

**Summit Public Library District  
Policies  
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## **POLICIES**

### **I. Public Use of the Library** **Revised: 10/18/17**

#### **Section 1 – Days and Hours of Service**

The Summit Public Library District shall be open Monday through Saturday. Closed Sundays. Hours shall be as established by the Board of Trustees.

The Summit Public Library District shall be closed on the following Holidays:

New Year's Day  
Dr. Martin Luther King Jr. Day  
Good Friday  
Easter Sunday  
Memorial Day  
Juneteenth (if on Sunday, observed Monday)  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Day

Summer hours for the Library shall be established by action of the Board of Trustees.

#### **Section 2 – Borrowing Privileges**

The primary purpose of the Summit Public Library District is to provide service for residents of the Village and local taxpayers. All residents of Summit shall be entitled to library services. In addition, any nonresident who as an individual or partner principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owing taxable property within the district, upon presentation of the most recent tax bill upon that taxable property shall be entitled to Library services; provided, however, that only one such nonresident is entitled to Library services for each parcel of taxable property.

Non-residents, other than those defined in the above paragraph, shall be required to pay an annual fee as established by the Board.

The library shall extend library service applicable to existing rules to reciprocal, Chicago or other system cardholders, and to cardholders of any other reciprocal agreement that may be entered into the future.

Any non-resident teacher who teaches in a Summit school district shall be issued a Library card, without charge, valid for the duration of employment in the school district, consistent with existing rules for all patrons.

Library privileges may be withheld from any patron owing an overdue charge, or having material overdue at any library in the Reaching Across Illinois Library System. Proof of residence shall be required of all library applicants.

Juvenile cards shall be issued to children from kindergarten through the age of 17. A parent or guardian must sign registration cards.

Adult cards shall be issued to anyone the age of 18 and over.

Lost card shall be replaced at a fee of \$3.00.

Cards are not transferable. Patrons shall be responsible for materials borrowed on their cards.

Old cards must be returned at expiration before a new card will be issued.

### Section 3 – Circulation

1. Loan Periods Loan periods are established for library materials as follows:
  - Books – 2 weeks
  - Books on tape – 2 weeks
  - DVDs – 3 days for adults, 7 days for children and nonfiction
  - CDs – 2 weeks

The loan period of any individual item is subject to change at the discretion of the Director.

2. Interlibrary Loan The library participates in Interlibrary Loan through the Reaching Across Illinois Library System, ILLINET, and OCLC. The library does not place any restrictions on items borrowed by other libraries except for reference materials. The library participates in document delivery as established by the Reaching Across Illinois Library System.
3. Fines and Fees Overdue charges shall be established by the Board for all circulating materials. The cost for replacement of damaged materials shall be the current cost of replacement of the item plus any applicable charges if the Library does not own the item. Refunds will be given for materials that have already been paid for minus overdue fines accumulated to the date of the actual return of the material. The receipt must be presented for a refund.
4. Limits on the Number of Items Adult patrons shall be limited to two (2) media per valid patron card at any time.
5. Claims Returns of Items Items that a patron claims have been returned but which the Library still believes overdue can be marked with “claims returned” status. Patrons who exceed two claims returned lose all library privileges, including

reciprocal borrowing. Privileges may be regained with payment for all materials that have been claims returned. Claims returned may only be made for items owned by the Library.

#### Section 4 – Using other Libraries

Patrons registered at the Library in accordance with the guidelines above (non-residents see section below) shall have reciprocal borrowing privileges at all other Reaching Across Illinois Library System libraries, and other libraries as recognized in reciprocal access agreements without limitations. Loss of good standing at Summit Library or any other library affected by reciprocal agreements shall result in the loss of all library privileges until good standing is restored.

Non-residents who have purchased a Summit Library card cannot use that card at any other library unless the fee paid equals the amount of the access fee at the currently highest charging library in the Reaching Across Illinois Library System. If that fee is paid, the card issues shall be considered a fully reciprocating card with all attendant privileges and responsibilities.

#### Section 5 – Services to patrons with Disabilities

The library will make every effort to accommodate patrons with disabilities in accordance with the ADA. Delivery of materials to the homebound will be provided if the library's facilities do not meet ADA standards.

#### Section 6 – Confidentiality of patron records

The Library complies with all local, state and federal regulations concerning the confidentiality of patron records.

#### Section 7 – Behavior in the Library

The Director will exclude from the use of the library any person who willfully violates the rules prescribed by the Board.

### **Unattended Child Policy**

Revised: 1/16/19

Parents are responsible for the behavior of their children while they are in the library. The Summit Public Library District staff is committed to helping children with library related activities. However, library staff cannot, nor is it their responsibility, to serve as babysitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. The library staff will notify the parent of incidents involving an unattended child using the attached form.

All children not accompanied by a parent or guardian will be asked to leave the library at 6:00PM. Children, aged seven and under, must be accompanied and directly supervised

at all times by a parent or another responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the library is closing, library staff is authorized to call the police and stay with the child until the police arrive.

From time to time the Summit Public Library District provides programs, which are designed and suitable for attendance by children without parental supervision. These programs will be indicated whether parental supervision is required. When a parent indicates that they will not be able to stay with their child, their child's attendance is predicated on the parent informing the staff as to their anticipated whereabouts during the program, and a phone number where they or another responsible adult can be contacted.

Children over the age of seven may use the library unattended by an adult or other responsible caregiver, subject to other library rules and policies concerning behavior, conduct and demeanor.

### **Unattended Children After Hours**

In the event a child under the age of fourteen is still at the library 10 minutes after the library closes to the public, the police will be called to pick up the child. Attempts will be made during the ten-minute period to contact the parents. In no instance, will staff give the unattended child a ride home.

### **Unattended Child Parental Notification Letter**

Dear \_\_\_\_\_,

The Summit Public Library District has experienced an incident involving your child,

\_\_\_\_\_, while he/she was in the library, unattended by you or a responsible caregiver. A copy of the library's unattended child policy is enclosed for your information. The library does not wish to suspend library privileges for you, or your family. However, the safety of all children, as well as, the proper operation of the library is our first responsibility.

*Description of Incident---*

Sincerely,

Director  
Summit Public Library District

## **II: Collection Management Policy**

Aware that the Summit Public Library District serves a small though cohesive society of many different political and religious persuasions as well as races, the Library Board adopts the following selection policy for all material.

### **Section 1 – Description of the Community**

The Summit Public Library District serves the Village of Summit (located in Cook County), incorporated in 1890. Located just outside the boundaries of the city of Chicago, this southwest suburban community has many of the aspects of city life (big business, proximity of urban centers, community agencies, and entertainment) as well as suburban (residential neighborhoods and a close-knit community of all ages) The Village of Summit has a land area of only one mile square, in which reside 11,116 residents (2020 US Census). Economic development is stable. School-aged children are served well by public and private schools located throughout the Village.

### **Section 2 – Description of user groups to be served**

According to the 2020 Census, over 48.47% of Summit's population is Hispanic or Latino, with Mexican-American representing 44.3%. This places a responsibility up on the library which it satisfies by maintaining a Spanish language collection, providing translating services at library functions upon request, and maintaining a local file of information for literacy and ESL efforts.

The library also complies with all applicable sections of the Americans with Disabilities Act (ADA).

### **Section 3 – Purpose of the Collection**

The Library will strive to acquire and make available to all members of the community print and non-print materials which will meet their needs to become well informed, to cultivate the imagination, to refine the tastes and to enjoy their leisure.

