

**RESOLUTION No. 2021-1**

**A RESOLUTION OF THE BARRINGTON PUBLIC LIBRARY DISTRICT  
FOR THE SELECTION OF LIBRARY MATERIALS  
AND USE OF LIBRARY MATERIALS AND FACILITIES**

**WHEREAS**, the Illinois Library District Act of 1991 requires that the board of library trustees of each library district adopt and review at least every two years a resolution for the selection of library materials and the use of library materials and facilities (75 LCS 16/30-60); and

**WHEREAS**, the Board of Library Trustees has reviewed and revised its procedures and policies pursuant to the selection of library materials and the use of library materials and facilities in 2021.

**NOW THEREFORE**, be it resolved by the President and Board of Library Trustees of the Barrington Public Library District, Cook, Lake, Kane and McHenry Counties, Illinois, as follows:

**Section 1:** The procedures and policies contained in the Barrington Area Library Policy Statement and Rules for Use of the Library, attached hereto as Exhibit "A" and made a part thereof, which pertain to the selection of library materials and the use of library materials and facilities shall be and hereby are approved by the Board of Library Trustees.

**Section 2:** The aforementioned procedures and policies shall again be reviewed and adopted by resolution of the Board of Library Trustees in 2023 and each two years thereafter.

**ADOPTED THIS** 8<sup>th</sup> day of March, 2021, pursuant to a roll call vote as follows:

**AYES:** Carr, Lucas, Miller, Minner, Pizzi, Tenyer

**NAYS:** None

**ABSENT:** None

/s/ Donald F. Minner

President

**ATTEST:**

/s/ Jan Miller

Secretary

## Exhibit A

### **9.0 LIBRARY RESOURCE SELECTION**

**Selection of Library materials, programs, and exhibits (“Library resources”) for the District is the responsibility of District staff under the supervision of the Executive Director.**

**All types of Library resources are considered in the selection process and it is the policy of the District to provide these offerings in whatever format best meets the needs of the community, whether digitally or physically.**

**The District endeavors to provide Library resources representing varying points of view.**

#### **9.1 Selection Criteria**

**The objective criteria used by the District in evaluating and selecting Library resources are included in this policy. An individual library resource need not meet all of these criteria for acceptance.**

**Criteria:**

- **Relevance, present and anticipated, to community needs and interests.**
- **Credentials, authority, and reputation of the content creator or presenter. Content will not be excluded from District collections or spaces on the basis of the content creator’s race, religion, national origin, gender, sexual orientation, personal history, or political beliefs.**
- **Credentials and reputation of the publisher.**
- **Attention of professional critical reviewers and selection sources.**
- **Timeliness, topicality, or importance of the Library resource as a document or recording of the times.**
- **Accuracy of scientific or historical fact.**
- **Suitability of format for the Library environment.**
- **Library resource cost as a reasonable value for anticipated use.**
- **Popular demand.**

**The District offers Library resources in languages other than English that reflect the languages spoken and taught within District boundaries.**

**Selection of resources for the District’s collection will not be inhibited by the possibility that some resources may come into the possession of children. The District is not responsible for the reading, listening, or viewing of Library resources by children, leaving that responsibility with parents and legal guardians.**

District collections are not and should not be considered a primary source of materials needed for formal courses of study offered by elementary schools, secondary schools, and institutions of higher learning.

The District reserves the right to decline any unsolicited offer of Library resources from third parties for any reason at any time with the sole exception of self-published resources described in this policy.

Submissions of self-published materials will only be considered for inclusion in the collection if the content creator is a District resident cardholder. Submitted materials must be donated and will become the sole property of the District. The District reserves the right to refuse any donated self-published materials that do not meet the above selection criteria.

## **9.2 Reconsideration of a Library Resource**

Library resources accepted under this policy will not be removed from District collections or spaces at the request of individuals who disagree with that acceptance unless it can be demonstrated that the Library resource violates this policy.

Barrington Public Library District residents who request the reconsideration of a Library resource will be referred immediately to the appropriate District Department Head to discuss the resource and *9.0 Library Resource Selection*.

If the resident insists that a Library resource be withdrawn from the District, *9.3 Request for Reconsideration of a Library Resource Procedure* will be followed.

During the review process outlined in *9.3 Request for Reconsideration of a Library Resource Procedure*, the District will take appropriate action to ensure that the resource in question will continue to be available until a final determination has been made.

