

# **BY-LAWS AND POLICIES**

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

**Reviewed, revised, and adopted: September 13, 2023**

**by**

**Blandinsville-Hire Library District Board of Trustees**

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**These Blandinsville-Hire Library District By-Laws and Policies were adopted as revised on September 13, 2023**

**BLANDINSVILLE-HIRE LIBRARY DISTRICT  
POLICIES AND PROCEDURES MANUAL**

**TABLE OF CONTENTS**

A.	BY-LAWS	3
B.	JOB DESCRIPTIONS	6
C.	PERSONNEL POLICIES	9
1.	Vacation Policy	9
2.	Holidays	9
3.	Jury Duty	9
4.	Reimbursement	10
5.	Additional Policies (Sexual Harassment and Respectful Workplace)	10
D.	OPERATING POLICIES	11
1.	Cards, Circulation and Overdue Policies	11
2.	Failure to Return Policy	12
3.	Book Reserve Policy	12
4.	Book Return Policy	12
5.	TV and DVD Policy	13
6.	Copier Policy	13
7.	Microfiche and Microfiche Reader Policy	14
8.	Computer/Internet Usage Policy	14
9.	Food Allergies Policy	15
10.	Patrons Policy	15
E.	COLLECTION DEVELOPMENT POLICY	17
1.	Purpose	17
2.	Community	17
3.	Mission Statement	17
4.	Goals	17
5.	Responsibility for Selecting Materials	18
6.	Criteria for Selection	18
7.	Selection Policies by Type of Material	18
8.	Selection Policies by Subject	19
9.	Areas of Limited Acquisitions	20
10.	Areas of Special Acquisitions	20
11.	Gifts	20

12.	Discarding Material	21
13.	Duplication and Replacement	21
14.	Controversial Materials	21
15.	Censorship Policy	22
16.	Request for Reconsideration	22
F.	APPENDIX	23
1.	Library Bill of Rights	
2.	Freedom to View Statement	
3.	Freedom to Read Statement	
4.	Request for Reconsideration of Library Material Form	
5.	Failure to Return Library Material Letter	
6.	Employee Performance Appraisal Form	
7.	Policy Prohibiting Sexual Harassment	
8.	Respectful Workplace Policy	
9.	Confidentiality Ordinance No. 2018	

**BLANDINSVILLE-HIRE LIBRARY DISTRICT**

**BY-LAWS**

**ARTICLE I: NAME**

This organization shall be called “The Blandinsville-Hire Library District”, existing by virtue of the provisions of the Laws of the State of Illinois.

**ARTICLE II: OFFICERS**

Section 1: The officers shall be a president, a vice-president, a secretary, and a treasurer, elected from among the trustees at the May meeting of the organization of the board after the election.

Section 2: Officers shall serve a two-year term from the May meeting at which they were elected until their successors are duly elected.

Section 3: The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, and generally perform all duties associated with that office.

Section 4: The vice-president, in the event of the absence or disability of the president or a vacancy in that office, shall assume and perform the duties of the president.

Section 5: The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with that office.

Section 6: The treasurer shall be the depositor and disbursing officer of the board, sign all checks with approval of the board, and shall perform such duties as generally devolve upon the office. He or she shall be bonded in an amount equal to fifty percent (50%) of the total amount received by the district in the last fiscal year. In the absence or inability of the treasurer, such other members of the board shall perform the duties, as the board shall designate.

Section 7: The officers will be designated signees at the bank. Two signatures will be required on all checks.

**ARTICLE III: MEETINGS**

Section 1: The meetings shall be held the second Wednesday of each month at 5:30 p.m. in the library meeting room.

Section 2: The order of business for regular meetings shall include, but not limited to the following items:

- A. Roll call of members
- B. Public presentation to, or discussion with, the board
- C. Secretary's report
- D. Action of bills
- E. Treasurer's report
- F. Petty Cash Report
- G. Librarian's report
- H. Unfinished business
- I. New business
- J. Adjournment

Section 3: Special meetings may be called by the secretary at the direction of the president, or at the request of four members, for the transaction of business as stated in the call of the meeting.