The library strives to aid and encourage the young in their pursuit of knowledge and in finding rewarding experiences through books. It provides the adult readers with books and related materials in many fields to meet their need for facts and authoritative opinion, whether in their capacity as individuals, as professional or business people, or as responsible citizens of the community, the state, and the nation. Through the Library, adults also have access to novels, short stories, plays and poetry to satisfy their desire for mature reading in these areas.

The library also aids and encourages the acquisition of certain skills by the populace, such as research, fact-finding, and the efficient use of information systems. To that end, the library provides individual and group instruction in the use of the library and its resources, including technology-based information systems.



In short, the Library serves to help the community grow into adulthood and then seeks to meet the needs of that maturity.

#### Section 4 – Responsibility for Collection Management

Library materials shall be selected by the Director and under the Director's direction such members of the staff who are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Board. Library patrons may suggest materials for purchase, whereupon the Director will decide if these materials comply with general selection criteria.

#### Section 5 – Parameters of collection, including subject areas, formats, etc. and selection guidelines for each

The library's collection consists of the following collections/formats:

1. Reference - Materials selected for their informational/reference value. These do not circulate. Materials in this category are expected to have lasting value and should be selected on the basis of their accuracy, timeliness, quality of publisher, and usefulness of subject.
2. Adult Fiction - Materials selected for their entertainment or cultural value to the community. Materials in this category are for the most part ephemeral and will have a fairly quick turnover rate. Materials should be selected on the basis of community interest, quality of work or author, or recommendation of reliable reviewing sources.
3. Adult Nonfiction - Materials selected for their informational or educational value. Materials in this category are for the self-education or enlightenment of the public and should be selected on the basis of accuracy, timeliness, public interest, and the recommendation of reliable reviewing sources.
4. Juvenile Fiction - Materials selected for their entertainment or cultural value to the children of the community. The library will purchase all Caldecott and Newberry winners. (Picture books) Materials should be selected on the basis of visual appeal, quality of writing, usefulness in bibliotherapy, interest in the community, and on the recommendation of reliable reviewing sources. Materials should be selected on the quality of writing, interest of the community, and the recommendation of reliable reviewing sources.
5. Juvenile Nonfiction - Material selected for their informative, educational or entertainment value to children. Materials should be selected on the basis of accuracy of information, age-appropriateness of content and presentation, quality of writing or presentation, reputation of publisher, timeliness, informative value of content, and upon the recommendation of reliable reviewing sources.
6. Periodicals - Materials selected for their informative or entertainment value. High turnover is expected in this category, with most issues being kept for a maximum of five years. Material should be selected for their visual interest,

accuracy and timeliness of content, indexing in standard bibliographic databases, community interest, and through the recommendation of reliable reviewing sources.

7. Newspapers - Materials selected for their informational and cultural value. These are kept for a very short time except for the Desplaines Valley News. These are selected on the basis of community interest, local coverage, and informational value.
8. Audiovisual - Materials provided in a non-print format (not electronic). Materials should be selected on the basis of their quality, accuracy (in the case of nonfiction materials), community interest, and cost.
9. Electronic - Materials requiring the use of a computer. These do not circulate but are made available for public use on the public access computers. These should be selected on the basis of their interface (ease of use), accuracy of information, educational or information value, compatibility with resources at use in the schools, compatibility with materials in place in the library, quality of publisher, and recommendation of reliable reviewing sources.
10. Foreign Languages – Materials written in a language other than English. Materials should be selected on the basis of: prevalence of need in the community for that language; quality of work; informational, educational or entertainment value to the community; appropriateness of material to user group (both age and education level); and recommendation of reliable reviewing sources or of other library professionals familiar with the field.

#### Section 6 – Criteria for selection, replacement and withdrawal

1. Materials shall be selected to fulfill the interest, information, enlightenment, and recreation needs of the residents of Summit.
2. Selection of new materials shall be using the guidelines set forth in Section 5 as applicable to each area of the collection, as well as considering the quality of workmanship (binding, paper, etc.), presentation (cover, print size, picture quality), indexing, availability of material through ILL, local value, and the discretion of the Director.
3. Replacement of materials shall be undertaken when materials are lost, stolen, or damaged beyond repair if the material would have been selected if new under the guidelines laid out above.
4. Library materials may be withdrawn from the collection for any of the following reasons:
  - A. The material is damaged beyond repair.
  - B. The material is soiled, dirty, or smelly.
  - C. The material has been defaced in a way that significantly reduces its value to the collection
  - D. The material has not continued to meet the standards for selection as outlined above.
  - E. The material is not being used regularly by patrons.
  - F. There is a lack of space within the Library.
  - G. The Library has received an order from a court of competent jurisdiction to remove the material.

Materials that have been deselected may be disposed of in a manner of the library's choosing.

### Section 7 – Gifts and Donations

The library is grateful for donations, and its collection has been greatly enriched by many fine donations of materials, which the library might not otherwise have been able to afford.

However, in accepting a donation, the library reserves the privilege of deciding whether it should be added to the collection. The library reserves the right to refuse to place a donated material into the collection for the following reasons:

1. The item is a duplicate of an item, which the library already owns.
2. The item is in poor physical condition.
3. The item does not conform to the selection guidelines established above.

The library reserves the right to dispose of donations in any manner it sees fit.

### Section 8 – Reconsideration of Materials

If a Summit resident objects to an item in the library's collection, he or she should be given the "Request for Reconsideration of Library Materials" form to be filled out. (See Appendix 1) Once the form is completely filled out, a meeting between the patron and the Director will be arranged.

If an objection from a Summit resident is not completely resolved at that meeting, the resident is invited to bring the matter to the Board's attention at the next regularly scheduled meeting. A decision by the Library Board and the Director to keep the item in the collection will be final unless a subsequent judicial decision is rendered that the material should be removed from the collection. The library's philosophy is that censorship is a purely individual matter. While anyone is free to reject for oneself any book or other material of which he or she does not approve, he or she cannot exercise this right of censorship to restrict the freedom to read of others.

### Section 9 – Statement on Intellectual Freedom

The Board of Trustees adopts fully the following documents:

- A. Library Bill of Rights (Appendix 3)
- B. Freedom to Read Statement (Appendix 4)
- C. Freedom to View Statement (Appendix 5)

### Section 10 – Access to the Collection

All collections available to the public are properly catalogued for convenient access. The catalogued nonfiction collection is accessible by author, title or subject. The catalogued fiction collection is accessible by author and title.

The library complies with physical access standards set forth in the ADA wherever possible. When not possible, the library makes the option of homebound delivery available to its disabled patrons.

The Board of Library Trustees establishes the general policies regarding the Library's collection. The Board shall review this collection policy at least every two years as required by 75 ILC 16/30-60.

No employee may be disciplined or dismissed for the selection of Library materials when the selection is made in good faith and in accordance with this policy.

### **III: Reference Service Policy** **Revised 10/4/10**

#### **Section 1 – Service**

Reference service is available to all persons who reside within the jurisdictional boundaries of the Library.

1. Reference service is not provided in response to all forms of inquiry including but not limited to the telephone, telefaxsimile, and mail. The Library reserves the right to limit such service to Summit residents.
2. Reference questions, which cannot be answered with on-site resources, are referred to another agency. Such referrals are verified and/or mediated by Library staff.
3. The needs of the Library users are treated with respect. Names of users and the transactions, which occur between users and the reference staff, are confidential and are not discussed outside a professional context.
4. Reference questions are handled as received; a reference question submitted over the phone will be written down but will not take precedence over another question already being worked on.
5. Reference assistance is not extended to contests.
6. Fees paid by the Library for reference service will be passed on to the patron.
7. Copies of this reference policy and the ALA Statement on Professional Ethics are available for patrons.