## **9.3 Request for Reconsideration of a Library Resource Procedure**

The District resident must complete the Request for Reconsideration of a Library Resource form, available at any District service desk or from the District's website, which will be submitted to the Executive Director.

The submitted request will be reviewed by the Executive Director, appropriate Department Head, and other District staff members involved in resource selection to determine if the resource is in violation of *9.0 Library Resource Selection*.

The Executive Director will respond in writing to the resident with a determination within thirty days of their submission.

**If the resident is not satisfied with the Executive Director's determination, they may submit a written appeal to the Board of Trustees, requesting that the appeal be placed on an upcoming Board of Trustees regular meeting agenda. The Board will review the submitted Request for Reconsideration of a Library Resource form, the Executive Director's determination letter, the resident's appeal, and the resource in question and make a determination on the matter, notifying the resident in writing of the Board's decision. The determination of the Board shall be final.**

### **3.0 CUSTOMER CODE OF CONDUCT**

Every customer has the right to use District spaces and services undisturbed and District staff has the right to work without undue interference. All customers and staff should be free from any threat of harm, invasion of property, invasion of privacy, or gross indignity.

To safeguard these rights, the following rules apply to customer behavior on all District property, District-maintained online environments, and in all communication with staff in the course of District business.

#### **3.1 Respect Staff and Customers**

Customers will respect the right of other customers to enjoy the Library free from disturbances that would not be reasonably expected in a public place. Customers will additionally respect the right of District staff to do their work in a safe and respectful environment.

Conduct not permitted includes but is not limited to:

- Harassing, threatening, or disturbing others, verbally or physically.
- Interfering with the use of or access to the Library by other customers.
- Interfering with staff carrying out reasonable work activities.
- Failing to comply with the direction and requests of District staff related to appropriate use of the Library and compliance with policies.

#### **3.2 Respect Library Spaces and Property**

Customers will honor the community's continued investment in the Library by practicing good stewardship of District spaces and property.

Conduct not permitted includes but is not limited to:

- Improper use of District facilities.
- Intentionally damaging, defacing, abusing, stealing, or altering District property or the property of others.
- Removing District property from District buildings without permission.
- Entering non-public areas of District buildings.
- Negligence while consuming food and drink in District buildings.
- Leaving personal items unattended or allowing personal items to block access to Library spaces and resources. District staff is not responsible for monitoring or locating personal property.
- Selling, soliciting, and/or promoting commercial enterprises on District property.

- Bringing animals into District buildings with the exception of service animals individually trained to do work or perform tasks for a person with a disability as recognized by the Americans with Disabilities Act.
- Solicitation of names on petitions or distributions of print material inside of District buildings.
- Distributing leaflets, printed material, or posting notices not authorized by District administration.
- Use of District parking lots for purposes other than visiting District buildings. Vehicles left in the parking lot after closing will be reported to public safety authorities.

### **3.3 Respect the Health and Safety of Others**

Customers will respect the right of other customers and District staff to experience a safe and healthy environment while on District property and will do their part to maintain that environment.

Conduct not permitted includes but is not limited to:

- Smoking tobacco or cannabis or use of e-cigarette devices.
- Possessing alcohol or any controlled substance or being under the influence of alcohol or a controlled substance as defined in the Illinois Criminal Code.
- Exhibiting bodily hygiene that constitutes a nuisance or health hazard to others.
- Possessing firearms or other dangerous weapons of any type, unless in performance of official duties.
- Failure to monitor and care for children or vulnerable adults in one's charge pursuant to *14.0 Use of the Library by Children and Vulnerable Adults*.
- Engaging in any acts in violation of any federal, state, or local criminal statute or ordinance.
- Any activity which may be reasonably expected to result in injury to self or others.

### **3.3.1 Temporary Restore Illinois Safety Amendment**

Pursuant to COVID-19 Executive Order Nos. 38 and 41 and the Restore Illinois plan, all customers over the age of two entering District buildings must wear a mask or face covering and must maintain a six-foot distance from other customers and library staff when practicable or when requested by staff.

Reasonable accommodations will be made available to those who are medically prevented from or decline to wear a face covering.

The District reserves the right to refuse entry to customers non-compliant with this policy.

This policy shall be rescinded automatically when the Illinois Department of Public Health declares that the Northeast Region has reached Phase 5 of the Restore Illinois Plan. The policy shall be reinstated automatically should the Illinois Department of Public Health instructs the Northeast Region return to any phase lower than Phase 5 of the Restore Illinois plan or if required by the Lake County Health Department or other municipal authority.