#### ARTICLE IV: LIBRARY DIRECTOR AND STAFF

The board shall employ a qualified librarian of sufficient education, ability, and personality to administer and service the needs of the library. The librarian shall have charge of hiring and firing of staff.

Section 1: A committee of two board members and one library staff shall evaluate the Library Director annually for the first two years of employment. After the two years, the Library Director will be evaluated on a bi-annual basis.

Section 2: The Library Director shall evaluate the library staff annually for the first two years of employment. After two years, each staff member will be evaluated on a bi-annual basis.

#### ARTICLE V: COMMITTEES

Section 1: The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Recommended committees are as follows:

- A. Building, maintenance, and expansion
- B. Finance (grants, budget, and memorials)
- C. Public Relations
- D. Executive committee
- E. Committee to examine and update by-laws



Section 2: All committees shall make a progress report to the library board at each of the meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

ARTICLE VI: GENERAL

Section 1: The president may vote upon and may move or second a proposal before the board.

Section 2: The by-laws may be amended by the majority vote of all members of the board provided the amendment was discussed at a previous meeting.

ARTICLE VII: TRUSTEES

Section 1: Trustees are elected for four year terms, according to the Illinois Revised Statutes - Chapter 81, Article 4, No. 1004-3.

Section 2: A trustee may be appointed by the Board of Trustees to fulfill a vacancy. The appointment will be a term equal to the amount of time until the next scheduled trustee election.

ARTICLE VIII: FUNDING

Funding will be by a tax levy ordinance prepared by the board and the librarian.

September – The treasurer presents the estimated expenditures to the board and the board discusses any budget changes needed for the next fiscal year.

October – The budget and Appropriations Ordinance is completed and on file at the library thirty (30) days prior to the November meeting. Two weeks (2) prior to the November meeting the notice of public hearing is published.

November – The board passes a resolution adopting the Budget and Appropriation Ordinance for the fiscal year. The ordinance must be published or posted in a prominent location immediately following the November meeting.

December – The tax Levy ordinance is adopted and sent to the County Clerk before the third (3<sup>rd</sup>) Tuesday in December.

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

### **JOB DESCRIPTION**

#### **TITLE: LIBRARY DIRECTOR**

**POSITION OVERVIEW:** Developing quality library service and organizing library functions under the policies and guidelines developed by the Board of Trustees.

#### **ILLUSTRATIVE DUTIES:**

1. Hires library staff with board approval.  
Sample activities: Prepares job applications and job interview questions
2. Trains library staff and gives work assignments.  
Sample activities: Prepares job descriptions and personnel manuals  
Conducts training sessions for new staff
3. Evaluates library staff, according to Article IV, Section 2 of the by-laws.
4. Prepares new material for circulation.  
Sample activity: Completes processing of new material
5. Orders material and equipment.
6. Distributes, collects and files paperwork related to the election of board trustees.
7. Prepares budget and tax levy ordinances with help of the treasurer.
8. Prepares policies and procedures for board approval.
9. Develops long-range plan with help of board.
10. Prepares grants and monthly, quarterly, and annual reports in a timely fashion.
11. Recommends repairs or alterations to physical facility.
12. Attends board meetings and gives library statistics and other reports as needed.
13. Plans and conducts story hours and other special programming.
14. Attends workshops, professional meetings, and continuing education classes.
15. Administers public relations programs.

16. Takes over duties and responsibilities of any other staff member in his/her absence.
17. Evaluates effectiveness of services in relation to changing needs of community.
18. Helps maintain general library appearance, including cleaning of restroom and replenishing of supplies, as needed.

**SPECIAL REQUIREMENTS:**

1. Ability to work well with people.
2. Ability to give directions to staff.
3. Ability to operate library and office equipment such as typewriter, calculator, computer, copier, microfilm and fiche readers, DVD player.
4. Ability to work well under pressure.
5. Typing and bookkeeping skills.
6. Public relations skills.
7. Organizational skills.
8. Willingness to learn.

