MISSION STATEMENT

The mission of the Metropolis Public Library shall be to provide all residents of the library community with reliable information, which meets their needs and interests. The library shall seek to identify with community needs, to provide service and cooperate with organizations, agencies and institutions which shall enable the library to provide an efficient center for personal enrichment and self-education.
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Code of Ethics

The Metropolis Public Library staff and trustees are guided by the ethical principles set forth in the American Library Association Code of Ethics. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment. We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

Code of Ethics

- We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We recognize and respect intellectual property rights.
- We 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.
- We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council - June 28, 1995

Adopted by the Metropolis Public Library 1-17-2012
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.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community whom the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the internet. The problem is not only one of actual censorship, but the shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change, and yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.
The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help
them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. **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.**

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the
application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


**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 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 constitutional 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 the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council. Adopted by Metropolis Public Library January 17, 2012.
Collection Management Policy

The purpose of the Metropolis Public Library collection management policy is to provide a general guide for the selection and maintenance of material collections offered by the library and to emphasize the Library’s commitment to intellectual freedom and unrestricted access to information. The policy offers guidance to Library staff and informs the public about general selection principles. Policy statements clarifying specific subject collections are included as appendices, which will be updated as needed.

Materials Selection Philosophy

Library materials are chosen to serve the informational, educational, cultural and recreational needs of the entire community. The primary goal is to provide the best possible collection with the financial resources available. The Library strives to create an attractive, up-to-date, balanced collection representing all fields of knowledge and all sides of issues in a neutral, unbiased manner, as budgets, availability of materials and space permit.

Library staff selects materials covering a wide range of ideas, issues and lifestyles. Due to this diversity there will always be some materials that appeal or do not appeal to specific individuals. The existence of a particular viewpoint in the collection is an expression of the Library’s policy of intellectual freedom, not an endorsement of that particular point of view. The Library encourages free expression and free access to ideas, both essential elements in a democratic society, and does not knowingly discriminate in its material selection regarding age, race, beliefs or affiliations of the author or producer. The Library subscribes to the principles of the "Library Bill of Rights", the "Freedom to Read Statement", and the "Freedom to View Statement" of the American Library Association, which are included as appendices in the Metropolis Public Library Policies and Procedures Manual.

Responsibility for Materials Selection and Collection Management

Library staff makes selections, based primarily upon material reviews and knowledge of a publisher’s expertise in specific subject areas. The public and other Library staff are encouraged to recommend titles, which are evaluated according to the Library’s selection guidelines. Library managers are responsible for the overall maintenance and quality of their individual collections.

Definitions

- "Selection" is the decision to add a piece of library material to the collection or to remove it from the collection.
- "Library material" is any format of material added to the collection, including but not limited to the following: books, magazines, audiocassettes, videos, photographs, maps, pamphlets, clippings, microfilm or microfiche, compact discs, and online databases. New formats that become available as technology changes shall automatically be included in the term "library materials".
- "Material review" is an evaluation written by a person knowledgeable about the material’s subject matter. Reviews occur in library review journals, professional journals, newspapers, online sources and in other popular media. Primary review sources include:
Library Policies


- "Deselecting" is the component of selection that involves removing items from the collection.
- "Collection management" includes selection; deselecting, preservation, storage, budgeting and resource allocation, collection evaluation, resource sharing, and other functions related to improving the collection and facilitating patron access to library materials.
- The term “Director” shall be defined as “The Director of the Library” for the purpose of this document.
- The Library shall be defined as “The Metropolis Public Library” for the purpose of this document.

General Selection Guidelines

Selection is based upon the merits of a work in relation to the needs, interests and demands of the Metropolis community. Due to the large volume of materials published in a variety of formats each year, selection criteria are used for evaluating materials. Selection guidelines, listed below, form the basis for decision making. Whenever possible, the use of a material review is preferred.

It is important to remember that selecting materials for the collection is more an art than a science and requires staff well attuned to patron information needs, regional library collections, publishing industry trends, and a general history of recorded knowledge. Library staff has the education, training, and work experience required to make important selection decisions.

Specific Selection Guidelines

The following factors will be taken into consideration when selecting items for the collection:

- Relevance to community needs and interests
- Current and projected demand
- Availability and suitability of physical format for library purposes
- Suitability of presentation for intended audience
- Relevance to existing subject coverage in the collection
- Reviews from library professionals, subject specific journals and popular publications
- Clarity, readability and ease of use
- Timeliness or permanence of material
- Accuracy and authenticity
- Literary merit and conclusions of standard bibliographies and indices
- Current and historical significance
- Authority and reputation of the author, publisher, and/or producer
- Local authorship or production
- Initial and ongoing costs
- Overall quality
- Technical aspects of audiovisual materials
Library Policies

- Regional availability and accessibility
- Space and maintenance requirements
- User interface and content of electronic products
- Online, network, and remote access capabilities
- System resource demands (hardware and personnel)
- Vendor training, support guides and technical support
- Lease or ownership of electronic products

**Patron Reconsideration of Materials**

Individuals have the right to question the suitability of library materials for the collection. Patrons can express their opinions by filling out a Request for Reconsideration of Library Materials, including their complete name, address and signature. The form will be forwarded to the Director, which will handle the complaint in an objective and timely manner and will examine the material in its entirety. Material purchased according to library selection criteria will not automatically be removed from the collection.

The decision of the Director may be appealed by writing to the Metropolis Public Library Board of Trustees in care of the Director of the Library. The Board will consider an appeal at their next regularly scheduled Board meeting to which the patron and the Director will be invited to share their views and concerns. The decision of the Board will be final.

