

**WINFIELD PUBLIC LIBRARY  
GENERAL POLICY**

**February 2014**

## WINFIELD PUBLIC LIBRARY

### GENERAL POLICY

#### I. MISSION STATEMENT

To be a resource where people of all ages come to find answers, to meet with each other, and to nurture the imagination.

#### II. USE OF THE LIBRARY

- A. Winfield Public Library is a tax-supported public institution that is available for use by the general public during its regularly scheduled open hours and at all times through the Library web site. Library hours are determined by the Board of Trustees. (Meeting room use may extend beyond normal library hours. See Meeting Room Policy.)
- B. Borrowing privileges are granted to holders of a valid card issued by any Illinois public library that participates in reciprocal borrowing. While the public is welcome to use in-house materials and attend programs, extensive and outside reference service is restricted to Winfield Public Library card holders and preference is given to Winfield Public Library card holders in program sign-up (See Circulation Policy).
- C. Meeting Room use opportunities are offered to Winfield community groups and organizations in accordance with the meeting room policy.
- D. Children under age six (6) must be supervised by an adult at all times. (See Policy on Unsupervised Children in the Library.)

#### III. SERVICES OF THE LIBRARY

The Winfield Library offers its patrons the use of all books, audiovisual materials and magazines owned by the library. In addition to its own holdings, the library offers the following:

- A. Reference service and reader's advisory services.
- B. Youth Services and Young Adult Services
- C. Programs for all ages.
- D. Interlibrary loan and direct loan of books and magazine articles.  
Upon patron request for materials not owned by the Winfield Library, every attempt will be made to obtain that material from another library. If the material is very new, or if it is

reference material, it may not be possible to get for the patron. The patron will be informed of this and referred to a library where this material may be viewed if possible.

- E. The meeting room and its equipment is available to Winfield Community groups as outlined in the Winfield Public Library Meeting Room Policy.
- F. Homebound patron service is available according to procedures established by the Winfield Public Library.
- G. Reaching Across Illinois Library System qualified reciprocal borrowing patrons have the same borrowing privileges as Winfield library card holders. These privileges may be restricted on high demand materials or collections. Use of the meeting room is not extended to reciprocal borrowing patrons.
- H. Computers for research, word processing and other uses, as well as Internet.
- I. Library telephones are reserved for the use of the staff. In case of an emergency, this may be waived by the library staff.

#### **IV. LIBRARY MATERIALS**

- A. Selection of Materials.  
Materials acquired will meet high standards of quality in content, expression and format as described in the Winfield Public Library Collection Development Policy.
- B. Loan of Materials.  
Materials loaned to patrons, loan periods, fines, and related matters are described in the Winfield Public Library Circulation Policy.
- C. Returned Checks.  
Any patron whose check is returned for any reason will be charged a \$20.00 fee in addition to the amount of the check.

#### **V. PATRON RESPONSIBILITIES**

- A. Patrons are to behave in a manner suitable to a public library, taking into consideration the fact that people are at the library for reading and quiet study. The safety and comfort of all people in the library is the primary concern. Any activity which jeopardizes this is cause for expulsion from the library.
- B. Patrons are expected to respect all library property and to use all furnishings, equipment and collections with care.
- C. Winfield Public Library is a smoke free, alcohol free, and illegal substance free

environment. Patrons are expected to abide by the terms of the Library's "Drug and Alcohol Free Library" policy.

- D. Winfield Public Library is a place for reading and quiet study. Cell phones must be used outside the Library building and pagers should be set to silent mode. Audio equipment with headphones is permitted in the library unless the sound is disturbing to others.
- E. Eating and drinking are permitted in the library under controlled circumstances and with the approval of the library staff.
- F. Proper attire which includes shoes and shirt is required at all times.
- G. Use of washrooms should not exceed one half-hour. If a washroom is occupied continuously for one-half hour, a person designated by the librarian in charge will enter the washroom to check on the occupant's condition.
- H. Patrons will be informed of closing fifteen minutes before closing time and should make every effort to check out materials at that time and conclude their business.
- I. Children under age six (6) must be directly supervised by a parent or an adult at all times. Children ages six to seventeen may use the library unattended provided their behavior is not disruptive. (See the Policy for Unsupervised Children in the Library.)
- J. Patrons are responsible for their personal property in the library. Winfield Public Library takes no responsibility for personal property lost or stolen on the premises.
- K. Bicycles must be parked at one of the bike racks located near the building. They may not be parked at the front door or on the grass or gardens surrounding the library. Skateboards, roller blades, etc. may be brought into the library, but will be confiscated and held at the service desk if used in the Library.
- L. Weapons are not allowed on Library premises.
- M. Pets are not allowed.

## **VI. INCIDENT REPORT**

Injuries and emergencies occur from time to time. Any incident brought to the attention of a staff member (i.e. a patron tells a staff member s/he fell in the parking lot) or incident requiring repeated intervention by a staff member (i.e. disruptive patron(s) not responding to staff requests) or any emergency should be written up in an incident report. This report should be written by the staff member(s) involved. More than one report may be filed. In

the event of an unwitnessed incident, the person claiming the incident should complete the report.

Incident reports are filed in a non-public access area of the library. They are intended to record the perception of the event at the time the incident occurred. These reports may be used by the Library Director to recommend changes in policies and facilities to the Winfield Public Library Board.

Common sense is expected in the use of the report form. In the event of a medical or safety emergency, paramedics and/or police should be called immediately.

## **VII. GIFTS**

The Winfield Library reserves the right to accept or decline gift materials or currency. Responsibility for appraisals and evaluation of donated materials belongs to the donor. Winfield Library will supply only an acknowledgment that a gift was accepted. Once accepted, gift materials become the sole possession of the library which has the right to dispose of them in any way it sees fit. The addition of gift materials will be made according to the criteria set forth in the Collection Development Policy and the General Policy.

## **VIII. DISPLAYS, EXHIBITS, POSTINGS AND FREE MATERIALS**

- A. The Winfield Public Library is interested in promoting public interest in art and crafts through displays and exhibits at the library and will take all reasonable measures to avoid damage or loss to them. However, Winfield Library assumes no financial responsibility for loss or damage to any display or exhibit. Artists/craftspeople must carry their own insurance if they so desire. The Winfield Library does not carry insurance to cover displays or exhibits arranged with the public.
- B. All displays, exhibits, postings and free materials must conform to procedures set by the Winfield Public Library Board of Trustees.

## **IX. WINFIELD LIBRARY AS AN EMERGENCY SITE**

The Winfield Library Board authorizes the use of the library as a press room in the event of a disaster affecting the Village of Winfield.

## **X. LIBRARY EQUIPMENT**

The Library may have equipment for rental. Agreements for available equipment are available upon request.

**XI. PROVISION FOR REVIEW OF THIS POLICY**

This policy is the basis for the operation and services offered by the Winfield Public Library. It will be reviewed and/or revised on an annual basis. Any matters not covered in this or any other policy will be handled at the discretion of the Winfield Public Library Board of Trustees.

Signed and adopted by the Winfield Library Board of Trustees this 12th day of February 2014.

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President, Winfield Library Board of Trustees

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Secretary, Winfield Library Board of Trustees