

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## USE OF LIBRARY FACILITIES

### TABLE OF CONTENTS

600	Rules of Behavior
601	Disturbing Others
602	Harassment
603	Firearms and Other Weapons
604	Food and Beverages
605	Smoking
606	Shirts and Shoes
607	Hygiene
608	Parking Lot and Library Property
609	Animals
610	Solicitation
611	Serious or Repeated Violations
612	Unsupervised Children
613	Public Health/COVID Guidelines
620	Community Information Flyers and Posters
621	Distribution of Free Publications
630	Displays
635	Art Exhibits
650	Use of Conference Rooms
660	Meeting Rooms
670	Alcoholic Beverages
680	Video Surveillance
690	Photography and Video

## 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, and verbal or physical abuse.

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 8 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 a 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 individuals, 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 Executive Director.

If a patron is found to be harassing others, the patron must leave the library for the rest of the day and the Executive Director will determine how long the perpetrator will be banned from the library

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 and Use of Marijuana

Smoking or vaping of any type and tobacco chewing are prohibited in the library at all times. Marijuana may not be consumed or used on library property.

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 so offensive 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.

Students attending Hinsdale South High School are prohibited from using the library parking lot to park during the school day.

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.

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 Executive 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 group must ensure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following an event.

## 609 Animals

It is the policy of the Indian Prairie Public Library to prohibit all animals from entering the library, with the exception of service dogs and miniature horses; service dogs and miniature horses in training; police animals; or animals featured in programs sponsored by the Indian Prairie Public Library.

### **Service Dogs and Service Dogs in Training**

According to the Americans with Disabilities Act (ADA), a service dog is individually trained to do work or perform tasks for people with disabilities. Examples include but are not limited to: guiding people who are blind; alerting people who are deaf; pulling a wheelchair; alerting and protecting a person who is having a seizure; reminding a person with mental illness to take prescribed medications; calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

- Handlers may bring their service animal into areas of the library where the public are normally allowed.
- Service animals must be under the full custody and control of their handler at all times, and must be housebroken. Service animals that urinate or defecate in the library shall be considered a threat to the public welfare, safety and health of other library patrons regardless of whether they are claimed to be house broken and shall be removed from the library by the handler.
- Service animals must be on a leash or harness at all times, unless the handler is unable to leash or harness the dog because of a disability, or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks.
- If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
- Handlers of the service animal are solely responsible for the supervision and care of the service animal.
- Handlers must keep the service animal directly with them at all times.

### **Miniature Horses and Miniature Horses in Training**

Federal regulations allow a miniature horse to be recognized as a lawful service animal. An individual with a disability may be allowed to utilize a miniature horse as a service animal, subject to all of the restrictions stated in this policy, but also subject to the following factors set forth by the ADA:

Whether the library can accommodate the miniature horse's type, size and weight. Generally, the horse should be no more than 34 inches tall at the shoulder, and weigh no more than 100 pounds.

- The horse must be trained to do work or perform tasks for the benefit of the individual with the disability.
- The handler of the horse must be in control of the horse, and the horse must be housebroken. Horses that urinate or defecate in the library shall be removed from the library by the handler whether they are claimed to be housebroken as threats to the public safety, welfare and health.
- The presence of the horse may not compromise legitimate safety requirements that are necessary for the safe operation of library service.

### **Emotional Support Animals**

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA, and are therefore not allowed in the library. The provision of emotional support, well-being, comfort, companionship, or protection do not constitute work or tasks.

### **Protections**

Users of service animals are not required to show papers or to prove a disability. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar. Staff may ask two questions:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

For the purposes of this policy, the terms assistance, guide, hearing or helping may be used interchangeably with service. Staff may not ask about the owner's disability. A person with a disability may not be asked to remove his or her service animal or service animal in training from the library unless:

- The animal is out of control and the handler does not take effective action to control it
- The animal is not housebroken or urinates or defecates in the library.