#### **Section 2 – Reference Staff**

1. Staff trained to provide reference service are available during all hours the library is open.
2. Staff is trained in reference interviewing techniques, reader's advisory service and in bibliographic instruction.
3. Staff treats all questions with equal respect.
4. Library staff has ready access to a working typewriter, personal computer with access to SWAN, photocopier and fax machine to assist in providing reference service.

5. The library adopts and adheres to the ALA Statement on Professional Ethics (See Appendix 6).

### Section 3- Reference Sources

Reference materials are available for use in the library by all persons who reside within the jurisdictional boundaries of the Library.

1. The Library maintains information about local organizations, local census information, local ordinances, codes, and maps, basic information about local, state and government officials, voter information, and information about local history and events.

### **MEETING ROOM POLICY**

**Revised: 4/24/19**

The Summit Public Library District has a meeting room with seating for approximately 50 persons and a smaller meeting room with a table and seating for approximately 12 persons. The primary purpose of these rooms is in support of Library functions, meetings and programs and such functions receive scheduling priority.

#### **General rules**

1. Requests for use of either meeting room shall be made to the Director on the application (See Appendix 2). The Director will review all applications. Any denial or use may be appealed to the Board of Trustees in writing.
2. Meetings should be conducted in such a manner so as not to disrupt the ability of the Library to conduct its business in a normal and orderly manner.
3. Groups using the meeting rooms are responsible for setting up the room to their requirements and returning equipment and furniture to their proper places upon completion of activity. Meeting rooms must be left reasonably neat, with all trash placed in the waste baskets provided. Decorations, scenery and moving of furniture is prohibited unless prior permission is given by the Director.
4. Alcoholic beverages are not permitted on the premises at any time.
5. Advertisements for meetings held in the library, but which are not library sponsored, may not be displayed in such a manner as to suggest library sponsorship.
6. Meetings of groups of individuals under 18 years of age must be attended by an adult sponsor who shall be held responsible for any violations of these rules and must be present at all times. All children must be under proper adult supervision at all times.
7. Groups using the meeting rooms are responsible for reimbursing the library for any damage that may occur.

8. Permission to use the library meeting rooms may be withheld from groups damaging the room, carpet, equipment or furniture, or causing a disturbance or any other failure to comply with these rules.
9. Meeting rooms are available only during hours that the library is open for general use. Meeting must end at least 15 minutes prior to the Library's closing time.
10. Smoking is not permitted.
11. Each applicant must sign an agreement holding harmless, indemnifying and agreeing to defend the Library District, its officers, agents, volunteers and employees from and against all claims, lawsuits, damages, causes of action, judgments, settlements, losses, costs and expenses, including attorney's fees, arising from injury, death, property loss, damage or theft sustained by any person or entity resulting from or related to the use of the meeting room, the Library building or its ground, including the parking lot.
12. As required by the Americans with Disabilities Act, special accommodations requested by a potential attendee will be provided by the sponsoring group/organization, including sign language interpreters. The meeting rooms are handicapped accessible.

### **Reservations and fees**

1. Applications for the use of meeting rooms must be made on the form provided.
2. Applications should be submitted as far in advance as possible. Reservations will not be made more than six months in advance nor less than 24 hours in advance of the date required.
3. Application for the use of the library facilities does not guarantee approval. Applications will be approved on a first-come, first-served basis.
4. Confirmation or denial of applications for reservations will be made in writing.
5. Applications and cancellations shall be submitted to the library director.
6. The Library reserves the right to cancel any reservation at any time, due to unforeseen circumstances. Authorization to use the meeting rooms is not transferable to another group or organization.
7. Use of the meeting rooms is free of charge for non-profit groups and organizations. For-profit groups are subject to a \$25 per hour, non-refundable fee for the use of the meeting rooms. Not-For-Profit groups will have priority over For Profit groups. Payment of the non-refundable fee is required for confirmation of the reservation.

### **Restrictions**

1. Any exchange of monetary fees or sale of goods must be restricted to members of the group using the meeting room.
2. Meeting rooms are not available for personal social gatherings, religious services or partisan political meetings in support of, or in opposition to, a particular candidate or candidates or in support of, or opposition to, questions of public policy to appear on an upcoming ballot.
3. Legal depositions, proceedings or meetings pertaining to a lawsuit or civil are not permitted.
4. Classes involving the use of hazardous materials are not permitted.
5. Gambling activities are not permitted, with the discretion of the Director.
6. Benefits for private individuals are not permitted.
7. Any use that would disrupt the operations of the Library is prohibited.
8. Any group that violates the Library's rules will be prohibited from using the meeting rooms.

## **V: Personnel Policy**

THIS EMPLOYMENT MANUAL IS NOT A CONTRACT AND SHOULD NOT BE CONSTRUCTED AS ONE. NOTHING IN THIS MANUAL IS INTENDED TO BE A PROMISE OR OFFER OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ALL EMPLOYEES OF THE SUMMIT PUBLIC LIBRARY DISTRICT (HEREAFTER REFERRED TO AS THE "LIBRARY") ARE EMPLOYEES AT WILL. STATEMENTS OF THE BENEFITS AND/OR POLICIES IN THIS MANUAL ARE NOT INTENDED TO CONFER ANY RIGHTS OR PRIVILEGES UPON ANY EMPLOYEE, OR TO ENTITLE ANY EMPLOYEE TO BE OR REMAIN EMPLOYED BY THE LIBRARY. THE LIBRARY RESERVES THE RIGHT TO DISCIPLINE OR DISCHARGE ANY EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE.

THIS MANUAL SUPERSEDES ANY AND ALL OTHER MANUALS AND WRITTEN OR ORAL REPRESENTATIONS CONCERNING THE NATURE OF THE EMPLOYMENT RELATIONSHIP. THE SOLE PURPOSE OF THIS POLICY IS TO PROVIDE GENERAL INFORMATION AND GUIDELINES FOR EMPLOYEES.

THE LIBRARY BOARD OF TRUSTEES RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO ALTER, MODIFY, AMEND OR DELETE ANY PROVISION CONTAINED IN THIS MANUAL WITHOUT NOTICE. THE BOARD OF TRUSTEES FURTHER RESERVES THE RIGHT TO DEVIATE FROM ANY TERM OR PROVISION OF THIS MANUAL IN ITS SOLE DISCRETION BASED ON THE FACTS OF ANY PARTICULAR SITUATION.

ANY AGREEMENTS OR ASSURANCES GOVERNING THE TERMS AND CONDITIONS OF YOUR EMPLOYMENT THAT DIFFER IN ANY WAY WITH THE PROVISIONS OF THIS MANUAL MUST BE IN WRITING AND FORMALLY ADOPTED OR APPROVED BY THE BOARD OF TRUSTEES.

## **Introduction**

The Summit Public Library District is dedicated to providing optimal library services to the public. This manual applies to all employees of the Library.

The Library does not discriminate on the basis of race, color, religion, national origin, sex, age, ancestry, marital status, handicap or disability, military status, unfavorable discharge from military service, arrest record, sexual orientation, or any other characteristic that is currently protected by applicable law. Job applicants and current employees are evaluated solely on ability, experience, educational background and job requirements.