**Collection Maintenance**

To insure that library collections provide timely service to the public, out-dated materials no longer of regional interest, and damaged materials, whose physical condition makes them unsuitable for circulation, will be removed from the collection or preserved for archival use. Materials which are out-dated because of changes in their fields will be discarded as soon as new publications are available, unless there is a local demand for historical perspectives on the subject. The Library will retain first editions and last copies of significant works or major authors. Factors to be considered in removing materials from the collection include:

- Physical condition of the material
- Items containing misleading or inaccurate information
- Multiple copies of titles no longer in demand
- Materials seldom used.
- Subject matter no longer of current interest, or historical or literary significance
- Old editions replaced by later revisions of non-fiction titles
- Retention of materials by authors located in Illinois.
- Retention of valuable or unique "out of print" titles of potential local interest

The Library Director will supervise all collection maintenance activities and make final decisions related to removal of items from their collections. Removal of worn or outdated materials will be based upon current professional library standards. Materials are discarded at the Library’s discretion according to ILCS 5/ 4-16.
Replacements

Materials, which have been deselected or lost, will be replaced with new titles or new editions of classic titles on a continuing basis, based upon budgetary constraints and subject needs. Bibliographic tools and review journals will be used to ascertain the best and most timely publications in a subject field. The Library does not automatically replace items withdrawn because of loss, damage or wear.

Collection Evaluation

The Library collection is continually evolving. In order to maintain a strong, vital, relevant, useful, up to date collection, the library staff will work with the Director to evaluate individual collections, in addition to the overall collection. Evaluation techniques will include but not be limited to the following:

- Circulation use data
- Collection holding data
- Patron and staff recommendations
- Patron surveys
- Lists of "Best Materials" published by library organizations, library and professional review sources.
- Formal evaluations of library collections

Gifts and Donations

A gift for the library collection may consist of (1) library material donations or (2) monetary donations to purchase materials, equipment or support various library activities, or (3) other material donations.

1. Library Material Donations

The Library accepts donations of books and/or other library materials, which meet the same selection guidelines used for purchased materials. Material donations are accepted with the following understanding:

- The Library does not appraise donations or provide evaluation of gifts for tax deductions or other purposes. However, upon request the Library will provide acknowledgement of material donations.
- Once the donation is given, the Library retains the unconditional ownership of the gift and its disposition.
- The Library reserves the right to decide the conditions of display and access to the materials.
- The Library will not accept damaged material, most magazines, condensed books, software, most textbooks and recordings other than compact discs.
- The Library does not accept personal data containing private information.
2. Monetary Donations

The Library welcomes individuals and organizations to support its activities through gift funds. Contributions will enable the Library to purchase materials, equipment, or support special programs. Selection of specific titles will be made by library staff.

- The Library encourages unrestricted monetary gifts to allow for the greatest flexibility in supporting the Library.
- Donors can recommend how they would like funds to be used, such as type of equipment, type of program or type of material and/or their area of subject interest.
- Recommendations for purchasing specific titles are discouraged and the Library reserves the right to decline such monetary donations.
- All monetary donations will be acknowledged by the Library, including but not limited to items purchased "In Memory of", "In Celebration of" and "In Honor of ",
- Gift plates, identification plaques or other appropriate recognition identifying the donor or person being honored may be displayed in items purchased from gift funds, upon request.

3. Other Material Donations

Other real or personal property donated to the Library will be accepted at the discretion of the Library Director. All other conditions above apply to these gifts.

Revised & approved by Metropolis Public Library’s Board of Trustees (3-18-2014)

SPECIAL COLLECTIONS POLICY

GENEALOGY

1. Researchers and visitors are asked to sign the visitor’s register when they visit the Genealogy Room.
2. All materials are to be used in the room and do not circulate.
3. Researchers are requested to handle all books and materials with care. Open books should not be placed face down on the table; pencils should not be used as bookmarks; all items should be handled gently and individual papers only by the edges.
4. Researchers are asked to return books and vertical files to the cart in the Genealogy Room and not to reshelf material.
5. The researcher is responsible for complying with the copyright law of the United States in making photocopies. Permission to publish or quote extensively from unpublished manuscripts or copyrighted works must be obtained from the copyright holder. It is the researcher’s responsibility to secure that permission.
6. The researcher should consult with a staff member before photocopying materials.
7. The Library is not responsible for personal articles left unattended.
8. Researchers must comply with all general Library rules as set for in the Library policies and procedures book of the Metropolis Public Library.
9. Microfilm and computer discs can be obtained from the staff member at the circulation desk.
10. No marks or notations shall be placed on documents held in special collections.
11. Patrons maybe requested to wear cotton gloves while handling some items in the collection.

Revised & approved by Metropolis Public Library’s Board of Trustees (3-18-2014)

Library Card Policy

Persons residing inside the city limit boundaries shall be considered residents, and as such, have paid for their cards through taxes. They can begin using their card the very day they successfully apply. Non-residents are required to pay a fee equivalent to the assessed tax levy placed on residents.

Please bring proof of address (such as an electric or water bill with your address on it) and a picture ID (State ID.) when you come in to apply for a library card. You must also have the name, address, and telephone number of a reference who is not a member of your household.

Your new library card has your individual bar code on it. Please keep it in a secure place. You are responsible for everything checked out on it. Library policy states that with your signature, you agree to the following: I AGREE TO BE RESPONSIBLE FOR ALL MATERIALS BORROWED WITH THIS CARD AND FOR FINES AND FEES INCURRED, INCLUDING CHARGES FOR LOST AND DAMAGED MATERIALS. Notify the library immediately if you lose your card.

Your responsibility: You must notify the library if your name or address changes. If your library card is lost, notify the library immediately to prevent unauthorized use and protect your records.

A $2 fee is charged for replacement of lost, stolen, or damaged cards. You are responsible for replacement costs of all books & media checked out on your card. Keep it safe. The Parent/Guardian of patrons under the age of 18 is responsible for the following: I AGREE TO BE RESPONSIBLE FOR MATERIALS BORROWED BY THE ABOVE NAMED MINOR AND FOR FINES AND FEES INCURRED, INCLUDING CHARGES FOR LOST AND DAMAGED MATERIAL. I UNDERSTAND THAT THE LIBRARY DOES NOT ACCEPT RESPONSIBILITY FOR MY CHILD’S CHOICE OF LIBRARY MATERIALS FROM EITHER THE ADULT OR
CHILDREN’S BOOK COLLECTIONS. I ACCEPT RESPONSIBILITY FOR THE SELECTION OF MATERIALS MADE BY THIS PERSON.

