

**AN ORDINANCE ADOPTING A REVISION OF THE GENERAL POLICY
FOR THE OAK BROOK PUBLIC LIBRARY**

WHEREAS, the Village Board of the Village of Oak Brook passed Ordinance 94-LY-E1-S-778 entitled, "An Ordinance Adopting a General Policy for the Oak Brook Free Public Library" on August 9, 1994; and

WHEREAS, the General Policy, (hereinafter referred to as, "Policy"), adopted in 1994, requires the Head Librarian and Library Commission to review that Policy as needed and was last modified on June 14, 2016 and codified as Ordinance 2016-LY-EX1-S-1465; and

WHEREAS, the Library Commission and Head Librarian recommend revisions in the section in the Policy pertaining to Library use and user responsibilities.

WHEREAS, the attached revisions have been approved by both the Oak Brook Library Commission and the Head Librarian; and

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK BROOK, DU PAGE AND COOK COUNTIES, ILLINOIS as follows:

Section 1: The revision of the Policy, a copy of which is attached hereto and incorporated herein as Exhibit A, is hereby approved and adopted in its entirety.

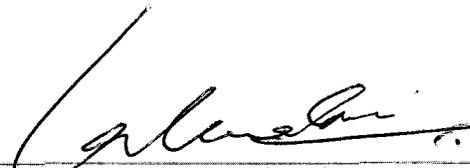
Section 2: The Village Clerk is hereby authorized and directed to publish this ordinance in pamphlet form in the manner provided by law.

Section 3: This ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Section 4: All ordinances or parts thereof in conflict with the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict.

Section 5: The attached revision to the Policy supersedes the General Policy adopted by this Board June 14, 2016.

APPROVED THIS 12th day of June, 2018.



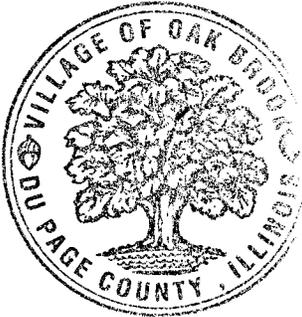
Gopal G. Lalimalani
Village President

PASSED THIS 12th day of June, 2018.

Ayes: Trustees Baar, Cuevas, Manzo, Saiyed, Tiesenga, Yusuf

Nays:

Absent:



ATTEST:

Charlotte K. Pruss
Village Clerk

EXHIBIT A

OAK BROOK PUBLIC LIBRARY

GENERAL POLICY

I. MISSION STATEMENT

The Library's mission is to promote the development of independent, self-confident and literate citizens through the provision of open access to cultural, recreational, intellectual, and informational resources.

II. GOVERNANCE

The Oak Brook Public Library is established and maintained by the Board of Trustees of the Village of Oak Brook under the Village Library Act (75 ILCS 40). The Board of Trustees appoints Library Commissioners according to law (75 ILCS 40/2) and employs a professional library administrator known as the Head Librarian. The Board of Trustees approves all policies developed by the Library Commission and the Head Librarian.

III. USE OF THE LIBRARY

A. Hours and Holidays

Oak Brook Public Library is open during the following hours:

Monday through Thursday	9:30 am -- 9:00 pm
Friday and Saturday	9:30 am -- 5:00 pm
Sunday (between Labor Day and Memorial Day weekends)	1:00 pm -- 5:00 pm

Oak Brook Public Library is closed on holidays set by the Village of Oak Brook.

B. Supervision Requirements for Children

The Library is a public facility and Library staff cannot assume responsibility for the supervision, safety and entertainment of children except within the limited context of defined Library programs. This responsibility must be borne by the child's parent, guardian, or designated caregiver.

Children under the age of 8 must be under the direct supervision of a caretaking adult at all times. Children age 8 through 10 may not be left unattended at the Library for more than one hour. Children age 11 through 14 may not be left unattended at the Library for more than three hours.

C. Unattended Children

The Library is not responsible for unattended children. If a child is left without a ride at the Library's closing, Library personnel will contact the Oak Brook Police Department to provide assistance.