**TRAINING AND EXPERIENCE:**

High school graduate with some college training, preferably in library science, and five (5) years of professional experience, or any equivalent combination of training and experience sufficient to indicate ability to administer a library.

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

### **JOB DESCRIPTION**

#### **TITLE: CIRCULATION LIBRARIAN**

A position requiring knowledge of library functions, an understanding of library objectives, and the ability to carry out the general operations of the library.

**SPECIFIC RESPONSIBILITIES:** to include, but not limited to the following:

1. General circulation, desk duties and processing of new patron cards.
2. Aid in the processing of library material for circulation.
3. Shelving and organizing books and other library materials.
4. Answers directional-type questions and reference questions.
5. Responsible for interlibrary loans and OCLC requests.
6. Responsible for daily library statistics.
7. Performs printing, faxing and copying for patrons.
8. Assists with children and adult programming.
9. Helps maintain general library appearance, including cleaning duties.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

A high school graduate or equivalent is preferred. Must have typing and clerical skills. Little or no previous library experience is necessary; on the job training is provided.

**BLANDINSVILLE-HIRE LIBRARY DISTRICT**

**PERSONNEL POLICIES**

1. VACATION

- A. The vacation base year is July 1 through June 30 of the following year. Hourly employees who have served a six (6) month probation period are entitled to three and one half (3½) days of vacation or sick leave with pay. After one (1) year, hourly employees are entitled to seven (7) days of vacation or sick leave with pay. (Hourly employees refers to those employees who work at least thirty (30) hours or more a week.)
- B. Part-time employees who work less than 30 hours a week are not entitled to paid vacation or sick leave.
- C. Library directors who have served two (2) years are entitled to fourteen (14) days of paid vacation or sick leave.
- D. Vacations in excess of those allowed by this policy may be granted at the discretion of the head librarian and after Board approval are granted without pay.
- E. Additional paid vacation time after more years of service is up to the discretion of the Board.

2. HOLIDAYS

Ordinarily, the Blandinsville-Hire Library District is officially closed on the following holidays:

- |                  |                  |
|------------------|------------------|
| New Year's Day   | Columbus Day     |
| President's Day  | Veteran's Day    |
| Memorial Day     | Thanksgiving Day |
| Independence Day | Christmas Day    |
| Labor Day        |                  |

In addition, the Blandinsville-Hire Library District will officially close at noon on Thanksgiving Eve, Christmas Eve, and New Year's Eve.

There will be no adjustments in monthly salaries for these, or any other holidays during which the library is closed by approval of the Board.

3. SALARY ADJUSTMENT FOR JURY DUTY

If an employee is selected for and serves on a jury and receives less pay for jury duty than he or she would have received for his or her normal work schedule, the employee will be paid enough to make up the difference.



4. REIMBURSEMENT

- A. Mileage reimbursement will be paid according to the Standard Mileage Rate.
- B. It is the policy of the Blandinsville-Hire Library District to comply with the Local Government Travel and Expense Control Act.
- C. The Library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library in some capacity.

5. ADDITIONAL POLICIES

The Blandinsville-Hire Library District has adopted Sexual Harassment and Respectful Workplace Policies. See the appendices for the specific policies.

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

### **OPERATING POLICIES**

1. CARDS, CIRCULATION, AND OVERDUE POLICIES
  - A. Books and audio books may be borrowed for two (2) weeks and may be renewed for another two (2) weeks by requesting a renewal in person or by telephone. The Library Director for special circumstances may approve successive renewals.
  - B. Current magazines may be borrowed for one (1) week and may be renewed. Older issues (not the current year) may be borrowed for two (2) weeks and may be renewed.
  - C. DVDs may be borrowed with no charge for one week and are renewable.
  - D. There is no limit on the number of books or magazines any one person can check out at one time.
  - E. There is a fine of ten cents (\$0.10) per day per book, magazine, or DVD. There is a one dollar (\$1.00) maximum fee for any one item. If a patron has overdue material or owes a fine, the library staff has the right to limit their ability to borrow additional material.
  - F. If a patron damages or loses library material(s), they will be charged a replacement cost.
  - G. There is no charge for a district resident or landowner card, since a portion of the residents' taxes helps maintain the library. There is, however, a two dollar (\$2.00) charge for the replacement of a lost or damaged card.
  - H. The charge for a non-resident card is assessed according to a formula assessed by the Library System and can be used anywhere in the state. Non-resident cards are issued for one (1) year from date of application. An expired card must be renewed on or before the expiration date for continued use of the library.
  - I. Assistance for non-residence fees is available upon request and approval.
  - J. Periodically, the library will update patron information, so that the library can keep a more accurate count of the number of borrowers.

