, as well as weapons of any kind. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." In conformance with state law the library will post signage consistent with the requirements of the Firearm Concealed Carry Act. The library's policy does not impact the rights of law enforcement personnel. Any violators of this policy will be reported to law enforcement and prosecuted to the fullest extent of the law. In addition, the person will be banned from library property for a period of not less than one year.

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. See Policy 670 regarding alcoholic beverages.

605 Smoking

Smoking, tobacco chewing and water vapor cigarettes are prohibited in the library at all times. The patron must dispose of the tobacco immediately.

606 Shirt and Shoes

Shirts and shoes are required to be worn in the library at all times. The patron will be warned once and at the second offence asked to leave the library.

607 Hygiene

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons will be required to leave the building immediately.

608 Library Property and Parking Lot

Care must be taken with library property, including materials, furniture and the building. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

There is a limit of one person per chair except in the case of a parent and child and the library reserves the right to limit the number of people at a table. Library users may not leave personal belongings in the library when they leave the building. The library is not responsible for any loss of

users' personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted.

Skateboarding and rollerblading are prohibited. Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is prohibited. The library is not responsible for damage or loss to vehicles.

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The library's insurance company must approve the Certificate of Insurance. The group must insure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following the event.

#### 609 Animals

Only service animals and police animals are allowed in the library. "Service animal" means a dog or miniature horse. Staff may inquire whether the animal is a service animal and what tasks the animal has been trained to perform. A public accommodation is not required to allow a service animal to remain if it poses a direct threat to the health or safety of others. If, for example, a service dog is growling and lunging at other patrons, and is not able to be controlled, the dog will have to leave the library. Emotional support animals are not allowed in the library. Animals that are part of a library sponsored program are exempt from this prohibition.

#### 610 Solicitation on library property.

Circulation of petitions and distribution of literature is allowed outside of the library building and must be conducted at a reasonable distance, 20 feet or more from the front of the entrance doors and to the left and right of the entrance doors. This activity may not disrupt library operations, impede people from entering or leaving the library, engage or attempt to engage people where such engagement is not welcome, or create unsafe traffic patterns on the library's sidewalks. This activity is not allowed in the parking lot due to safety issues. This activity is not allowed in the library building. This policy does not supersede laws regarding electioneering and soliciting of votes. No organization or individual will be permitted to solicit donations, sell items or ask library personnel to sell items on library property. No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

- A library sponsored sale or solicitation
- An Indian Prairie Library Foundation & Friends sale or solicitation approved by the library director.

Community organizations or governmental entities within the library district may be given permission by the Library Director to use the library as a collection point for items such as Citizen of the Year Nomination forms, scholarship applications, etc. as space permits. The library accepts no responsibility for such items.

#### 611 Serious or Repeat Violations of Library Rules

This list is not all inclusive of behaviors for which patrons may be expelled from library property. Patrons who violate the library's rules of behavior will be advised of the problem and asked to stop the unacceptable behavior or activity. Patrons who continue to misbehave will be asked for identification and required to leave the building for the day. In the case of misconduct which is

extreme, the offender will be asked to leave the building immediately, or the police may be called.

Patrons who cause repeated problems in the library will be warned that they will be barred from the library or using a particular service if the behavior continues. In the case of minors a letter will be sent to their parents or guardians regarding the behavior and consequences. If the behavior persists the patron will be barred for one month. If the patron continues to cause disruptions he or she will be barred for 90 days. If the patron returns and continues to cause disruptions the patron will be barred for one year.

In the case of serious violations, a patron will immediately be barred from the library anywhere from one year to indefinitely depending on the severity of the behavior. In the case of repeated, serious violations a patron may be barred from the library indefinitely.

#### 611.1 Appeal

Persons wishing to appeal these actions may do so upon written request to the Library Director. If the person is not satisfied with the result of their appeal they may request a review by the Library Board of Trustees.

### THE SAFETY AND WELL-BEING OF CHILDREN

- 612 Only adults who are with or assisting children, using youth materials, or interacting with staff should enter the Kids & Teens Department.