IV. LIBRARY CARDS AND BORROWING PRIVILEGES

A. Definition of a Valid Library Card

An Oak Brook Public Library card is valid when it conforms to the following conditions:

1. It is registered with the holder's correct name and permanent address in the Library database;
2. The outstanding charges against the holder do not exceed \$20.00;
3. The card has not expired; and
4. It is issued to the person in possession of the card.

B. Library Card Application Requirements

Oak Brook Public Library issues cards free of charge to:

1. Residents

Anyone residing within incorporated Oak Brook. A photo ID and proof of residency is required at the time of application for a library card. Post office boxes are not acceptable as proof of residency. A parent/guardian signature is required on applications for cards for children under the age of 18. The parent/guardian must sign the registration card in person at the Library and may use his/her identification for his/her minor children. Resident cards are valid for three years. Proof of residency is required for renewal of library cards.

2. Property owners

Library service shall be provided free of charge to an individual owning taxable property within Oak Brook. This privilege shall be extended to only one person (the first applicant) for each parcel of taxable property. Identification and proof of ownership is required at the time of application for a library card. These cards are valid for one year. Proof of ownership is required for renewal of the library card.

3. Local businesses

The Library makes library cards available to local businesses under the following conditions:

- a. The business must have a physical office located within the incorporated limits of the Village of Oak Brook and may not be a post office box or virtual office.

- b. An authorized agent of the business must supply a copy of their lease or property tax bill. The business is responsible for any overdue or item charges that accrue on the account. The card must be renewed annually.
 - c. The library card is issued in the name of the business.
4. Village employees
Village of Oak Brook employees who are not served by another public library may register for a staff card that is valid for one year. Employees residing in an area served by another public library may register as reciprocal borrowers.

Non-resident cards available for purchase to:

Persons residing in areas unserved by a public library may purchase an Oak Brook Public Library nonresident card. The fee for this card is determined by the Village of Oak Brook Board of Trustees according to the formula set forth by the State of Illinois. This card is valid for one year.

C. Borrowing Privileges

Holders of valid Oak Brook Public Library cards are granted borrowing privileges, program participation and the use of all services offered by the Library. Oak Brook card holders also receive reciprocal borrowing privileges at cooperating libraries, subject to Library and consortium policies and procedures.

If a borrower returns an Oak Brook Public Library item to another library, the borrower remains responsible for the item and any late fees accrued until it reaches the Oak Brook Public Library.

D. Reciprocal Borrowing Privileges

Reciprocal borrowing privileges at the Oak Brook Public Library are extended to a holder of a valid Illinois public library card whose clear record can be verified and who holds a card issued by a library that subscribes to the Reciprocal Borrowing Code. A reciprocal borrower receives the same services as a resident card holder, with the following restrictions:

1. May not place holds;
2. Does not receive interlibrary loan services;
3. Cannot reserve the Meeting Room.

V. LIBRARY MATERIALS

A. Loan Periods

Loan periods for the various item types are set forth in circulation procedures. Materials borrowed through interlibrary or direct loan are subject to the restrictions placed by the lender.

Oak Brook Public Library reserves the right to limit quantities of item types. Books may be renewed twice if not on hold for another user.

B. Fees and Fines

The following fees and charges are established:

Nonresident cards	Determined annually by Illinois State Law
Nonresident computer user card	\$5.00
Replacement Library card	\$5.00
Returned checks	Determined by the Village Finance Department
Interlibrary loan transactions	Determined by the lending institution
Overdue fines, per day, per item:	
Books, periodicals, CDs, kits	\$0.10
DVDs, Video games	\$1.00

C. Maximum Fine

The maximum fine for any overdue item shall not exceed 42 times the daily overdue fee. Items 42 days overdue are considered lost and are billed accordingly.

D. Lost or Damaged Material

Items that are lost or damaged will result in a fee equal to the cost of the item, plus a \$5.00 processing fee.