## 2. FAILURE TO RETURN POLICY

Once a library patron has material that is overdue, a library staff member will contact the patron. If the material becomes one (1) month overdue, the failure to return policy will take effect.

- A. If a library patron has library material that is one (1) month overdue, the library staff will contact them by telephone and/or in person and ask them to return the material immediately. The date of this contact will be documented.
- B. If the library material is not returned within two (2) weeks from the time of the telephone and/or personal contact, the library staff will send a letter to the patron asking for its immediate return. The date of this contact will be documented.
- C. If the library material is not returned within two (2) weeks from the time of the contact by letter, the library staff will send a failure to return letter by certified mail (appended). This letter will list the date of the previous contacts. The patron will be given two (2) weeks to return the material and be notified that if the material is not returned by the date listed, a police report will be filed with the Blandinsville Police Department.
- D. If the library material is not returned by the date given in the certified failure to return letter, the Blandinsville Police Department will be notified and a police report will be filed.

## 3. BOOK RESERVE POLICY

- A. Patrons may reserve a book by requesting to be put on the reserve list, either in person or by telephone.
- B. When the reserve book comes in, that person will be notified.
- C. If a person cannot be reached after three (3) library working days, the next name on the list will be called.
- D. Reserve books will have the regular two (2) weeks' circulation time, but when there are patrons still on the list, the person who is first on the list will be told that others are waiting to read that particular book and asked to return it as soon as possible.

## 4. BOOK RETURN BOX POLICY

- A. The BLANDINSVILLE-HIRE LIBRARY DISTRICT maintains a book return box outside the library in Blandinsville. This enables patrons to return library materials after closing hours or days when the library is closed.
- B. The box outside the library in Blandinsville is emptied early each library working day.
- C. Materials are not considered overdue if the due date shown is the last working day the

book return box was emptied.

- D. When overdue materials are dropped in the book return box, a record will be made of the person's name and the amount of the fine. The person will be notified the next time they come to the library or by telephone.

#### 5. TV AND DVD PLAYER POLICY

- A. The TV and DVD player are basically used by the librarian and other staff members during summer reading programs and for other special programming needs.
- B. The TV and DVD player will not be loaned to patrons. Patrons may have use of the equipment in house during regular library hours.
- C. There will be a viewing limit of two (2) hours for any one patron, unless previous arrangements have been made with the librarian.
- D. The TV and DVD player may be used for programming needs outside the library, if the librarian or other staff member(s) present the program.

#### 6. COPIER POLICY

- A. Charges:
1. A charge of fifteen cents (\$0.15) a copy will be made for black and white copies. This will include copying on both sides, if the patron wishes.
  2. A charge of twenty-five cents (\$0.25) a copy will be made for color text copies. This will include copying on both sides, if the patron wishes.
  3. Pictures less than one-half (1/2) page – one dollar (\$1.00)
  4. Pictures larger than one-half (1/2) page – two dollars ((\$2.00)
  5. Students doing research will be given copies free, but may not print more than three (3) color copies no larger than one-half (1/2) page and no more than ten (10) black and white copies.
  6. Non-profit organizations will be charged seven (\$0.07) a copy for multiple copies – 25 or more – if we furnish the paper and five cents (\$0.05) if they bring their own paper.
- B. A library employee will make the copies for the patron. If the patron is familiar with the operation of the machine, he/she may make his/her own copies, if he/she so desires.
- C. Library employees may have a reasonable number of personal copies free each month (20-25). Any copies over 25 per month, the employee will be asked to pay five cents

(\$0.05) per copy.