To ensure the safety of children, it is the parents' or guardians' responsibility to provide childcare; the library and its staff cannot provide this service. Children aged 7 and under must be accompanied by an adult or adolescent of at least 12 years of age who is near the child and attentive to their needs. Exception: When a child age 3 to 7 is in a library program that does not require the caregiver's attendance, the caregiver may leave the children's department to use another part of the library as long as the caregiver returns 5 minutes before the program is scheduled to end. The caregiver must remain in the library. If the caregiver is repeatedly late to meet the child following a program, the child may be removed from program enrollment.

If a child is unattended, library staff will find or call the parent to inform them of library policy. If the same child is left unattended a second time, the library staff will inform the parent that the library has been instructed by police to contact the Department of Children and Family Services (DCFS) if the child is left unattended again. If a child is unattended a third time, library staff will notify the Director who will consider contacting DCFS. There may be instances when staff allow a child to stay in the library if they believe it is in the best interest of the child.

If an unattended child age 12 and under is in the library at closing time or at the time of an emergency closing, the librarian in charge shall attempt to contact a parent or guardian by phone to come pick up the child immediately. If unsuccessful the librarian will contact the local police an hour after closing. At least two staff members will wait with the child until the parents or police arrive.

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## USE OF LIBRARY FACILITIES

## 620 Community Information Flyers and Posters Display

As a service to the community the library provides space for posters and flyers that promote educational, cultural, intellectual, charitable, civic, or historical activities sponsored by local cultural, service, non-profit and governmental organizations in the immediate area. Materials advertising major educational and cultural events taking place in the general Chicago area may be displayed when space is available. It is not intended to advertise classes, events, items or services for sale by commercial entities, profit organizations, or individuals. Materials containing information that advocate or promote a partisan position on any issue will not be accepted for display.

The library determines where materials may be posted or distributed. Any materials implying library sponsorship or support will not be accepted for display. Materials for posting must conform to Federal, State and Local laws including election laws. Flyers, brochures, pamphlets and announcements do not necessarily reflect the views of the Indian Prairie Library or Indian Prairie Library Board members and must conform to the following guidelines.

Posted materials must be approved, initialed and posted by library staff only. Staff will remove and dispose of items which have not been approved. Lost and Found notices may be posted as space allows. These materials will be removed the first day of every month.

No item over the size of 11" x 17" shall be posted. All items shall be posted for a period of one week, if space is available. Items may be posted for longer than one week if there is room. Items will be posted on a first come, first served basis. Publicity items are generally considered temporary and library personnel will dispose of said items after the event.

Library employees may not participate in the distribution of any materials except those generated by the library or organizations founded to support the library such as the Indian Prairie Public Library Foundation and Friends. The library staff will not be responsible for providing any additional information concerning an advertised activity.

## 621 Distribution of Free Publications

If space is available, the library may distribute copies of free publications which are of general interest to the community. However, publications must meet the following criteria and meet approval of the head of the appropriate department.

- The publication is free of charge.
- The subject matter meets the criteria for selection as stated in the Materials Selection policy.
- The delivery of the publication is timely.
- There is community interest in the publication.

Distribution of materials relating to youth and parents are distributed in or near the 2<sup>nd</sup> floor Youth Services department. Distribution of materials relating to adults are distributed in or near the 1<sup>st</sup> floor Adult Services department. The library reserves the right to refuse to distribute and to dispose of materials at any time. Publications do not necessarily reflect the views of the Indian Prairie Library, Indian Prairie Library Board members or staff.

## USE OF LIBRARY FACILITIES

Requests to distribute or remove publications should be addressed by the Head of the appropriate department. If a resolution is not reached, the patron may appeal in person or in writing to the Library Director. In the event that the decision made by the Library Director is not satisfactory to the patron, the patron has the right to present his or her written request to the Board of Trustees.