**Revised 6/19/17**

## **Hiring**

The Director will submit the final applicant for hire along with proper documentation including, but not limited to, resume, interview notes, and proposed pay for board review and approval. All applicants for employment will complete an application form provided by the Library. Employment decisions will be based on oral and written inquiries, recommendations from past employers, and careful analysis of qualifications, training and experience, and the general ability of the applicant. The Library, reserves the right to make any inquiry allowed by laws that it deems necessary, however, no medical inquiry or examination will be made until after a conditional offer of employment has been made. Once a conditional offer is made, an applicant may be required to furnish evidence of physical and mental fitness to perform the duties of the position, and a medical examination, including mental or psychological, may be required. The Library shall be responsible for selecting the examining physicians and or clinics and shall be responsible for all medical expenses relating to any such examination.

## **Standards of Conduct**

The Library is a public service agency, and we succeed or fail based on how we are perceived by the public. Therefore, every employee is expected to display courtesy and good manners towards members of the public and other employees. Employees are also expected to abide by the rules of conduct established for patrons (outlined in the Library's brochure). Employees should also comply with the standards set up in the Reference Service for answering requests for information from the public.

## **Sexual Harassment**

**Revised: 3/21/18**



Sexual harassment is illegal and will not be tolerated. Library employees shall not engage in sexual harassment.

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) 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.

It can include, for example, unwelcome sexual advances, displaying materials that are sexual in nature, or engaging in sexually suggestive jokes or comments.

Any employee who believes that he or she is being sexually harassed, or who believes he or she has witnessed sexual harassment, as defined above, should promptly take the following steps:

1. Any incident of sexual harassment must be reported by the complainant as quickly as possible. Complaints should be submitted in writing to the Director. Direct contact to the Board of Trustees may be made should the complaint involve actions or inactions by the Director. All reports and investigative procedures shall be conducted with discretion in an effort to protect the privacy of the individuals involved and to maintain confidentiality.

2. All complaints of sexual harassment will be investigated and a response will be made to the complainant within thirty (30) days of the date upon which the written complaint is received.

3. The Director may take immediate actions to eliminate further harassment. A finding that an employee has engaged in sexual harassment will result in disciplinary action up to and including dismissal.

4. No one making a complaint in good faith will be retaliated against by the Library even if the complaint is not substantiated. Any employee who retaliates against another for reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act will be subject to disciplinary action up to and including dismissal. Victims and witnesses are encouraged to come forward.

NOTE: False or frivolous complaints refer to cases in which the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false or

frivolous charge is a severe offense that can result in disciplinary action up to and including dismissal.

It is hoped that most sexual harassment complaints and incident can be resolved through the Library's internal complaint process. However, sexual harassment complaints can be filed with the Illinois Department of Human Rights within 180 days of the harassment or the Equal Employment Opportunity Commission within 300 days of the harassment. Contact information for those agencies is set forth below:

The Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph, Suite 10-100  
Chicago, Illinois 60601  
Phone: 312-814-6200  
TTY: 312-740-3953

EEOC  
500 West Madison Street, Suite 2800  
Chicago, Illinois 60601  
Phone: 1-800-669-3362  
TTY: 312-869-8001

## **Job Descriptions**

The following job descriptions are intended to be general descriptions of categories of duties. Employees may be required to perform tasks that are not specifically mentioned in a job description. All employees are expected to perform any duty assigned to them' in a spirit of teamwork and cooperation. No employee should consider there descriptions an absolute limitation on his or her responsibilities.

Circulation Desk Clerk - Job Description: Perform tasks suitable to the daily operation of the circulation and technical services departments to include primarily: shelving, shelf reading, check out and check in of circulating materials, fine calculation and collection, processing of magazines and newspapers, entering items into bibliographic database (card catalog or computer file), creating and renewing borrower cards, processing interlibrary loan requests, keeping statistics and answering basic information requests. Performs additional duties required. This position reports to the Circulation Supervisor. Job requirements include: ability to reach shelving in all areas of the collection; ability to lift items weighing up to 50 pounds; willingness to learn new technologies; regular and predictable attendance; ability to deal with members of the public (of all ages) and staff in a pleasant and courteous manner. Some janitorial work may be required. Additional duties may be assigned as required.  
Criteria for pay above regular scale: Spanish speaker.

Head of Circulation Services - Job Description: Performs tasks suitable to the supervision of the daily operation of the library, primarily consisting of: training clerical staff, assigning, monitoring and coordinating work performed by clerical staff, preparing statistical reports as required by the Director; overseeing operation of the circulation desk; handling patron queries, assisting in daily operation. This position reports directly to the Director. Job Requirements: demonstrated ability in supervision and all areas of circulation/technical services departments; willingness to learn new technologies; regular and predictable attendance; ability to deal with members of the public (of all ages) and staff in a pleasant and courteous manner. Additional duties may be assigned as required.

Youth Services Assistant – Job Description: Performs tasks suitable to the supervision of the daily operation of the Youth Services area. Duties include assistance in planning and carrying out programming activities for youth including story times, summer reading programs and others; handling patron queries; preparing statistical reports as required by the Director; assisting Director with selection of Youth Services materials; assisting in daily operation of circulation/technical services departments. Also performs additional duties as required. This position reports directly to the Youth Services Supervisor. Job Requirements: LTA or equivalent education. Fluency in the English language, both written and spoken; willingness to learn new technologies; ability to deal with members of the public (of all ages) and staff in a pleasant and courteous manner.

Program Coordinator – Job Description: Responsible for developing, preparing and conducting programs. Duties include: Developing programs for adults, presenting programs to groups of adults, representing the library at community event, maintaining statistics, research grants. Perform other duties as assigned. The Director supervises this position. Qualifications: LTA or 1-3 years of management experience.

Assistant Director – Performs tasks suitable to the administration of the library as follows: submits orders for library materials, handles outgoing mail and orders library supplies, maintains files, and prepares minutes for the monthly Board meetings. Performs tasks suitable to the daily operations of the library as follows: provides reference service, processes interlibrary loans, and provides assistance to other members of library staff as needed in all areas. Additional duties may be assigned as required. This position reports directly to the Director. Qualifications: 1-3 years management experience. Job Requirements: Willing to learn new technologies and methods, regular and predictable attendance, ability to deal with all members of the public and staff in a pleasant and courteous manner.

Youth Services Supervisor – Job Description: Performs tasks suitable to the supervision of the daily operation of the Youth Services area. This position reports directly to the Director. Qualifications: 1-3 years management experience.

General Supervisor – Job Description: Performs tasks suitable to the supervision of the daily operation of the library. Serves as manager in the absence of the Director. This

position reports directly to the Director. Qualifications: LTA or 1-3 years management experience. Job Requirements: Demonstrated ability in supervision and management; willingness to learn new technologies; ability to deal with members of the public (of all ages) and staff in a pleasant and courteous manner.

### **Salary Schedules:**

The Board of Library Trustees sets the salary schedule, after consultation with the Library Director. The schedules may be modified. Raises will be determined annually based on employee job performance and merit.

### **Pay Periods**

The library issues payroll checks bi-weekly.

### **Work Schedules**

#### Full-Time (37.5 hrs/wk.)

Positions include Director, Assistant Director, and Reference Librarian

#### Part-Time Permanent

(20-37) hrs/wk

Positions include Youth Services Supervisor, Circulation Supervisor, Circulation Clerk, and Youth Services Assistant.