- D. Patrons will limit their printing to fifteen (15) pages.

## 7. MICROFICHE AND MICROFICHE READER POLICY

- A. There will be no charge for district residents to use the microfiche collection. Non-resident donations will be accepted to assist in maintaining the collection.
- B. Juveniles under the age of twelve (12) may use the collection under adult supervision.
- C. Users will put the used microfiche in a basket provided, and a staff member will replace it in the cabinets.
- D. The microfiche collection is available on the computer hard drive for use in the library.

## 8. COMPUTER/INTERNET USAGE POLICY

The BLANDINSVILLE-HIRE LIBRARY DISTRICT's public access computers provide the opportunity to integrate electronic resources from information networks around the world with the library's other resources.

The BLANDINSVILLE-HIRE LIBRARY DISTRICT does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Please note that not all sources on the Internet provide accurate, complete, or current information.

All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents or guardians may restrict their children – and only their children – from access to Internet resources through the library.

- A. Certain times may be blocked out for library use.
- B. Library computers are primarily for research, study, and business purposes.
- C. Printing costs will be assessed according to the Copier Policy.
- D. Computer time may be reserved by calling the library at 309-652-3166. Users may reserve one (1) hour per day. A computer user must check in within fifteen (15) minutes of the scheduled time or lose the time. Unreserved time is open for use on first come, first serve basis.
- E. The computers are for public use, which includes access to the Internet. Personal software programs may not be installed on the public access computers. The configuration of any of the software on the computers may not be changed. The computer's hard disk drives are for storage of library software and information. If a user wishes to download files, he/she must use a portable storage device. The patron/user must provide his/her own flash drive (thumb drive).

- F. Computer users are expected to comply with local, state, and federal laws while using the Internet. Misuse of the computer may result in the loss of computer privileges.
- G. Library staff may be able to help with basic computer use and startup procedures, but they cannot provide detailed information for every user.

9. FOOD ALLERGIES POLICY

The Blandinsville-Hire Library District is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all persons with food allergies that:

- A. From time to time, refreshments are served during Library programs and activities;
- B. Persons with food allergies are responsible for monitoring refreshments served at the Library;
- C. Responsibility for monitoring minors rests with the parent/guardian/custodial caregiver; and
- D. The Library employees will not administer medications, including the use of an Epi-Pen.

The Library will gladly answer any inquiries about the proposed menu of refreshments prior to the program. The Library is available to discuss measures to reduce the likelihood of a food allergy reaction at Library programs and activities. These measures may include not knowingly serving foods that are likely to cause severe allergic reactions.

The Library does not monitor food brought in by outside groups.

10. PATRONS POLICY

The Blandinsville-Hire Library District enhances the quality of life for the residents in our district. The library enlightens and empowers its citizens to meet their lifelong learning needs through open and equitable access to information, technology, and cultural/educational programs.

The Blandinsville-Hire Library District seeks to provide exceptional library service in an environment that is safe, clean, and comfortable. To accomplish this, the Blandinsville-Hire Library District Board of Trustees has adopted the following Rules and Regulations for Patrons. Any behavior that is disruptive to library use or operations cannot be tolerated. Persons who violate these rules will be asked to leave the library and may lose library privileges. Violations perceived as criminal may result in arrest and prosecution.

- A. Loitering or smoking is prohibited on library property.
- B. No gambling, soliciting, or campaigning is allowed on library grounds.
- C. Eating and drinking is not permitted in the computer area or the children's room.