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## USE OF LIBRARY FACILITIES

## 630 Displays

The library offers display cases on the second floor that may be used by the public for displays of general interest to the community. This is the only display space in the building that is available for public use. Displays do not necessarily reflect the views of the Indian Prairie Library or Indian Prairie Library Board members. The library reserves the right to refuse the use of the display areas to anyone whose display is disruptive of its functions. The library reserves the right to withdraw the privilege of the use of display areas if board policies regarding its use are not followed. All displays are considered temporary. Display materials must be removed the day after display time ends or library staff shall dispose of said items.

The displayer shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage, or theft of any item displayed.

## 630.1 Displays in Departments

Displays within departments are used to promote the use of library materials or services and are developed by library staff. In addition the Youth Services Department may display writings, art work, or crafts prepared by children and teens submitted by a school located in the district or the leader of an organized non-profit youth group that includes youth who are residents of the district.

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## USE OF LIBRARY FACILITIES

## 635 Art Exhibits

The library's second floor gallery is available for exhibits of framed or mounted art works by local artists and not-for-profit groups. Art work may also be exhibited in the second floor display cases if they are available. Art work by children may also be exhibited in the Youth Services Department. Normally the exhibit period is one month. Exhibits do not necessarily reflect the views of the Indian Prairie Library or the Indian Prairie Public Library Board members.

The Marketing and Promotion Coordinator or the Graphic Design and Digital Services Associate is responsible for determining whether or not an artist's work is of a nature, format and quality appropriate for the gallery area. The library will publicize the exhibit on the library's website. The Marketing and Promotion Coordinator must approve all publicity that is posted in the library for the exhibit.

The exhibit is limited to the art molding display area in the second floor lobby/gallery. The work must be framed, mounted or otherwise prepared for hanging on the hooks provided by the library. No modification of the library facility will be permitted for the installation of an exhibit. No additional exhibit space is permitted. Artists are responsible for setting up and taking down their exhibits. The exhibit must be assembled during the first week of the exhibit period and the items are expected to remain on display until the last week of the exhibit period. The Library and the artist will determine the dates and times for the exhibit to be set up and taken down. Library staff may dispose of artwork not picked up at the end of the exhibit period.

Prices of the artwork may not be displayed in the exhibit. The library will not act as the artist's agent in the sale of his/her work. The artist may provide a list of the art works, including the price and the artist's telephone number, which will be kept at the Checkout Desk and made available to patrons at their request

The library reserves the right to refuse the use of the exhibit areas to anyone whose exhibit is disruptive of library functions. The library reserves the right to withdraw the privilege of the use of exhibit areas if board policies regarding its use are not followed. The exhibitor shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed.

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## USE OF LIBRARY FACILITIES

## CONFERENCE ROOMS

## 650 Use of Conference Rooms

The library provides small rooms for individuals or small groups to work, study, create, or meet. There is no charge for use of a conference room. A valid Indian Prairie Library card in good standing is needed to reserve a room.

The rooms may not be used for classes or seminars that are advertised to the public and are not library-sponsored programs. Nor may the rooms be used for business promotions or the promotion of products or services. No singing, playing of musical instruments that can be heard by others or music played on speakers is allowed in the rooms.

The library has developed procedures to assist patrons in the use of the rooms. These procedures include (but are not necessarily limited to):

Room reservation process

Time limits for use of the rooms

Priority usage

Maximum number of people allowed in each room

Age restrictions

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## USE OF LIBRARY FACILITIES

## MEETING ROOM/BOARD ROOM

## 660 Meeting Rooms

The Library Meeting Room and Board Room are designed primarily to meet the operational needs of the library and to provide accommodations for educational, informational, cultural, and civic functions of the Indian Prairie Library District community. These spaces are provided for group, not individual, use in the following order of priority:

- Programs or meetings sponsored or co-sponsored by the library.
- Library related meetings and programs, including the Indian Prairie Public Library Foundation and Friends, and library organizations such as LACONI and RAILS.
- Local governments serving the district.
- Local community groups and organizations, both non-profit and ad-hoc, with members who have an Indian Prairie Library card in good standing.
- Businesses located within the Indian Prairie District.
- Indian Prairie Library cardholders with a card in good standing participating in or conducting recitals.