Patrons must be age 18 or over to check out videos and/or DVD’s.
By signing your library card, you are agreeing to the conditions stated above. Please be a responsible library user so that the service and materials provided to you will be available to others.

Revised & approved by Metropolis Public Library’s Board of Trustees (3-18-2014)

HARASSMENT / SEXUAL HARASSMENT

The Board has established a strict policy prohibiting unlawful harassment of persons at the library, including implied or expressed forms of racial or sexual harassment. Further, it is the responsibility of all employees to assure that the workplace is free from all forms of harassment including racial and sexual harassment. In keeping with that policy, the Board will not tolerate any form of harassment by any of its employees.

1) As used here, sexual harassment means any verbal, written, visual, or physical acts that are offensive in nature, intimidating, unwelcome, or that reasonably could be taken as objectionable. This includes:

   1. Unwelcome sexual advances.
   2. Request for sexual acts or favors
   3. Any other written, visual, verbal or physical conduct of a harassing nature.

2) Any employee who feels that he or she has been subjected to harassment of any type, whether by a coworker, supervisor, officer, or agent of the Library or a patron should promptly report the incident to his/her supervisor. If the complaint involves the employee’s supervisor or someone else in the employee’s direct line of command, the employee may go to another supervisor or the library Board Chairperson with the complaint.

3) All complaints will be handled promptly using appropriate measures, which may include including disciplinary action. Appropriate measures to resolve or correct the situation in an expeditious manner will be taken. Special privacy safeguards and the utmost discretion will be employed in handling the complaint, and the privacy of the charging party and the person accused will be strictly honored.

4) The Board considers harassment of any kind to be a major offense which can result in the suspension or discharge of the offender. Employees having any question concerning this policy should contact the Director.
GIFTS AND MEMORIALS

Gifts of books, other materials, and contributions from individuals or groups which help the library serve the informational, educational, recreational, and cultural needs of the community may be accepted provided that the following conditions are met:

1. Unconditional ownership of the gift is vested in the library.
2. The Director makes the final decision on use or disposition of any gifts.
3. The Director decides the conditions of display, housing, and access to any gifts.
4. The Director applies the same selection standards to gifts which govern material selection.
5. The library does not appraise gifts for tax purposes, but will give a letter stating that an item or items were given.
6. Particular attention must be given to the physical condition of the gift.
7. If the library is offered items, other than books, the Director will consider the following:
   a. Is the gift appropriate for a public library?
   b. Will the gift benefit the library and the community?
   c. Is there space in the library to accommodate it?
   d. Is there maintenance involved? If so, how will it be funded?
8. The library actively seeks funds to purchase materials and equipment.
9. The Director will accept gifts of money in memory or in tribute to an individual on behalf of the library.
   a. Funds donated in memory or honor of individuals will be used to purchase books or items needed in the library.
   b. Gift plates will be placed in books or material and on other items in recognition of the donation and an acknowledgement is mailed to the honoree or in the case of a memorial, to the next of kin.
   c. A shelf list is maintained, filed alphabetically by the honoree’s name. Also listed on the card is the classification number, the title, author, or material purchased with the funds and donor’s name. Substantial gifts to the library shall be recognized on a memorial or donor plaque.
10. Decision of the acceptance of special gifts may be referred to the Library Board.

Gifts included, but limited to, money, real property, stock, bonds, CD’s, jewels, precious metals, and works of art maybe accepted provided that the conditions attached there to are acceptable to the Board of Trustees.

Unattended Children Policy

The Metropolis Public Library welcomes all children to use our facilities and services. However, responsibility for children using the library rests with the parent/guardian or assigned chaperone - not with library personnel. Staff members are concerned when parents leave their young children alone or in the care of an older sibling or friend. Young children left unattended, even for a few minutes, can become frightened. An older child left in charge can be easily burdened by this responsibility. Sometimes children stay at the library for many hours or wait
here after school until a parent picks them up. Often they become bored and restless, which leads to disruptive behavior, and interferes with the legitimate library business of other patrons and staff.

Staff members cannot be placed in a position of supervising children who are too young to be unattended, or whose behavior indicates that they have stayed at the library for too long a time. For the safety and protection of youth, and for the benefit of all, the Metropolis Public Library Board of Trustees has developed the following rules:

**CHILDREN ARE WELCOME TO USE THE LIBRARY AS LONG AS THEIR BEHAVIOR IS NOT DISRUPTIVE.**

The library assumes no responsibility for an unattended child. Parents should not view the library as an alternative to daycare. Unlike a daycare facility, the library is not a closed environment. Staff members cannot monitor everyone who enters, and all adult patrons are free to use any public area within the library.

For the sake of safety, parents should make sure that their children are sufficiently mature before allowing them to visit the library by themselves. Parents/guardian should be advised that if their children misbehave, the guardian will be called. If a parent/guardian cannot be located, the authorities will be notified and the child will be handed over to the proper authorities. Parents should further realize that, even in their absence, they are legally responsible for their children’s behavior. Proper authorities/police will be called if the children are disruptive and/or left attended for extended periods of time.

Revised & approved by Metropolis Public Library’s Board of Trustees (6-17-2014)

**RULES OF CONDUCT POLICY**

The Metropolis Public Library has adopted this policy stating the right to maintain its facilities in a clean, pleasant, and safe manner. Every individual has the right to use the library undisturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat of harm, invasions of property, or gross indignity. To guarantee these rights for all persons, the following rules of conduct apply to behavior on the premises of Library property.