#### Part-Time Casual

(1-19 hrs/wk)

Positions include Youth Services Supervisor, Circulation Supervisor, Circulation Clerk, and Youth Services Assistant.

#### Seasonal

(1-37 hrs/wk)

Positions include Youth Services Supervisor, Circulation Supervisor, Circulation Clerk, and Youth Services Assistant

1. Monthly work schedules shall be prepared and posted prior to the beginning of each calendar month.
2. Requests for days off must be submitted in writing to the Director before the schedule is made up.
3. If an employee cannot work his or her scheduled hours, he or she must notify the Director as far in advanced as possible. If necessary, he/she can call the Director. Advanced notice is essential to ensure that all shifts are fully covered. Under no circumstances should an employee simply fail to show up for a scheduled work period. Failure to do so may result in the following disciplinary actions:
  - a. First offense, verbal warning
  - b. Second offense, written warning
  - c. Third offense, dismissal

4. Employees should carefully check each new schedule upon completion. If an employee has requested time off, which does not appear on the completed schedule, that employee should notify the Director as soon as possible of the error (within a week of the schedule being posted). Otherwise, the employee is expected to work the assigned hours.

## **Benefits and Privileges**

### **Full Time Workers Only:**

#### Vacation

Vacations are to be granted in accordance with the salary schedule in effect for each current year. The rate of vacation pay shall equal the employee's workweek times the weeks vacation earned based on the rate of pay at the time of vacation.

Vacations are to be taken within one year of being earned and are not to be carried over from one year to the next.

Extended vacation time, without pay, may be granted according to the Director's discretion.

Vacation schedules shall be made by the Director after giving due consideration to the needs of the Library and the desires of the personnel. If there is a conflict with the choice of vacation period, seniority shall be the determining factor.

The Director shall receive 15 working days after one year and 20 working days after two years and thereafter. The Assistant Librarian shall receive 10 working days after one year, and 15 days after two years.

Personnel who leave the employ of the Library shall be entitled to pay for earned, but unused vacation time.

#### Sick Leave

Leave with pay for illness shall be earned at the rate of one day for each month of employment and shall accumulate as earned to maximum of sixty days. Sick days cannot be earned when already on sick leave.

Leave with pay shall be granted for actual illness only and shall not be granted for the prevention of illness or rest.

The Library may require a doctor's certificate to verify the need for sick leave. A doctor's certificate permitting the employee to return to work may be required of any employee who uses sick leave. Accumulated sick days will not be reimbursed upon leaving employment of the Library.

The Library may require a doctor's certificate to verify the need for limited work duties due to illness or sickness in general, per the Library Director's approval.

#### Paid Holidays

Full-time employees shall be paid for any holiday in which the Library is closed and the employee would normally have worked. The employee will be reimbursed for the normal hours they would have worked at the rate of pay they normally would have been paid for those hours.

#### Health/Life Insurance

Full-time employees shall have the option of participating in the selected health/life policies currently being offered by the Board of Trustees. Additional information about these policies and participation terms is available from the Director.

#### **All Employees:**

The Library may require a doctor's certificate to verify the need for limited work duties due to illness or sickness in general, per the Library Directors approval.

#### FICA and IMRF:

Retirement benefits for eligible employees shall be under the Illinois Municipal Retirement Fund (IMRF) and Federal Insurance Contributions Act (FICA). Full-time workers may participate in these programs from the beginning of hire. FICA withdrawals will be made from the employees as mandated by law. Part-time employees who are employed in a position normally requiring performance of duty for 600 hours or more in a 12-month period will participate in the IMRF.

#### Jury Duty

If an employee is required to serve as a juror, the library shall pay the regular salary of the individual provided that any net fees or compensation from such service by such employee be turned over to the Library, after deducting non reimbursed cost of public transportation. If the jury exceeds the employee's regular pay, the employee will be able to keep the difference.<sup>1</sup>

<sup>1</sup> Note that paid leave is not required by law for jury duty. You can allow for paid leave, but only unpaid leave is required.

#### Compassionate Leave

Full-time employees shall be entitled to three days' absence with pay for attendance at the funerals of immediate blood relatives (parent, child, sibling, spouse, grandparents, grandchildren) and in-laws.

### Work Breaks

A paid relief period of fifteen (15) minutes is allowed during each continuous work period of four (4) hours. A lunch period of thirty (30) minutes is allowed during each continuous work period of seven (7) or more hours. If the lunch period is taken within the building, the employee does not have to punch out on the time clock. However, if the employee leaves the building, he or she must punch out on the time clock.

### Holidays

The Library will be closed on the following days: New Year's Day; Christmas Day; Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Easter Sunday, Thanksgiving Day, and Mother's Day.

### Staff Development

- 1) Staff members, for their own development, and for the benefit of the Library, should participate in workshops, Library Conferences, other professional meetings, and visit other libraries. All staff members are required to attend reference workshops as outlined by the MLS Reference Policy.
- 2) Staff members shall be reimbursed for mileage and registration fees incurred in attending any activity mentioned in paragraph 1.

### Misc. Benefits

The following may be considered as benefits of working at the library:

- Extended loan periods for items without local holds.
- Waiver of fines for overdue items belonging to the Library.
- Issues of local use library card for employees residing in unserved areas, however, staff members are expected to comply with circulation limits and rules such as item limits (videos) and usage of Library resource (such as computers). Free photocopying is not a privilege.

**Revised 6/19/17**

### **Evaluation and Pay Raises**

Employee evaluations will be conducted annually. At this time, the employee's performance will be evaluated according to specific criteria. A copy of this evaluation will be given to the employee and discussed at the evaluation. Any comments by the employee will be entered onto the copy kept in the employee's file. Decisions about salary raises will be made at this time according to the pay schedule outlined above, pending approval by the Library Board, by April's board meeting.

## **Grievances**

All staff grievances should be presented to the Library Director. If satisfaction is not obtained, the grievance may be presented in writing to the Library Board of Trustees, and the employee may request a meeting with the Board at its next regularly scheduled meeting, if desired.

## **Dismissal**

All employees of the Library are employees at will. This means that they can be terminated at any time or for any reason.

## **Americans with Disabilities Act**

The Library shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment. The Library Director will serve as the Library's ADA coordinator.

## **Family and Medical Leave Act**

Eligible employees may take up to a total of 12 work weeks of unpaid leave during any 12-month period for any one or more of the following reasons:

1. The birth of the employee's son or daughter, and to care for the newborn child;
2. The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.
5. Any "qualifying exigency" arising out of the fact that the spouse, child or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the Armed Forces in support of a contingency operation.

Additionally, an eligible employee who is the spouse, child, parent or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a single twelve (12) month period to care for the



covered service member. However, the combined total of any leave taken pursuant to this paragraph and leave taken pursuant to paragraph 5 above may not exceed twenty-six (26) months. Spouses both employed by the Library shall be limited to an aggregate of twenty-six (26) weeks of leave in the single twelve (12) month period.

An eligible employee is any employee who has been employed by the Library for at least 12 months (need not be consecutive) and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The 12-month period in which the 12-week leave entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any Family and Medical Leave Act (FMLA) leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

For the purpose of this policy, a “serious health condition” entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care (i.e., an overnight stay) in the hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care;
2. A period of incapacity requiring absence from work, school, or other regular daily activities of more than 3 consecutive calendar days that also involves continuing treatment by a health care provider; or
3. Continuing treatment for any period of incapacity due to :
  - a. pregnancy
  - b. prenatal care
  - c. a chronic serious health condition
  - d. a permanent or long-term condition for which treatment may not be effective

For the purpose of this policy:

“Qualifying Exigencies,” as defined by Federal regulations, means and includes (1) short-notice deployment; (2) qualifying military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; and (7) post-deployment activities.