E. Invalidated Library Card

Cards for borrowers accruing charges of \$20.00 or more are invalidated until the fines/fees are resolved. Parents/Guardians' cards are invalidated when their child accrues \$20.00 or more in outstanding fines/fees.

F. Overdue Notices

A maximum of two notices are sent to borrowers by email, phone, text or regular mail to seek return of Library materials. Items not returned within 42 days of the due date are considered lost and billed to the patron.

G. Returned Checks

Any Library user whose check is returned for any reason will be charged a returned check fee at the rate set by the Village Finance Department in addition to the amount of the check.

VI. LIBRARY USER RESPONSIBILITIES

A. Presentation and Authority of the Library Card

A Library user must present his or her library card at the time of each borrowing transaction. The library card holder is responsible for all materials borrowed on his or her card.

Parents/Guardians are responsible for lost, damaged or overdue materials borrowed by their children under the age of 18.

B. Lost Cards

Lost cards should be reported to the Library as soon as possible. Card holders are not held responsible for items borrowed on a card after the card has been reported lost. The replacement fee for a lost card is \$5.00.

C. Respect for Library Environment

Library users are to behave in a manner suitable to a public library, a place where people come for reading and quiet study. The safety and comfort of all people in the Library is important.

Library users are expected to respect all Library property and to use all furnishings, equipment and collections with care.

No smoking is allowed in the Library. Eating and drinking, including alcoholic beverages, are allowed at the discretion of the Head Librarian in conformance with all applicable statutes and Village Policies and Ordinances.

Running is not permitted in the Library. Proper attire which includes shoes and shirt is required at all times.

To provide a generally quiet atmosphere, Library users must converse in low tones and turn off or set on vibrate cell phones while in the main area of the Library. Cell phones and other audible devices may only be used in the lobby.

D. Computer Use

Rules for computer use are set forth in the *Computer Use Policy*.

E. Personal Property

Library users are responsible for their personal property in the Library. Oak Brook Public Library takes no responsibility for personal property lost or stolen on the premises.

Bicycles, skateboards, sleds and other sporting equipment are not allowed inside the Library building.

F. Library User Behavior

Patrons will behave in an appropriate manner that does not infringe upon the productive use and enjoyment of the Library by others or interferes with Library operations. Behavior prohibited may include, but is not limited to:

1. Showing disrespect or being abusive to staff;
2. Shouting or raising one's voice, throwing items or cursing or threatening anyone;
3. Refusing to follow Library policies and procedures;
4. Sleeping in the Library;
5. Having body odor that is disturbing to others; and
6. Being inappropriately dressed or having bare feet.

G. Suspension of Privileges

Individuals who fail to abide by these rules or other regulations of the Library may have all Library privileges suspended immediately and may be asked to leave the Library premises by the Head Librarian or the staff member in charge. The duration of the suspension of privileges will be determined and the privileges that are suspended will be specified by the Head Librarian, in accordance with 75 ILCS 5/4-7(11). Any individual with a grievance regarding suspended privileges may request that the Library Commission review the decision at its regularly scheduled meeting.

VII. GIFTS

A. Acceptance Criteria

The Head Librarian reserves the right to accept or decline gifts of equipment, materials or money to the Library. Responsibility for appraisals and evaluation of donated materials belongs to the donor. The Oak Brook Public Library will supply an acknowledgment that a gift was accepted. Once accepted, gift equipment or materials become the sole property of the Library. The addition or disposition of gift equipment or materials shall be made according to the criteria set forth in the *Collection Management Policy* and *Exhibits and Special Acquisitions Policy*.

B. Acceptance Limitations

The Head Librarian reserves the right to accept or decline gifts not exceeding \$2,500. Gifts in excess of \$2,500 shall be reviewed and approved by the Village Manager.

VIII. REVIEW OF POLICY

This policy shall be reviewed, reaffirmed or revised periodically by the Library staff and the Library Commission. This policy and all subsequent revisions are subject to approval by the Village of Oak Brook and the Board of Trustees.