When there is a legitimate reason to ask that a service animal be removed, library staff must give the person with the disability the option to obtain library services without having the service animal or service animal in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees, or fear of dogs or miniature horses are not valid reasons for denying access or refusing service to people with service animals or service animals in training.

### **Exception**

The library may have animals in the building as part of its educational and recreational offerings. Police officers may also bring official police animals inside the building when it is necessary for police business.

### **Animal Endangerment**

The library does not condone leaving non-service animals outside the library in a way that may endanger the animal or library patrons. The library reserves the right to contact the police regarding any unattended animals on its premises.

IL Service Animal Access Act: 720 ILCS 5/48-8  
Code of Federal Regulations: 28 CFR 35.136(i)(1)

## 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, at least 20 feet 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 executive director.

Community organizations or governmental entities within the library district may be given permission by the Executive Director to use the library as a collection point for items such as Citizen of the Year Nomination forms, scholarship applications, food collection, 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 may be asked 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 they 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 Executive 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.

Children age 8 and under must be accompanied by a person over 13 years of age while using the library. If a child is unattended, library staff will find the adult or contact the parent to inform them of library policy. If a child age 8 and under is left unattended a second time, the adult will be informed that if this occurs a third time the child will not be allowed in the library building. If the child is age 8 and under and left alone repeatedly, the library staff will inform the adult that the library will consider contacting the Department of Children and Family Services (DCFS).

If an unattended child age 8 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 within 30 minutes after closing. At least two staff members will wait with the child until the parents or police arrive.

Complete review & revision 3/21/12, revision 8/21/13, revision 11/20/13, revision 12/18/13, complete review & revision approved 3/19/14, revision 10/21/15, complete review 5/18/16, revision approved 3/15/17, complete review & revisions approved 3/21/18, revision approved 11/20/19, revision approved 1/15/2020, revisions approved 6/17/2020, complete review 10/20/21, complete review & revisions approved 2/21/24

USE OF LIBRARY FACILITIES

613 Public Health/COVID guidelines

The Board President and the Executive Director have authority to make decisions jointly regarding rules and regulations relevant to safety of staff and patrons consistent with state mandates/guidelines/recommendations.

Approved 2/15/23

## 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 library 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.

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 limited. 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 be approved by 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 the kids & teens area. Distribution of materials relating to adults are distributed in the adult area. 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 to the Head of the appropriate department. If a resolution is not reached, the patron may appeal in person or in writing to the Executive Director. In the event that the decision made by the Executive Director is not satisfactory to the patron, the patron has the right to present his or her written request to the Board of Trustees.

Complete review & revision approved 9/19/07, 2/17/10, Complete review 3/21/12, Complete review 3/19/14, complete review 5/18/16, complete review 3/21/18, complete review 10/20/21, complete review and revision approved 2/21/24

## 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 and will have a start and end date which will be determined by the library and the displayer. Display materials must be removed the day after the end date 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 Kids & Teens area 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.

Book displays created by library staff will showcase materials of general interest or relevance to the community. Displays do not necessarily reflect the views of the Indian Prairie Library or the Indian Prairie Library Board of Trustees.

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## USE OF LIBRARY FACILITIES

## 635 Art Exhibits

The library's gallery is available for exhibits of framed or mounted art works by local artists and not-for-profit groups. Artwork may also be exhibited in the second floor display cases if they are available. Artwork by children may also be exhibited in the kids & teens area. 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.

Library staff are 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 Communications 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, 1<sup>st</sup> floor café, stairs, and the quiet study area. 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 Guest Services 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 to 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.

## 635.1 Recognition of Local Organizations

In recognition and appreciation of the contributions made by local organizations the library has established a portion of the art gallery as a place to honor those contributions. Community organizations may contact staff to schedule a display that represents their contributions. The organization must prepare the display in a way that it can be easily hung on the gallery display system. Displays may be exhibited for up to three months. Once the display is removed, library staff will evaluate the items to determine if they can easily be added to the library's local history collection.

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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 for advance dates. Patrons without Indian Prairie Library cards may reserve rooms on the same day on a first come, first served basis when available.