“ACTIVE DUTY” means duty under a call or order to active duty by any of the Armed Forces of the National Guard or Reserves under federal law.

“CONTINGENCY OPERATION” means a military operation as provided under 10 USC 101(a)(13) that (a) is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations or hostilities against an enemy of the United States or against opposing military force, or (b) results in the call or order to, or retention on, active duty members of the Armed Forces under federal law during a war or during a national emergency declared by the President or Congress.

COVERED SERVICE MEMBER means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Family or medical leave may be taken intermittently or on a reduced leave schedule when medically necessary. Leave may not be taken intermittently or on a reduced leave schedule because of the birth or placement of a child for adoption of foster care, unless the mother of the child has a serious health condition. Leave may not be taken in increments of less than one hour. Employees needing intermittent leave or leave on a reduced leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Library. Certification of the medical necessity of intermittent leave or leave on a reduced leave schedule may be required.

Health/dental/life insurance shall be maintained for the duration of the leave for those employees with coverage under the Library’s plan. The terms and conditions of health/dental/life insurance coverage, including any applicable premium contribution by the employee, shall remain the same during family or medical leave. Employees on leave must make timely payment of any employee portion of the insurance premium. If an employee’s premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee. Illinois Municipal Retirement Fund rules apply for contributions to IMRF during leave.

Employees failing to return to work after expiration of family or medical leave shall be responsible for reimbursement of the Library’s share of health/dental/life insurance premiums to the Library for any period of unpaid leave, unless the reason the employee does not return to work is due to:

1. The continuation or onset of a serious health condition of the employee or the employee’s immediate family member which would entitle the employee to leave under this policy; or
2. Other circumstances beyond the control of the employee.

A request for family medical leave should be made 30 days in advance, when the need for the leave is foreseeable. Such requests should be made to the

Director. In the case of the Director, the request would be made to the Board of Library Trustees.

When unforeseen events occur that require family or medical leave, employees must give notice to their department head as soon as practical, but not later than as required by the Library's usual policies for call in an absence. Employees on family and medical leave shall report their status and intent to return to work to their immediate supervisor at least once every two weeks.

When medical leave was granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. Second and third opinions with respect to any medical certification may be sought by the Library at its expense. The health care provider for any such second or third opinions shall be designated by the Library.

Eligible employees who have any accrued paid vacation, sick leave, or personal leave must substitute all such available paid leave as part of the 12 weeks of FMLA leave. Upon exhaustion of all qualifying accrued paid leave that is substituted for FMLA leave, any remaining portion of FMLA leave shall be unpaid.

Vacation and sick days do not continue to accrue during family or medical leave. Holiday pay will be provided if the holiday falls within the period of the employee's substituted paid leave. Otherwise, no holiday pay will be paid during family or medical leave.

Employees taking family or medical leave shall be restored to their previous or to an equivalent position in accordance with the Family and Medical Leave Act.

### **Victim's Economic Security and Safety Act**

The Library shall grant leave up to 12 weeks of unpaid leave for eligible employees in accordance with the Victim's Economic Security and Safety Act.

### **Drug-Free Workplace Policy**

**Revised: 5/16/11**

The Summit Public Library District is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Summit Library employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs in the workplace. Therefore, the Library has established the following policy:

- a. It is a violation of Library policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.
- b. It is a violation of Library policy for anyone to report to work under the influence of illegal drugs.
- c. It is a violation of the Library policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications)
- d. Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the Director to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the Director's job to diagnose personal problems, the Director should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment and co-workers should encourage anyone who may have a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment at the Summit Public Library District.

As a condition of employment, employees must abide by the terms of this policy and must notify the Library in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

### **Acknowledgment**

I hereby acknowledge that I received a copy of the foregoing Summit Public Library District Personnel Manual dated effective \_\_\_\_\_ describing my employment with the Library. I have read and I understand the policies and statements contained in this manual, and I am fully aware of their legal significance. I understand and agree that this manual supersedes and revokes any and all prior personnel manuals and policies. I understand that this manual is not a contract, that my employment with the Library is not for any specified duration, and that I am an employee at will who may be disciplined or discharged at any time, with or without cause or notice. I understand that no employee or agent of the Summit Public Library District has any authority to enter into any agreement contrary to any of the provisions in the foregoing manual.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

---

Name

## **VI: Volunteer Policy**

### Standards

The volunteer fills out the same application form, and is subject to the same examination of references, as any other applicant.

The volunteer follows all the standards of behavior and policies that any other employee observes. The volunteer must fulfill the duties and be present at those times agreed upon between the volunteer and the administration of the library. The volunteer informs the administration before an absence.

The volunteer keeps information about the patrons and other employees confidential.

### Duties

Specific duties are negotiated between the volunteer and the administration.

### Advantages

The volunteer without a library card good in the library system as well as a volunteer with such a card enjoys the same privileges as a Board Member or other employee. Free photocopying is not a privilege.

The Director is happy to provide the volunteer with an appropriate letter of reference.

### Evaluation

The volunteer receives regular verbal input from the administration concerning performance of duties.

### Termination

The Director reserves the right to terminate a volunteer's services.

## **Community Service Workers – Guidelines for Acceptance**

Due to security concerns, court ordered community service is not accepted at Summit Public Library.

## **VII: Public Access to Electronic Information Networks**

### **Section 1 – Electronic Networks and the Library’s Mission**

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Summit Public Library District (hereafter referred to as SPLD) is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

### **Section 2 – SPLD and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:**

- Access to shared automation systems that provide bibliographic access to the collections of the local library in the region and across the state.
- Access to the wealth of information resources available via the Internet
- Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs

Internet electronic mail service is available to patrons in libraries that elect to offer this service. In many areas of Illinois, regional community information networks are operational and offer library patrons access to Internet electronic mail and related services.

### **Section 3 – Relationship to Other Library Policies**

SPLD’s Policy for Access to Electronic Information Network is part of the library’s overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

### **Section 4 – “Global” versus “Local” Resources**

Most resources available via the Internet and other electronic information networks are “global” resources rather than “local” resources. SPLD does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that SPLD does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

- Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet may or may not be accurate.
- Information obtained via the Internet may or may not be current and up to date.
- Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
- Some library patrons may consider certain information obtained via the Internet controversial.

SPLD urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

SPLD is not responsible for damages, indirect or direct, arising from a library patrons' use of Internet information resources.

#### Section 5 – Library Patrons' Rights

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. SPLD will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

- Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

#### Section 6 – Patron Assistance and Instruction

SPLD's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

#### Section 7 - Internet Acceptable Use Policy

The Internet poses significant challenges as an information resource. The Library cannot monitor or control the content of the Internet. You may find some sites controversial or inappropriate. Internet sites should be evaluated regularly for their content, accuracy and availability. Users are encouraged to take advantage of the vast

body of information on the Internet, but to exercise good judgment and discretion.

Use of the Internet at the Library is a privilege, not a right; verified inappropriate use will result in cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

- Violation of computer system integrity, or “hacking”
- Unauthorized tampering with computer hardware or software
- Storage of data to anything other than a personal diskette
- Harassment, libel or slander of other persons
- Accessing sites containing illegal material such as child pornography and obscenity
- Violation of software license agreements and copyright laws
- Violation of another user’s privacy
- Use of Internet workstations for purposes other than Internet access and specific functions authorized and promoted by the Library.