660.1 Permission to use these spaces does not constitute endorsement of a group's policies or beliefs.

660.2 Activities are restricted to non-physical activities permitted by the library's insurance carrier. Except for library or the Indian Prairie Public Library Foundation and Friends programs, the spaces may not be reserved for social gatherings such as receptions, showers, birthday parties, dances, etc., or for fundraising or money-making purposes, such as bake sales, or presentations of products or services.

660.3 The library reserves the right to refuse the use of these spaces to any group or individual for any activity deemed unsuitable for the library's facilities or which may interfere with the ordinary functions and activities of the library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property. A person or group denied permission to use one of these spaces may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing to the Library Director one week prior to the Board meeting.

## 660.4 Description of Rooms

- Meeting Room - seating for up to 100 auditorium style or 48 seated at eight folding tables; built-in sound system and projector, screen, podium, mini-kitchen with sink and refrigerator.
- Board Room - seating for ten at conference table, flat screen television, sink and counter.

In addition, the library offers Conference Rooms that are available for groups and individuals. See Policy #650 for rules and regulations covering the use of these rooms.

Groups are responsible for setting up the space for their own use. Library staff are not responsible for setup.

#### 660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a laptop capable of accessing the Internet. Subject to availability, the library has a variety of equipment available as listed on the library website. The equipment may not be taken out of the library. Users are responsible for operating any audiovisual equipment they require. Instruction in the use of equipment can be scheduled through the Administrative Office. Instruction must be scheduled in advance of the meeting.

#### 660.6 Hours

Meetings shall be held during regular library hours and rooms cleared at least 15 minutes before closing time. Setup and cleanup must be accomplished during regular library hours.

#### 660.7 Fees

There is no fee for use of the Meeting Room or Board Room by library organizations, community organizations, and local governments. There is a fee for the Meeting Room and Board Room of \$25.00 per hour for recitals and businesses, which must be paid within two business days of registration approval.

If the Meeting Room is reserved for a recital, one free practice time for use of the Clavinova (digital piano) in the room may be arranged by advance appointment through the Administrative Office. The practice session must be held when the room is not reserved for another party.

#### 660.8 Reservation Procedures

Reservations should be made on the library's website. Groups will be booked in order of priority (See #660). The Meeting Room and Board Room may be reserved up to three months in advance. A separate booking must be completed for each date. Reservations will be held for 10 minutes and then the room may be used by another group.

The booking must be completed by an adult (18 years old or older) Indian Prairie Library District cardholder with a card in good standing who will attend the meeting. The name and contact information of the person who has oversight of the meeting and will assume all responsibilities listed in this policy must be given as a contact for purposes of the library and for individuals who want to contact the organization or business. If a governmental entity uses a room, an employee of the governmental body must sign the application, attend the meeting, and assume all responsibilities described in this policy.

#### 660.9 Cancellation

The library reserves the right to cancel any reservation due to unforeseen circumstances. The library may also cancel a reservation if library policies or procedures are violated. In the event the library cancels a reservation, any fees will be refunded.

Meetings canceled by an individual or group at least 7 days before the meeting will receive a full refund of any fees paid. No refund will be given for meetings canceled with less than 7 days notice. Notice must be given to the Administrative Office. Groups who regularly do not provide at least three days' notice that they are cancelling the meeting will forfeit their right to book library meeting space.

#### 660.10 Refreshments and Care of Facilities and Equipment

Simple refreshments may be served (coffee, punch, doughnuts, cookies, box lunches, etc.) Alcoholic beverages are not allowed per policy #670. All groups must provide their own support for setup and cleanup. Refreshment supplies (cups, paper goods, coffee, tea, etc.) must be provided by the group. The library does not provide service to store supplies, make coffee, provide office supplies, or photocopies. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.

The rooms are to be left as found. If there is damage to a room or equipment, the contact person as well as the organization will be held responsible and will promptly compensate the library for repairs, cleaning or loss.