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 or music played on speakers that can be heard by others 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

Adopted 5/15/96, Revised 3/15/00, 7/1/02, 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, complete review 2/17/10, Rev. 4/20/11, Complete review 3/21/12, Complete review 3/19/14, Complete review 10/21/15, complete review 3/15/17, Complete review 1/20/21, complete review & revision approved 2/15/23

## USE OF LIBRARY FACILITIES

## MEETING ROOMS/BOARD ROOM

## 660 Meeting Rooms

The Library Meeting Rooms 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. Programs or meetings sponsored or co-sponsored by the library, including the IPPL Foundation and Friends, take first priority.

Other groups who may use the rooms are:

- Library organizations such as LACONI or RAILS
- Local governments serving the district.
- Local community groups and organizations, both non-profit and ad-hoc, with at least one member who has an Indian Prairie Library card in good standing. The cardholder is responsible for the use of the meeting room and must be present while the room is in use.
- Businesses located within the Indian Prairie District.

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, recitals, 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 Executive Director one week prior to the Board meeting.

## 660.4 Description of Rooms

- Keshav Sanghani 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.
- Meeting Room 2 – seating for up to 40 auditorium style or 25 seated at folding tables; built in sound system and projector, screen, and podium.
- 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.

## USE OF LIBRARY FACILITIES

## MEETING ROOMS/BOARD ROOM

Groups are responsible for setting up the space for their own use, as well as cleaning up the space at the end of their reservation including restoring all furniture to original locations. Library staff are not responsible for setup or cleanup.

## 660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a device capable of accessing the Internet and compatible with widely used AV equipment. Subject to availability, the library has a variety of equipment available as listed on the library website that IPPL cardholders may check out. 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 and within the reservation time.

## 660.7 Fees

There is no fee for use of the Keshav Sanghani Meeting Room or Board Room by library organizations, community organizations, and local governments. There is a fee for the Keshav Sanghani Meeting Room and Board Room of \$25.00 per hour for businesses. Applicable fees must be paid at the time of application.

## 660.8 Reservation Procedures

Reservations should be made on the library's website. Groups will be booked in order of priority (See #660). The Keshav Sanghani 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.

## USE OF LIBRARY FACILITIES

## MEETING ROOMS/BOARD ROOM

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 storage for supplies, make coffee, provide office supplies, or make 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

USE OF LIBRARY FACILITIES

MEETING ROOMS/BOARD ROOM

name and address but may not include the library phone number as a contact.

660.11 Indemnification

Any group using the Keshav Sanghani 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 Keshav Sanghani Meeting Room or Board Room.

Adopted 11/20/96, Rev. 9/17/97, 2/21/01, 12/21/05, Complete review & revision approved 1/17/07, complete review 2/17/10, complete review & revision approved 3/21/12, 4/17/13, Complete review & revision approved 3/19/14, complete review & revisions approved 5/18/16, complete review & revisions approved 3/15/17, complete review 1/20/21, complete review & revisions approved 2/15/23

## 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, during library programs, and during cultural and educational events.

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/events of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Executive Director.

#### Who may serve alcohol?

- Alcohol may be served by third party vendors/caterers/organizations.
- Alcohol may be served by BASSET (Beverage Alcohol Sellers and Servers Training) certified library staff or volunteers who are approved by the Executive Director in accordance with local and state laws.

#### 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 Executive Director shall assure that the library maintains appropriate 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, complete review & revisions approved 10/20/21, 2/21/24

## 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/or illegal behavior and to enhance the opportunity to apprehend offenders. Cameras are placed in interior and exterior areas as determined necessary by the Executive 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 at least two weeks 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 executive director, deputy 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 executive 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.

## USE OF LIBRARY FACILITIES

## PHOTOGRAPHY AND VIDEO

## 690 Photography and Video

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, or areas containing museum artifacts, and/or archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

## USE OF LIBRARY FACILITIES

## PHOTOGRAPHY AND VIDEO

Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Right Subject to Compliance with Policy

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

Adopted 8/17/22, complete review 2/15/23