**VIEWING OF PICTORIAL SEXUALLY EXPLICIT WEB SITES CREATES A HARASSING/HOSTILE/UNCOMFORTABLE ATMOSPHERE FOR MANY FELLOW LIBRARY USERS. IF YOU ARE OBSERVED ENGAGING IN THIS BEHAVIOR, AND A COMPLAINT IS REGISTERED, YOU ARE SUBJECT TO LOSING YOUR LIBRARY PUBLIC INTERNET USE PRIVILEGES.**

- The Library is not responsible for any commercial transactions conducted by registered users on Library equipment.
- The Library does not provide patron email accounts.
- Users are not permitted to load personal software on, or attach equipment to, Library equipment.
- Illegal acts involving Library computing resources are subject to prosecution by local, State or Federal authorities.
- The library is not responsible for damage to a library patron’s disk hard drive, or computer, or from any loss, damage or liability that may occur from a patron’s use of the library computers.
- The Library’s staff will assist patrons with Internet use and other software packages as time permits but cannot offer personal instruction. Staff is always available to locate books, periodicals and other sources describing the Internet and its uses and the functionality of publicly provided software.
- As with all other Library materials, restriction of a child’s access to the Internet is the responsibility of the parent or legal guardian. The Internet contains much information frequently considered inappropriate for minors. Parents should supervise their children’s Internet sessions if they wish to assure protection from materials they consider harmful to minors.
- Parents are advised to have a discussion about safe and appropriate Internet use with their children, which would include guidance about use of electronic mail, chat rooms and other forms of direct electronic communications. Parents should



stress that no child should share personal identifying information over the Internet.

- The Library has additional resources to assist in making your child's use of the Internet a safe, positive experience.
- Users of the Internet under the age of 11 must be accompanied at all times by an adult 18 years of age or older.
- All patrons under the age of 18 must have a parental waiver of Library responsibility for independent access to the Internet.
- The Library's behavioral policies apply to use of the Internet.
- The Library staff reserves the right to determine if an individual's use of the Internet constitutes an inappropriate monopolizing of community Internet resources, and may restrict the individual's use accordingly.
- Summit Public Library cardholders are permitted use of the Internet stations for a maximum of one consecutive hour if other patrons are waiting. All
- All users of the Library's Internet connection are required to abide by the current Summit Public Library Internet Acceptable Use Policy.

#### Section 8 – Children's Access to Electronic Information Networks

SPLD supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

SPLD recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

#### Section 9 – Library Procedures Relating to Electronic Networks

SPLD has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

- Time limits for access to allow use of the resources by the maximum number of library patrons
- Cost recovery for printouts using the library's computer equipment
- Priority usage for accessing the library's online catalog
- Specific instructions for downloading including compliance with virus protection measures
- Restrictions on the use of personal software on library computer equipment

#### Section 10 – Breach of Policy

Violation of any aspect of this Policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future Internet use privileges an/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library.

**VIII: Investment Policy**  
**Revised: 7/18/11**

I. Purpose

This investment policy applies to all cash and investments held for each of the funds held by the Summit Public Library District (the library) including, but no limited to, the general fund, working cash, building fund, bequests, and working cash certificate. The policies set forth below apply to the activities of the Treasurer of the Library and those appointed by the Library Board of Trustees to handle monetary transactions on behalf of the Library.

II. Objectives

- 1) Risk Avoidance - The primary objective of investing Library funds is preservation of capital and protection of investment principal.
- 2) Liquidity - The types and length of investments should be managed to enable the library to meet its cash flow requirement for operations and capital expenditures.
- 3) Yield - The library should strive to achieve a maximum return in consideration of the foregoing risk avoidance and liquidity objectives.
- 4) Legality- The Library will conform with federal, state and all other legal requirements.

III. Allowable Investments

Investments shall be made in accordance with the “Public Funds Investment Act,” 30 ILCS 230/0.01 *et seq.* but shall be limited to the following types of investments:

- 1) U.S. Treasury and Agency obligations held to maturity
- 2) Certificates of Deposit at commercial banks
- 3) Illinois Public Treasurers Investment Pool (IPTIP) or any other local government investment pool approved by the Illinois Department of Commerce.

IV. Collateral Requirements

Cash deposit accounts and Certificates of Deposit shall be collateralized within the following requirements:

- 1) All deposit balances in excess of Federal insurance limits shall be collateralized.
- 2) Collateral instruments shall be U.S. Treasury and Agency obligations.
- 3) Collateral shall have a market value of at least 110% of the applicable deposit balance.
- 4) The collateral shall be held in the Library's name by a third party institution satisfactory to the Library District Board of Trustees.

V. Authorized Institutions

The Library Board of Trustees shall approve all institutions in which funds shall be invested. Local institutions- Preference will be given to financial institutions located within the Village of Summit as long as yields are competitive with other institutions for compatible instruments.

VI. Indemnification

- 1) The standard of prudence to be used under this policy by the Library Board of Trustees and those appointed by the Board to invest funds should be the "prudent person" standard which states:

*Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.*

2) The above standard is established for professional responsibility and should be applied in the context of managing the Library's overall investment portfolio. The Treasurer, Board of Trustees, and those appointed by the Board to handle investment funds, action in accordance with this investment policy, should be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriated action is taken to control adverse developments.

VII. Ethics and Conflicts of Interest

All Library Trustees, officers, or appointed delegates under this Investment Policy shall comply with the requirements of the Public Funds Investment Act, 30 ILCS 235/2(d), as amended.

VIII. Authorized Financial Dealers and Institutions

The Treasurer shall maintain a list of financial institutions authorized by the Board as depositories for funds and to provide investment services.

Should it become necessary to select an investment or money manager, at least three firms shall be considered prior to selection. Interviews may be conducted by the Board as a whole or by delegated Trustees and/or staff. The final selection will be made by the Board.

- IX. Diversification and Maturation  
The Library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds. Diversification can be by investment type, number of institutions invested in, and or length of maturity.
- X. Operational Procedures/Internal Control  
The investments are perused each moth noting when the investment are maturing and what the cash needs are within each fund established by the Library. The Treasurer and Library Director shall discuss the cash needs within the respective funds and project investment or reinvestment in accordance to the highest rates and terms available at that time, any trades necessary shall be executed by the Library Director. No monies from any from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library. Bank confirmations are to be received on all investments transactions and all transfers between funds.
- XI. Performance Standards  
This investment portfolio will be managed in accordance with the parameters specified within this policy.
- XII. Reporting  
The Treasurer or designee shall prepare an investment report at least monthly. The report should be provided to the Board of Library Trustees and be available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

## **MISCELLANEOUS**

### **I. Mission Statement and Long Range Plan**

#### **Section 1 - Introductory Paragraph**

The primary objective of the Summit Public Library District is to serve the public. The library will at minimum maintain its current level of service, and will endeavor to provide services being offered by other libraries in similar circumstances. The library continues to plan for the expansion of its facility.

#### **Section 2 - Mission Statement**

The Summit Public Library District serves the residents of the Village of Summit and their guests, providing materials for personal enrichment, self-advancement, and

relaxation to all age groups, providing facilities for community groups and programming for all age groups.