No person shall engage in any conduct, which disturbs or interferes with patrons or employees of the Library, including but not restricted to the following:

1. Annoy, harass, threaten or cajole another person (physical, sexual, or verbal abuse of other library users or of library staff).
2. Behave in a disorderly, loud, or boisterous manner.
3. Allow children to run wild or unsupervised, disturbing others in the library.
4. Behave in lewd (coarse or vulgar) public affection, including petting, kissing, necking, or sexual activity.
5. Interfere with free passage.
Library Policies

6. Drink alcoholic beverages or abuse drugs on library grounds or be in a state of intoxication in any manner that causes public disturbance.
7. Deface or destroy library property, including restrooms or parking lots.
8. Display or attempt to use any firearm, knife, or other weapon.
9. Hack into computers, tamper with electronic equipment, systems, or websites, or set off any alarms.
10. Display or view nude pictures, pornographic, or violently graphic, or hate-based materials.
11. Eat, drink, smoke (except in designated areas), sell or use drugs in the library or on its grounds.
12. Loiter or sleep in the library or on its grounds.
13. Solicit funds or panhandle in the library or on its grounds
14. Interfere with patrons’ use of the library through poor personal hygiene or offensive body odor.
15. Bring animals or vehicles into the library, except as required by persons with disabilities requiring a guide dog.
16. In order to not disturb others, headphones must be used to play audio, video, TV, or compact disk equipment.
17. Campaign, petition, interview or survey library patrons or staff in a manner which is disruptive to library activities.
18. Violate any City or County Ordinance or State Statute on library property or grounds.

***** The Police will be called immediately for these illegal activities. *****

The Library Staff in charge or the Director first warns anyone violating these rules at the time of the offense, if possible. If the conduct continues, the offender will be ordered to leave the premises. In situations of serious, threatening, or willfully malicious behavior, the staff may expel the offender(s) without a warning at the discretion of the staff. Failure to observe these rules may lead to revocation of library privileges, including the right to visit the building and grounds for a period of time designated by the Director and relevant to the severity of the infraction. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

Revised & approved by Metropolis Public Library’s Board of Trustees (6-17-2014).

Policy on Carrying Guns on Library Property

"The Metropolis Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law."

Policy Approved by the Metropolis Public Library Board of Trustees: (6-17-2014).
POLICY FOR EXCLUDING PATRONS FROM LIBRARY PREMISES

According to the Metropolis Public Library Code of Conduct for Library Patrons, persons who violate the Code of Conduct will be asked to cease by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. Persons who continue to violate the Code of Conduct will then be considered trespassers and will be subject to arrest.

If a person exhibits behavior that violates the Code of Conduct, other library policies or guidelines, and constitutes a threat to other library patrons or library staff, then the library can ban a patron from the library premises by following the procedures outlined below:

1) The Library Director has the authority to ban from the library premises for a period up to 180 days any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. If the patron facing exclusion is under the age of fourteen (14), then banning will not occur until the person's parent(s) or guardian is notified.

2) The Library Director will inform the individual of his exclusion from the library and the reasons for this action. Said notification will be sent to the individual's address-of-record by registered / return receipt mail. If the individual is under the age of fourteen (14), his / her parent(s) or guardian will be the recipient of the notification.

3) If the individual who has been banned wishes to appeal this decision, then the appeal must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Board of Trustees. The Board will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken.

4) The Board will instruct the Library Director to contact the person making such an appeal by letter and inform him of the decision of the Board.

5) If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing.

Effective Date: 05/18/2011

Reviewed and Approved (Annually): 05/17/2011
PRIVACY OF LIBRARY CIRCULATION RECORDS POLICY

1. The circulation records of the Metropolis Public Library are to be considered confidential regardless of the source of the inquiry. Circulation records shall not be made available to anyone except pursuant to such process, order or subpoena. Consultation shall be made with the Library’s legal officer to determine if such process, order or subpoena is in good form and if defects are noted. Insistence shall be made that such defects be cured before any records are released.

The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena duces tecum (bring you records), requiring an employee of the Library to attend court or the taking of a deposition and may require the employee to bring along certain designated circulation records. The Library Director may release circulation records without process, order or subpoena if in his/her judgment a condition of grave emergency exists which can be remedied by the release of such circulation records. Any problems or conditions relating to the privacy of circulation records which are not provided for in this policy statement shall be referred to the Library Director for resolution.

2. Confidentiality of Library Circulation Records – Guidelines for Employees
Any requests for the following information from members of the public shall be referred to the Director.
   a) A patron (whether an individual is a registered borrower or has been a registered patron).
   b) A patron’s address
   c) A patron’s telephone number
   d) The Library’s circulation records and their contents
   e) The Library’s borrower’s records and their contents
   f) The number or character of questions asked by patrons.
   g) The frequency or content of a patron’s lawful visits to the Library, or any other information supplied to the Library (or gathered by it).

Staff members are not to obtain information from Library circulation records for personal reasons. No staff member shall release any information from these records to any other staff member if the purpose for the staff member’s request for such information is not work related.

Staff members are to refrain from discussion of circulation or choices of materials made by patrons. Gossip in general is discouraged and may be grounds for discipline.
SMOKING POLICY

Smoking has been identified by the U.S. Surgeon General as the nation’s leading cause of disease and premature death. Research has shown that smoking poses not only a significant health risk to smokers, but to non-smokers as well. Tobacco smoke is an irritant to many non-smokers and can worsen allergic conditions. In sufficient concentrations secondhand smoke can be harmful to those with chronic heart and lung disease.

Also, it is evident that smoke and fire are not suitable to mix with library collections or the library environment. Smoke can damage furnishing, fabrics, paint and paper.

**The Federal Pro Children Act of 1994 states** there will be no smoking in certain public facilities that serve children. Libraries are included in the list of facilities; the Illinois Attorney General has stated that anyone who does not comply with the federal act can be fined $1000 for each violation. The fine would be $1,000 for each person caught smoking in any building belonging to the Metropolis Public Library.

Effective January 1, 1995, smoking is therefore prohibited throughout all facilities of the Metropolis Public Library, including break rooms, offices and all support areas. Staff smoking must occur in areas outside the library environment.

Smoking is restricted to areas outside areas of 15 feet from any doorway commonly used by facility.

MATERIALS SELECTION POLICY

The Metropolis Public Library Board of Trustees recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion, declares that as a matter of materials selection policy that:

1) Library -materials selection is and shall be vested in the Librarian and under his/her direction, or such members of the professional staff who are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Board.

2) Selection of library materials shall be made on the basis of their value of interest, information, and enlightenment of all people of the community. No library material: shall be excluded.

3) This Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself/herself materials of which he/she does not approve, he/she cannot exercise this right of censorship to restrict freedom to read on others.