#### 660.11 Restrictions

No admission charges, collections, tuition, sales, or other money raising activities are permitted, except those sponsored by the library or library related groups. Groups may charge attendees for the actual costs of materials used in a program, i.e., workbooks, handouts, supplies.

Minors may use the rooms with adult supervisors (at least one adult per 10 children) who will assume complete responsibility for the activities in and condition of the premises.

The individual or organization booking a room is responsible for compliance with federal, state, and local laws. Americans with Disabilities Act (ADA) compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as:

*Individuals with disabilities who plan to attend (insert title) meeting and who require certain accommodations to participate are requested to call (insert name and number) one week in advance of the meeting date.*

The name, address and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Indian Prairie Public Library Foundation and Friends. Except in the case of library-related organizations, publicity should in no way imply library sponsorship. Publicity may include the library's name and address but may not include the library phone number as a contact.

#### 660.11 Indemnification

Any group using the Meeting Room or Board Room shall indemnify and hold harmless the Indian Prairie Public Library District as well as respective officials and employees, from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees arising out of, or resulting from, the occupancy or use of the room. The

library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the Meeting Room or Board Room.

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## USE OF LIBRARY FACILITIES

### 670 Alcoholic Beverages

The Board of Library Trustees (the Board) recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the library during library fundraising events or during programs of a cultural or educational nature.

The Board may allow the sale or serving of alcoholic beverages in the library subject to the following:

- Alcoholic beverages may be permitted only at library fundraising events or programs of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

#### Who may serve alcohol?

- Alcohol may be served by third party vendors/caterers/organizations.
- Alcohol may be served by library staff or volunteers who are approved by the Library Director.

#### Where may alcohol be served?

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room or in other public areas when the library is closed, provided as there is a means by which to:

- Prevent access to the general public;
- Prevent alcohol from being removed from the premises by attendees;
- Prevent the sale or distribution of alcohol to persons under the age of 21.

#### Liability Insurance

The Library Director shall assure that the library maintains dram shop liability insurance in maximum insurance coverage limits, or third party vendors/caterers/organizations shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided at least two weeks prior to the event. The library shall be named as an additional insured on such coverage.

#### Library Rules and Regulations

All library rules and regulations shall remain in effect at all times

#### Local Laws

The library and third party vendors/caterers/organizations shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

#### Application to Serve Alcoholic Beverages

A third party vendor/caterer/organization shall submit an Application to Sell/Serve Alcoholic Beverages for each event in a form to be provided by the library.

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

Reservation of Rights

The Board reserves all rights and discretion with respect to enforcing this Alcoholic Beverages Policy.

Adopted 11/16/16, complete review 3/21/18



## USE OF LIBRARY FACILITIES

## VIDEO SURVEILLANCE

## 680 Video Surveillance

The Indian Prairie Public Library District strives to maintain a safe and secure environment for its staff and patrons and to protect public property. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. Cameras are placed in interior and exterior areas as determined necessary by the library director. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms. All recordings are the property of IPPL.

Signage will be posted at the library entrance informing the public that security cameras are in use.

Video data is recorded and stored digitally and is considered confidential and secure. Video footage will be retained for up to a period of 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.

Staff may have access to live video feeds in order to monitor areas. Access to archived footage in pursuit of suspected or documented incidents of criminal activity or violations of the library's rules of behavior or actions disruptive to the library is restricted to the Board of Trustees, the library director, assistant library director, librarians in charge (LIC), monitors, or a designated employee. Access is allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.

In situations involving criminal activity or violations of the library's rules of behavior, still images may be shared with library staff.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If a request is made under the Freedom of Information Act to inspect or copy real time or recorded imagery the library will redact any images that should be redacted under the Illinois Library Confidentiality Records Act and/or the Illinois Freedom of Information Act and shall make the remaining images available for inspection and copying.

Unauthorized access and/or disclosure of video footage by an employee may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording has a responsibility to immediately inform the library director.

This policy shall not impose any responsibility on the library, its Board of Trustees, or its employees to protect against or prevent personal injury or loss of property.