### Section 3 - Roles

As an educational institution, Summit Public Library District assists the library patron in using resources the library provides. The library procures materials from outside sources for its patrons where feasible. The library has a commitment to children so far as programming, recreational reading, and aids to schoolwork. The library provides materials of informational, educational and recreational value in English for its patrons. The library provides general reference in -house, and access to additional reference sources elsewhere when needed.

### Section 4- Goals and Objectives

The library will continue to increase programming for all segments of the population, including but not limited to:

book discussion groups  
computer training classes  
scholarly and entertaining events

The library will continue to apply for funding to acquire and utilize technologies that improve service to its public. Possible additions include a CD-ROM server, visual media training devices (such as scan converter or LCD panel) and a scanner.

The library will continue outreach to understand segments of its population, including the elderly and Hispanic.

## **III. Bloodborne Pathogen Standard**

### Introduction

Library employees are not considered to be occupationally exposed to blood or other potentially infectious materials, but because we deal with the public on a daily basis, library employees may potentially be exposed to these hazards. The Library recognizes the need for a policy that prescribes safeguards to protect employees against the health hazards related to bloodborne pathogens.

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposure. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life threatening diseases. In emergency or other such circumstances contact

with blood or other potentially infectious materials may result, it is the Library's policy to treat all human blood and body fluids as if known to be infectious for HIV, HBV, and other blood borne pathogens. Work practice controls shall be used to eliminate or minimize employee exposures. If the possibility of exposure remains, personal protective equipment shall also be used.

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined. Personal protective clothing, such as gloves, masks and gowns, shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers and blood tinged materials. The quarantine shall be effective until thorough cleanup and disposal is completed. The Library provides hand-washing facilities that must be used by the affected employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup and disposals shall be kept as required by regulations.

### Record keeping

The library will also preserve and maintain for each employee an accurate record of occupational exposure according to OSHA's rule governing access to employee and medical records.

### What the library will provide for potentially infected personnel:

Any employee potentially infected with HBV will be eligible for the hepatitis B vaccine and vaccination series at the library's expense. Vaccinations must be performed by a licensed physician and administered according to current recommendations of the U.S. Public Health Service.

Employees who decline the vaccination must sign a declination form (see appendix 8). The employees may request and obtain the vaccination at a later date and at no cost, if he or she continues to be exposed.

## **APPENDICES**

1. Request for Reconsideration of Library Materials
2. Application for the use of the Community Rooms
3. ALA Library Bill of Rights
4. ALA Freedom to Read Statement
5. ALA Freedom to View Statement
6. ALA Statement of Professional Ethics
7. ALA Ethics Statement for Library Trustees
8. Statement of Declination of Hepatitis B vaccination for employees exposed while at work
9. Unattended Child Parental Notification Letter
10. Parental Waiver of Library Responsibility for Independent Access to the Internet

**APPENDIX 1**

**SUMMIT PUBLIC LIBRARY DISTRICT  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Title \_\_\_\_\_ Book\_\_ Periodical\_\_ Other\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

Request Initiated  
by \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Do you represent:        \_\_\_\_\_ Yourself  
                                  \_\_\_\_\_ An organization (name): \_\_\_\_\_  
                                  \_\_\_\_\_ Other group (name): \_\_\_\_\_

1. To what in the work do you object? (Please be specific: cite pages).
2. Did you read the entire work? \_\_\_\_\_ If not, which parts?
3. What do you feel might be the result of reading this work?
4. For what age group would you recommend this work?
5. What do you believe is the theme of this work?
6. Are you aware of the judgments of this work by literary critics?
7. What would you like the library to do about this work?

\_\_\_\_\_ Do not lend it to my child

\_\_\_\_\_ Return it to the staff for re-evaluation.

\_\_\_\_\_ Other (explain)

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_

Date

**NOTE:** This form must be completely filled out in order for further action by the staff and/or library board.

## APPENDIX 2

### SUMMIT PUBLIC LIBRARY DISTRICT APPLICATION FOR THE USE OF THE COMMUNITY ROOMS

Date of Application \_\_\_\_\_

Date Required \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Organization or Group \_\_\_\_\_

Is it not-for-profit \_\_\_\_\_ or for-profit \_\_\_\_\_ (check one)

Expected Attendance \_\_\_\_\_ Kitchenette required? \_\_\_\_\_

Audio-Visual equipment \_\_\_\_\_ What kind? \_\_\_\_\_

Arrangement of room \_\_\_\_\_

Overtime Fee \_\_\_\_\_ Audio-visual fee \_\_\_\_\_

The library is not responsible for losses due to cancellation of meeting.

**RESPONSIBILITY:** The person signing this application will be held responsible for any breakage occurring during the use of the room by the group..

**INSURANCE:** The public liability insurance coverage of the library does not cover the Negligence of the user(s) nor will it protect the user(s) if suit is brought against him or her.

**ADA:** Any person or group using the library's facilities agrees to take on all responsibility for complying with **ADA** requirements.

**I HAVE READ THE RULES AND REGULATIONS AND AGREE TO COMPLY WITH THEM. I AGREE TO HOLD HARMLESS, INDEMNIFY AND DEFEND THE LIBRARY DISTRICT, ITS OFFICERS AGENTS, VOLUNTEERS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, LAWSUITS, DAMAGES, CAUSES OF ACTION, JUDGMENTS, SETTLEMENTS, LOSSES, COSTS AND EXPENSES, INCLUDING ATTORNEY'S FEES, ARISING FROM INJURY, DEATH, PROPERTY LOSS, DAMAGE OF THEFT SUSTAINED BY ANY PERSON OR ENTITY RESULTING FROM OR RELATED TO THE USE OF**



**THE MEETING ROOM, THE LIBRARY BUILDING OR ITS GROUND,  
INCLUDING THE PARKING LOT.**

Name \_\_\_\_\_ Summit Public Library Card # \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

**ADULT SPONSORSHIP CLAUSE**

If meeting to be held is for persons under the age of 18, signature of adult sponsor:

\_\_\_\_\_ Printed Name: \_\_\_\_\_

## **APPENDIX 3**

### **ALA 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 of 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 disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and 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 a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries should make exhibit space and meeting rooms available to the public they serve on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## **APPENDIX 4**

### **ALA FREEDOM TO READ STATEMENT**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea of presentation contained in the books they make available. It would conflict with public interest for them to establish their own political, moral, or aesthetic view as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of 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 with any book the prejudgment of a label characterizing the book or the 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.

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

## **APPENDIX 5**

### **ALA 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 film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitution guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and 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.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## **APPENDIX 6**

### **ALA STATEMENT OF PROFESSIONAL ETHICS**

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must recognize and respect intellectual property rights.
5. Librarians must treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. Librarians must not advance private interests at the expense of library users, colleagues, or the employing institutions.
7. Librarians distinguish between their personal convictions and professional duties and do not allow their personal beliefs to interfere with fair representation of the aims of the institutions or the provision of access to their information resources.
8. Librarians strive for excellence in the profession by maintaining and enhancing their own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

## **APPENDIX 7**

### **ALA ETHICS STATEMENT FOR LIBRARY TRUSTEES**

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of the library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

**APPENDIX 8**

**STATEMENT OF DECLINATION OF HEPATITIS B VACCINATION FOR  
EMPLOYEES EXPOSED WHILE AT WORK**

The following statement of declination of Hepatitis B vaccination must be signed by an employee who chooses **not to accept** the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccine at a later date if they remain occupationally at risk for hepatitis B.

**Declination Statement**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccination I continue to have occupational exposure to blood or other potentially infectious materials and if want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