4) This Board defends the principles of the freedom to read and declares that whenever censorship is involved, no library materials shall be removed from the library save under the orders of a court of competent jurisdiction.

5) This Board adopts and declares that it will adhere to and support:
   a) The Library Bill of Rights
b) The Freedom to Read Statement adopted by the American Library Association both of which are made a part hereof.

This Policy was adapted from The Library Trustee, by Virginia Young, R.R. Bowker, 1978, page 160.

**Computer/Internet Use Policy**

**Internet safety and computer use policy and rules.**

**Metropolis Public Library Policy**

Recognizing that the Internet represents an important and vital electronic resource that allows access to ideas, information and commentary from around the world, the Metropolis Public Library shall provide Internet access to Library users as part of its collection and resources.

The Internet offers access to a wealth of excellent material. However, because the Internet provides easy access to a diverse array of resources, the Library does not endorse the viewpoints nor can it vouch for the accuracy, authority, timeliness or usefulness of all the information found on the internet. The Internet is an unregulated medium that changes constantly and unpredictably. The Metropolis Public Library is not responsible for the content of sites on the Internet. Due to technical requirements or incompatibility with the library’s computer system, some Internet sites and services may not be accessible on library computers.

In providing public access to the Internet, the Metropolis Public Library shall be in compliance with provision of the Children’s Internet Protection Act (SIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA). (Per this compliance, the libraries shall endeavor, to the extent practical, to block access by minors to inappropriate matter and visual images on the Internet that are defined by law as “obscene”, “child pornography” or “harmful to minors”, and to monitor, to the extent practical, use by minors of electronic mail, chat rooms, and other forms of direct electronic communication so as to prevent unauthorized disclosure, use and dissemination of personal identification.) Participation in chat rooms will not be allowed on library computers.

The means for achieving the above shall include visual observation by staff to the extent practical, and the use of filtering software. Users are reminded that the Library’s ability to restrict access and exposure to images and information covered by CIPA and NCIPA is subject to the limitations of filtering software and physical layout of library facilities. It is the ultimate responsibility of parents and legal guardians to monitor and guide their own children’s use of all library resources, including the Internet. Parents are encouraged to take an active role in their children’s use of the Internet and to talk about their personal values and expectations for their children’s use of this resource.
Library Policies

Adult patrons, age 18 and above, may request that websites that have been blocked by filtering software be unblocked unless prohibited by law. The Library will not inquire into the patron’s reason for making such a request.

Such unblocking shall be granted to the expertise of the librarian to properly unblock access to the website. The librarian shall not use Library funds to pay for memberships to websites unless it has been approved by the Director or Library Board.

GENERAL RULES AND LIMITS REGARDING INTERNET ACCESS AND COMPUTER USE

1. Use of the Internet or library computers for activities that violate local, state, or federal laws is prohibited. This includes activities such as accessing child pornography, committing fraud, hacking, or spreading libel or slander.

2. Patrons are cautioned that the Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. However, the Library will not release information on the use of electronic resources by individuals except as required by law.

3. It is the responsibility of all users of electronic resources at the Metropolis Public Library to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Patrons may only make copies allowable by copyright laws or licensed software agreements.

4. Users of the library’s computers and peripheral equipment are expected to abide by the rules of the library, including the Rules of Conduct. Copies of these rules are available upon request at the circulation desk. In accordance with the authority of the Metropolis Public Library Board of Trustees, persons who do not abide by these rules may be barred from the Library, prohibited from using computers, other library equipment, and /or prosecuted for illegal activities.

5. The Metropolis Public Library expressly disclaims any liability or responsibility arising from the access to or use of information obtained through its electronic resources or any consequences thereof.

6. Library staff members are not able to provide in-depth computer training but will answer questions and, as time allows, help users locate and use resources on the Internet or on other electronic resources in the library.

7. To provide the opportunity for the maximum number of people to access library Internet workstations, the Library shall establish daily time limits for Internet access as part of their Internet procedures.

8. Patrons are reminded that the library’s computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

9. The Library reserves the right to control the time, place and manner of public Internet access and use to ensure that such use does not have a negative impact on the use of the
library by other patrons. The library seeks to provide an atmosphere conducive to the best use of its resources. To this end, an effort will be made to balance the rights of users to access constitutionally protected information resources with the rights of users and staff to work in a public setting free from disruptive sounds and images.

**Users shall not:**

- Install, delete or modify library hardware or software
- Move or change the arrangement of library computers and attached equipment
- Download software from the Internet onto the library’s computers
- Use the network to make unauthorized entry into other information or communication services or resources
- Make any attempt to damage computer equipment or software
- Make any attempt to cause degradation of system performance
- Misuse library computers or other equipment and resources
- Use library computers for gambling

**HOW TO ACCESS THE INTERNET**

Internet users must have a valid library card or obtain authorization from the staff at the circulation desk.

Those patrons with valid library cards will have access to the Internet only if they are in good standing with regards to their library account. Patrons, who have forgotten their card can with proper identification, get permission from the staff at the circulation desk to access the Internet.

Patrons who does not have a library card can obtain one and receive full access to the Internet and other library services by presenting one of the following forms of identification showing name and current address: Driver’s license, school ID or official communication from the school district for the current school year, or a valid government document. If the person is a non resident, a library card will be granted upon payment of a fee of $35.00 in lieu of taxes paid by city of Metropolis residents.

Patrons without valid library cards may sign in as guest and be allowed Internet access for that day only.

**RULES FOR USING COMPUTER TERMINALS**

Children under 13 years of age may only use terminals authorized for children’s use, unless accompanied by their parent or guardian.

Use of the Internet is limited to a total of 2 hour per session per person. If someone else does not need the computer, another hour can be added to time limit.

Reservations shall be made by the patron for computer use.
The number of people at a terminal may be restricted to a single user. Use of an unblocked terminal is limited to the person making the request.

The cost of printing is 25 cents per page (black and white) 75 cents (color) and shall be paid before printing.

Patrons agree to print or download to memory device information, electronic or communication data, or images in accordance with local, state, and federal laws concerning pornography and copyright.