- D. Patrons who act in a manner that causes public disturbance will be asked to leave the library.
- E. Fighting, provoking to fight, or engaging in disorderly or boisterous conduct is prohibited.
- F. Loud, offensive, abusive, or threatening language is prohibited.
- G. Display of profane, obscene, or injurious language, texts or graphics for public view is prohibited.
- H. The possession of any firearm other than lawfully possessed concealed firearms is prohibited in the library.
- I. Listening to or playing music or sound equipment without earphones is prohibited.
- J. Indecent exposure, sexual acts or behavior are prohibited.
- K. It is illegal to deface, damage, mutilate, or destroy library property or equipment, including altering or tampering with computers or software.
- L. Loading or installing programs or software on library computers is prohibited.
- M. Children cannot be left unattended. Please see a library staff member for specific guidelines.
- N. Shoes and shirts must be worn in the library.
- O. Pets and other animals are not allowed, with the exception of guide dogs.
- P. It is illegal to remove library materials from the library without checking them out.

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

### **COLLECTION DEVELOPMENT POLICY**

#### **1. PURPOSE**

The collection development policy of the BLANDINSVILLE-HIRE LIBRARY DISTRICT has been compiled with the intent of clarifying for the librarian and the public the criteria used in materials selection, as well as the responsibility for the selection.

#### **2. COMMUNITY**

The BLANDINSVILLE-HIRE LIBRARY DISTRICT was formed as a community project in 1953 for the purpose of serving individuals and groups in the village of Blandinsville, the townships of Blandinsville and Hire, and portions of the townships of Emmett, Macomb, Mound, Sciota, and Walnut Grove. The area served is mainly a rural farming community with many residents engaged in farm related jobs. There are also many professional people and others employed in factory work in nearby towns. There are a large percentage of senior citizens in the population.

Our primary borrowers are the taxpayers of the district. We also serve a number of non-resident borrowers who pay an annual fee. We serve many other people through reciprocal borrowing and interlibrary loan agreements. Anyone can use in house library materials without being a resident of the district. The most requested items for non-resident users are the local history material and the newspaper microfilms.

In order to serve the senior citizens and other visually handicapped members of the community, the library is building a collection of large print books and audio books. Additional audio books are also available through the State Library System.

#### **3. MISSION STATEMENT**

The major purpose of the BLANDINSVILLE-HIRE LIBRARY DISTRICT is to select, assemble, make available, and preserve informational, educational and recreational books and other library materials in organized collections: to provide opportunity and encouragement for children, young adults, and adults to educate themselves continuously; and to promote through stimulation and guidance an enlightened citizenship and enriched personal life for all residing within the service area.

#### **4. GOALS**

- A. To develop a more user-oriented collection of print and non-print materials.
- B. To increase the proportion of the population served by the library.
- C. To improve the level of library service to the handicapped.
- D. To meet the changing informational needs and interests of the entire community.
- E. To supplement formal study and encourage informal self-education.
- F. To assist people to know more about themselves and their world.
- G. To improve library facilities to better accommodate used patterns and library programs and resources.

5. **RESPONSIBILITY FOR SELECTING MATERIALS**

The ultimate responsibility for the selection of materials rests with the head librarian operating within the framework of policies and objectives approved by the Board of Trustees. It is the responsibility of all staff members to record patron requests so that they may be considered for selection.

6. **CRITERIA FOR SELECTION**

Consideration of materials for purchase is based on a number of factors, including:

Professional Reviews	Age and interest level
Literary quality	Current interest and anticipated demand
Patron request	Reliability of the author
Award winners	Local history and local authors
Best sellers	Cost
Subject area development	Format

7. **SELECTION POLICIES BY TYPE OF MATERIAL**

A. **HARDBOUND BOOKS**

The majority of the library's collection consists of hardbound books. Current fiction and nonfiction titles are selected by using the aforementioned criteria and are included in the permanent collection, if they are of reliable authors and show literary quality.

B. **PAPERBACKS**

Paperback books are included in the collection to supplement and extend the hardbound book collection. Paperback titles provide books on a wide range of subjects at minimum expense. The aim in paperback selection is to provide popular material of general interest. Paperbacks may also be selected for the following reasons:

1. The title is unavailable in any other format.
2. The hardbound format is expensive or only used occasionally; therefore, a paperback edition will answer the need.
3. More than one copy of title is needed due to the heavy demand.