To insure privacy, users, must log off the Internet at the end of their session and collect all printing material, computer discs, or other memory devices used. The library is not responsible for lost or damaged memory devices or printed material.

Revised & approved by Metropolis Public Library’s Board of Trustees (7-15-2014)

Metropolis Public Library’s
Addendum to the Internet Policy

Public Wi-Fi Access

Wi-Fi access is available to its patrons via DJK link in Metropolis, IL; The Wi-Fi is available to any device capable of accessing wireless Internet transmissions. Patrons who access the Wi-Fi signal must abide by the Library's general Internet access policy.

The following rules apply to the public use of the Wi-Fi access:

- The responsibility of connectivity rests with the patron, not the Library. The Library staff is able to confirm that the Wi-Fi access is available at a given time. The Library staff is unable to provide any technical support, troubleshooting, or configuring of a patron's device.
- The Library staff is prohibited from making any physical contact with any device.
- The Library cannot guarantee a Wi-Fi signal or that the entire public area will contact a Wi-Fi signal. There may be "dead spots" within the building. The Library makes no guarantee that the Wi-Fi signal will extend to the outside of the building.
- The Library cannot guarantee that an electrical outlet will be available to patrons wishing to access the Wi-Fi. Electrical outlets can be accessed providing they do not impede or block the pedestrian traffic in the Library. Patrons are allowed to access the Wi-Fi only in designated seating areas. Rearranging of the Library's tables and chairs is prohibited unless the Library gives its approval.
- The Library is unable to provide a Wi-Fi printer. Patrons are encouraged to email their information to a site that provides printing services; they may also use the existing public access computers in conjunction with the rules of the Library's Internet policy.
Library Policies

- The Wi-Fi signal is available to patrons during the Library's regular business hours. This signal and the Internet access are unfiltered. The Wi-Fi signal may be unsecure. Information sent to/from any device may be captured by anyone else with a wireless device and the appropriate software.
- Informed, cautious wireless users will avoid transmitting credit card or other sensitive personal information through wireless connections. All users of wireless should have up-to-date virus protection on their laptop computers or wireless devices to assist in protecting them from harm.
- The Library disclaims any liability or responsibility arising from access to the Internet, to the wireless network, or use of information obtained through the Internet.
- The Metropolis Public Library assumes no responsibility for the safety of devices or equipment used in connection to the DJK Link, Wi-Fi wireless access.
- The Library is not responsible for the information found on the Internet or its form of presentation.
- The Library is not responsible for any damages or charges incurred during use of the Wi-Fi in the Library.
- The Library cannot guarantee that patrons’ equipment will work compatibly with the DJK link Wi-Fi network.

Approved and adopted by the Metropolis Public Library’s Board of Trustees- August 19th, 2014.

Lending Policies

The Metropolis Public Library makes a variety of materials, in a variety of formats, available to all persons on an equal basis.

The library promotes the use of new technologies throughout the library when doing so supports the library's mission, provides greater opportunities for the public to access information and entertainment materials, and is cost effective.

To provide efficient and equitable circulation of materials, the library sets the following policies regarding borrowing eligibility; length of loan for various materials; limits on the number of items that can be borrowed; renewals; reserves; interlibrary loans; overdue materials charges; and damage and replacement assessments.

The library utilizes an integrated automated circulation system to maintain, monitor, and report circulation statistics, overdue notices, billings and balances, user registration records, and inventory control.

Borrowers

The Metropolis Public Library is funded by tax revenue. Therefore, any Metropolis City resident is eligible to have a borrower's card with proof of name and current residence address within the city limits. There is no charge for a City resident to have a borrower's card. A borrower's card must be presented each time a user wishes to borrow library materials or use public library
library policies

items accepted for identification include, but are not limited to, a driver's license or identification card, passport, or cancelled mail received at the applicant's address.

the signature of a parent/guardian/custodial caregiver is required on the application/permission letter for any child who applies for a borrower's card and who has not attained the age of eighteen (18). high school students not possessing one of the above forms of proper identification may be required to have a custodial parent or guardian present at the time of application to verify his name and current city address. by signing the application/permission letter, the parent/guardian/custodial caregiver agrees to assume financial responsibility for all materials charged on the minor's card.

persons living outside the city may obtain a borrower's card by paying a $25.00 fee and by providing proof of a permanent residence address. this fee is paid in lieu of the property taxes paid by the city residents.

borrowers' cards are valid one year from the date of the original application. before a borrower's barcode number is revalidated, all registration information contained in the user record must be verified, and updated if necessary. all overdue material must be returned and all fines and/or fees must be paid in full before a borrower's barcode number is revalidated.

a borrower assumes full responsibility for all use made of the card. by signing the application form, the borrower agrees to comply with all library rules and regulations; to pay all fines; to be responsible for any loss or damage to materials; to provide immediate notice of any change of address; and to provide immediate notice if the card is stolen.

a borrower is not permitted to use another person's library card.

borrowers are expected to bring their card with them any time they wish to borrow materials or use library equipment, and must present their card to use public computers. borrowers who do not present their borrower's card on several occasions when they wish to borrow materials or equipment will be asked to purchase a replacement card. borrowers who do not present their borrower's card when they wish to use public computers will be asked to purchase a replacement card.

no fee is charged to replace a worn out borrower's card. a two –dollar ($2.00) fee is charged for replacement of a lost borrower's card. the library reserves the right to deny borrowing privileges to persons who repeatedly do not present their borrower's card each time they wish to borrow materials or use public equipment.

libraries-cards for homeless

bill #: sb3169
year: 2011

requires each board of library trustees to extend the privileges and use of the library for persons residing at a homeless, emergency, temporary, or other shelter within the library's public service area. provides that a library shall make reasonable accommodations for persons living in a shelter who do not have a form of identification, but who can verify residency at the shelter.

approved by the metropolis public library-board of trustees-2-21-2012
Library Policies

Lending
The library makes the following types of materials available for lending for the stated length of loan period:

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Length of Loan</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>21 days</td>
</tr>
<tr>
<td>Books on Tape</td>
<td>21 days</td>
</tr>
<tr>
<td>Books on Discs</td>
<td>21 days</td>
</tr>
<tr>
<td>DVDs</td>
<td>7 days</td>
</tr>
<tr>
<td>Videocassettes</td>
<td>7 days</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Overnight &amp; 7 days</td>
</tr>
</tbody>
</table>

Most reference, local history, and special collection materials do not circulate. Materials are loaned free of charge for city residents. Extended length of loans for many library materials not in current demand is available for borrowers with extenuating circumstances such as travel or illness.