C. PERIODICALS AND NEWSPAPERS

Periodicals are of importance for patrons who need to be informed of current ideas before they become available in book form. Periodicals are valuable sources for recreational and how-to-do information. Periodicals with future reference value are kept for three (3) years.

The library strives to maintain as complete a collection as possible of the local newspaper. The Blandinsville Star-Gazette has been microfilmed and is stored in the library and used for reference and genealogy.

D. AUDIOVISUAL MATERIALS

Currently, the library maintains a collection of DVDs and audio books. Other audiovisual materials will be added as the budget allows.

8. SELECTION POLICIES BY SUBJECT

A. FICTION

In selecting fiction, the library has not set any single standard of literary quality. An attempt is made to satisfy a public of widely differing tastes, interests, education, and reading skills. Fiction selection means choosing not only the most distinguished novels, but also popular titles without lasting appeal. The library maintains a basic collection of popular fiction and the classics.

B. NON-FICTION

The library strives to maintain a respectable collection of adult and juvenile nonfiction literature with regards to the needs and wants of our patrons. The library keeps a large history collection, as well as biographies for both adult and juveniles. In addition, patrons enjoy materials covering the natural sciences, social sciences, applied sciences, and arts.

C. HISTORY

The library maintains a strong working collection in the field of history, including world history, American history, Illinois history, and local history. Authoritative new books are acquired as they become available. Specialized periodicals on the subject are kept for reference.

9. AREAS OF LIMITED ACQUISITIONS

Selection of books and non-book materials in certain areas is limited to very general or basic works, which are not too specialized or considered beyond the province of public library service.

A. TEXTBOOKS

The Blandinsville-Hire Library District will not attempt to supply materials required for course work in any school in the area. The library provides materials supplemental to various course of instruction, but is in no way obligated to provide textbooks.

B. GENEALOGY

The library will not attempt to supply specialized genealogy sources but will purchase general guides to assist patrons learn how to trace their ancestry. Sources on local history are available to help patrons in this area.

C. FOREIGN LANGUAGES

The library will not attempt to supply books in foreign languages other than a few foreign language-English dictionaries. The library has limited access to books written in foreign languages through the Interlibrary Loan System.

D. RELIGION

The library will endeavor to build a religious collection, which offers a broad spectrum of information on the doctrines, history, and leaders of all the major religions. To achieve this end, the library will provide materials of broad general interest.

10. AREAS OF SPECIAL ACQUISITION

The Blandinsville-Hire Library District through its local history collection preserves books and other library materials, which document the history of Blandinsville and provides a record of current and past happenings in the community. The library tries to acquire any new books or any reprints of old books that are available about Blandinsville and the surrounding area. These materials are kept on a special shelf and are non-circulating, unless there are duplicates, in which case the duplicate item can be circulated.

## 11. GIFTS

- A. The library encourages donations of books, records, and other library materials with the understanding that they may or may not be added to the collection. The same principle of selection used for purchases of library materials will be applied to gifts. When gifts cannot be used, the library may at any time discard them in any way it sees fit.
  
- B. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of the subject area of purchase will be based upon the wishes of the donor. The head librarian in accordance with the need and selection policies of the library, however, will make selection of specific titles. A memorial gift plate will be placed on a plaque and displayed in the library. The library does not set aside a special section or set of shelves for gift or memorial books. They will be added to the general collection.

## 12. DISCARDING MATERIALS

The library maintains an up-to-date-collection through an active weeding process. Materials are withdrawn based on the following criteria:

- A. Outdated materials
- B. Duplicates
- C. Worn or mutilated copies
- D. Unnecessary items

Frequency of circulation, community interest, and the availability of newer and more valid materials are of prime consideration. Fiction and nonfiction – excluding classics and local history – which were purchased to meet a demand that no longer exists are discarded.

## 13. DUPLICATION AND REPLACEMENT

The library does not attempt to duplicate items in the collection unless there is an unusually heavy demand and the duplicate would be a paperback, if available. Some items may be duplicated in a different format, such as a certain fiction title may be duplicated in large print or in audiovisual format.