Schedule of Late Fees

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>.10 per day</td>
</tr>
<tr>
<td>Books on Tape</td>
<td>.10 per day</td>
</tr>
<tr>
<td>Periodicals</td>
<td>.10 per day</td>
</tr>
<tr>
<td>DVD</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>VHS</td>
<td>$1.00 per day</td>
</tr>
</tbody>
</table>

*All patrons are subject to fines for past due materials.

Item Borrowing Limits
Certain categories of materials have limits as to how many items of that type may be on loan to a single borrower at any given time. No more than 15 items per card is allowed. The following types of materials have the stated number of items borrowing limit:

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Item Borrowing Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>10</td>
</tr>
<tr>
<td>Books on Tape</td>
<td>10</td>
</tr>
<tr>
<td>Periodicals</td>
<td></td>
</tr>
<tr>
<td>DVD</td>
<td>10</td>
</tr>
<tr>
<td>VHS</td>
<td>2</td>
</tr>
</tbody>
</table>

Renewal
All library materials may be renewed one (2) times, unless on reserve for another borrower. Materials presented for renewal, which have requests on them, must be returned immediately.

Renewal requests for books can be made by telephone or in person.
**Reserve**
The borrower is notified as soon as the reserved material is available for borrowing. Once, notified, the borrower has seven (7) days to pick up the reserved item before it is again placed in general circulation or loaned to the next person on the reserve list.

**Interlibrary Loan**
No library can meet all the needs of all users. The Board of Trustees and the Library Director actively promote cooperation with other libraries and library agencies to more effectively meet the needs of the community. To meet and supplement the demand for additional services, the METROPOLIS PUBLIC LIBRARY shall maintain honorable and cooperative membership in the Illinois Heartland System, and network of libraries throughout the State of Illinois.

Material not part of the library's collection can be obtained through an interlibrary loan. Books are received from other libraries. Cost to the user for interlibrary loan service is the actual delivery fee associated with obtaining the requested material.

Some reference and audio–visual materials cannot be obtained through interlibrary loans.

**Returning**
The Library materials can be returned at the circulation desk during operating hours or in the book drop when the library is closed. Items may be returned before their due date.

DVD’s shall not be returned in the drop box. There will a 1 dollar ($1.00) fee for DVD’s returned in the drop box.

**Solicitation**
The purpose of this policy is to allow people to use library services without interference by individuals or groups engaged in unauthorized activities.

The Library is supported by the taxes of people with varying political, social, and religious beliefs. The Library provides a forum for differing viewpoints in its collection development, its exhibit spaces, and its meeting rooms. The Library Board of Trustees and the staff are committed to preserving the right to privacy of its customers. The public is entitled to use the library without being asked to declare their opinions or allegiances to any causes.

To maintain impartially, the confidentiality of library customers, and an environment of non-harassment, solicitation of the public or the staff is not permitted on library property by the public or members of the library staff.

**Definition and prohibitions**
Solicitation includes, but is not limited to the following:

- selling goods or services
- distributing merchandise, flyers, literature, or leaflets
Library Policies

- soliciting donations or otherwise raising funds
- panhandling
- political or other canvassing
- religious proselytizing
- circulating petitions, or
- otherwise disturbing customers or the public for purposes of eliciting or influencing their opinions and associations, or promoting any causes other than those directly related and beneficial to the library

Exceptions

The only exceptions to the non-solicitation policy are the following activities:

- those directly related to and beneficial to the library as authorized by the Library Board of Trustees or the Library Director, including but not limited to fundraising efforts conducted by the Library or the Friends of the Library
- the sale or transfer of used library property, and
- those community solicitations and fundraising projects sponsored by the Library with the approval of the Library Director, i.e. food drives, etc.

MEETING ROOM POLICY

The primary purpose of the meeting room is to support library functions and to promote the library’s programs of service to the community. It is also available to nonprofit civic, cultural and educational organizations for events open to the public. The fact that a group is permitted to meet at the public library does not constitute an endorsement of the group’s policies or beliefs.

The policies governing the use of the meeting rooms and grounds are in accordance with Article 6 of the Library Bill of Rights which states that "as an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public". The Board of Trustees of the Metropolis Public Library adheres to the principle of "separation of Church and State" and shall abide by that principle in processing requests for use of its meeting rooms and grounds.

Meeting Room Policies and Regulations
The Library has three rooms available for public use. They are the large meeting room, small meeting room (computer lab) and study room. The Metropolis Fire Department has set seating limits in the large meeting room. This room has a capacity of 88 and can seat up to 70 individuals in chairs or 50 people seated at tables. The small meeting room (computer lab) will accommodate up to 15 and the study room is limited to four (4).

The Library Director or a designee authorizes use of the meeting room and maintains the schedule. If a question is raised as to the objectives and/or activities of any group or organization requesting use of the meeting room, the Metropolis Public Library Board of Trustees has the final authority in granting or refusing permission for use of the room.

The study room will be available on a first-come, first-serve basis at no charge. A limit of 1 hour per day will be enforced if another patron is waiting.

The Library is not responsible for providing an alternate location due to inclement weather.

A valid Metropolis Public Library Card in good standing is required for any room use.

Special provisions may be made for organizations located within the boundaries of the City of Metropolis.

**Important...Please Note**

Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms.

The following regulations apply to the use of the meeting room and any departure from them must be authorized in writing by the Library Director.

**A. Availability**

1. Library programs and library-related programs have priority in the use of the meeting room at all times.
2. The meeting room is available for use by organizations of a civic, cultural or educational nature, but not for social or religious gatherings, fund-raising, political or commercial purposes. Business use for profit, including but not limited to training, interviews, and tutoring services are not permitted.
3. Non-partisan organizations which do not endorse individual parties or candidates may be allowed to conduct meetings in the library at which current election issues will be discussed by candidates for public office, provided that all candidates for the same office have been invited. The
Meeting Room(s) and grounds may not be used to hold rallies, demonstrations or other similar events.