## 14. CONTROVERSIAL MATERIALS

In keeping with the stated library goals and in support of the Library Bill of Rights, the Free to View Statement, and the Freedom to Read Statement (appended), the library will acquire materials on a wide range of viewpoints and ideas. Because of the varying views held by

members of the community, some may find certain items offensive. Inclusion of a controversial item in the collection does not constitute library endorsement or approval of an expressed opinion. Nor will access to these materials be restricted. Free access by patrons, including minors, will be provided. Parents or legal guardians are solely responsible for their child's reading and Internet usage. Only the parents, not the library, may decide what is appropriate for their child.

15. CENSORSHIP POLICY

Blandinsville-Hire Library District believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and freedom from censorship by others. Library materials may be controversial and any given item may offend some person. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population.

The Blandinsville-Hire Library District Board of Trustees recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. Blandinsville-Hire Library District's mission is to provide access to resources and opportunities that impact individual lives and build community.

- A. The library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
- B. Responsibility for materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.
- C. The Library does not indicate through the use of labels or other devices particular points of view or perspectives contained in library materials.
- D. No items are sequestered to control access.
- E. A formal process for handling reconsideration requests will be followed to assure that they are handled in an attentive and consistent manner.

16. REQUEST FOR RECONSIDERATION

If any title in the collection is criticized or questioned by individuals or organizations, the form "Request for Reconsideration of Library Materials" may be filled out. Upon receipt of this request, a review committee composed of the head librarian, a staff member, and a board member

will make a re-evaluation of the item. The head librarian will present the committee's recommendation to the Board of Trustees for their decision. The complainant will be notified of the decision of the board. While the item is under consideration, it will remain on the shelves.  
(Form appended)

## **APPENDIX**

### **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

#### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal approval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council

Amended February 2, 1967, June 28, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 24, 1996.

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

### **FREEDOM TO VIEW STATEMENT**

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council.

## **BLANDINSVILLE-HIRE LIBRARY DISTRICT**

### **FREEDOM TO READ STATEMENT**

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

We, therefore, affirm these propositions:

1. It is in the public interest for the publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the equality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee.

Amended January 28, 1972; January 16, 1991; July 12, 2000; and June 30, 2004.

BLANDINSVILLE-HIRE LIBRARY DISTRICT  
REQUEST FOR RECONSIDERATION FORM

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book    \_\_\_\_\_ DVD    \_\_\_\_\_ Newspaper    \_\_\_\_\_ Display    \_\_\_\_\_ Magazine

\_\_\_\_\_ Audio    \_\_\_\_\_ Electronic Information/Network (Please specify)

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Blandinsville-Hire District Library  
Box 50, 130 South Main Street  
Blandinsville, IL 61420  
Telephone/Fax 309-652-3166  
[blanhire@mtcnw.net](mailto:blanhire@mtcnw.net)

Dear \_\_\_\_\_:

The following library materials checked out in your name were to be returned to the  
Blandinsville-Hire District Library by \_\_\_\_\_ :

These library materials are now significantly overdue. Library personnel have made several attempts to contact you about this matter by

Telephone (\_\_\_\_\_), mail (\_\_\_\_\_), and/or in person

(\_\_\_\_\_). If the materials are not returned by \_\_\_\_\_

a police report will be filed with the Blandinsville Police Department.

We sincerely hope that you will take the time to return the materials or contact the library to make restitution for materials that are missing or lost. We will make every effort to work with you to resolve the situation.

We look forward to hearing from you regarding this matter.

Sincerely,

Terry Brandt, Library Director  
& Members of the Blandinsville-Hire Library Board

INSERT EMPLOYEE PERFORMANCE APPRAISAL FORM

INSERT ORIGINAL POLICY PROHIBITING SEXUAL HARASSMENT

INSERT ORIGINAL RESPECTFUL WORKPLACE POLICY

INSERT ORIGINAL CONFIDENTIALITY ORDINANCE NO. 2018