4. Groups of individuals under 18 years of age may use the meeting room provided they are supervised by at least one adult for every ten children in attendance. The adult supervisor will be responsible for any damage.

5. Meetings which may disturb regular library functions shall not be scheduled.

6. Activities involving more than normal wear and tear on the meeting room will not be permitted, i.e. projects involving materials which might cause damage. Classes or demonstrations involving the use of hazardous materials and/or weapons are not permitted.

7. Any illegal activity or uses which advocate or incite illegal activities are not permitted.

8. No club meetings or installation ceremonies having secret rituals.

9. All meetings shall be open to the public.

**B. Scheduling**

10. An individual representing the group or organization desiring to use the meeting room must complete the appropriate application providing all information requested on the form.

11. Reservations are required to use the large meeting room and small meeting room (computer lab).

12. A $7 per use fee (effective July 1st 2015) is required at the time of application. The room and kitchen facility (if used) will be left clean and in good order. All participants must vacate the room by five minutes before closing time, and a representative of the group must have the librarian on duty check the facilities for cleanliness, damage and room arrangement before the group leaves. Failure to comply with these regulations may result in an additional fee to repair damage, reimburse the library for custodial services, etc.

13. This fee is non-refundable and covers maintenance costs associated with use of the room. A reservation will be held as pending until the fee is received. If the fee is not received within 72 hours, the reservation may be released without prior notification.

14. Application to use the room may not be made more than 12 months in advance.

15. Generally, no group or organization may use the meeting room more than twice a month. Exceptions may be granted for workshops or educational classes or other reasons with the Director’s approval.

16. Groups using the library on a regular basis for meetings must reapply annually.

17. The meeting room shall be scheduled for use during regular library hours only. Any group or individuals representing a group who remain in the room
beyond the library's regular hours of operation will be charged an additional fee. ($3)

18. An applicant will be billed for any clean-up costs and damages. The applicant accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear and tear.

19. The room reservation should allow for setup time. Please make sure your “meeting” start time reflects at least a 15 minute setup.

20. The City of Metropolis government entities will be exempt from the reservation fee.

21. Application for use of the Library’s facilities does not guarantee approval. Applications will be approved on a first-come, first-serve basis. Confirmation or denial of applications will be done by e-mail or telephone.

22. If it is necessary to cancel a reservation for a meeting, the Library must be notified as soon as possible. Such cancellation notification shall be submitted to the Director in writing and may not be rescinded later. No group can assign its space or reservation to another group. The reservation fee will be forfeited for cancellations made less than 24 hours in advance.

23. If a meeting room is not used and a cancellation notice is not given to the Director, meeting room privileges of that group may be suspended.

24. The Library reserves the right to cancel any reservation by giving the group at least 48 hours’ notice, except in case of an emergency or inclement weather. Notice of a cancellation shall be done by e-mail or telephone. If the Library must cancel a reservation the reservation fee will be refunded. No meeting reservations will be held on official local, state, or federal holidays. (Library closure)

C. Use of Kitchen Facilities

25. The kitchen facility may be used to prepare light refreshments or light luncheons which involve no cooking. No candles or use of any incendiary items are permitted.

26. Alcoholic beverages are not permitted.

27. Clean-up is the responsibility of the group or organization using the facility.

28. No dishes, utensils or kitchen equipment, except a coffee maker, will be provided by the library. The library does not supply coffee, filters or condiments.

29. If refreshments are served, attendees are to be clearly advised by the group leader that food and/or beverages are not to be taken into any Library areas other than the meeting room (or kitchen).

30. A fee may be charged if the group’s use of the room has resulted in the need for repair to Library furnishings or equipment, or if excessive cleanup is required by Library staff. Imposition of this fee will be at the discretion of the Library Director.
D. Responsibility for Equipment and Furnishings

31. No signs, displays or exhibits shall be attached to the walls in any other manner.
32. Organizations shall accept responsibility for the repair or replacement of damaged or missing equipment and furnishings or for damage to the building’s interior.
33. No material, equipment or furniture belonging to groups or organizations may be stored on the library’s premises.
34. The library will not be responsible for any items left on the premises.
35. The library is not responsible for arranging chairs, tables, or equipment for meetings. Groups using the meeting room are responsible for returning the furnishings to their previous arrangement.
36. The library will allow use of its equipment (monitor, slide projector, screen, etc.) with prior arrangement.
37. The library will allow use of its equipment (monitor, slide projector, screen, etc.) with prior arrangement.
38. Equipment will be left in the same state as found. Additional costs will be added if staff assistance is needed to run the equipment to reimburse the library for expenses.

E. General Regulations

39. Neither the name nor address of the Metropolis Public Library may be used as the official address or headquarters of a group or organization.
40. Admission fees or collections are prohibited at meetings held in library facilities. The only exceptions are in the case of paid registrations which are necessary to cover expenses for workshops or institutes, or a fee to cover the actual cost of a library sponsored program.
41. The Library Director or designee is authorized to terminate the meeting of any group or organization that becomes disorderly or objectionable and to deny subsequent use of the room to groups that violate policies and regulations. (Metropolis Public Library’s Board of Trustees has the final decision on all disciplinary actions, refusals, and or re-instatements of use for meeting rooms.)
42. Smoking is not allowed in any part of the library at any time.
43. Any group using the meeting room must comply with the Americans with Disabilities Act, and are responsible for providing qualified interpreters or auxiliary aids upon request.
44. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.
This statement of policy is subject to amendment at any time by the Metropolis Public Library Board of Trustees.

Amended and approved by Metropolis Public Library Board of Trustees:

4/21/2015

COMPUTER ROOM POLICY

Priorities of Meeting Space

1. Meetings, programs or events sponsored by the Metropolis Public Library.
2. Meetings, programs or events sponsored by the Illinois Heartland Library or the Illinois State Library.
3. Meetings, programs or events sponsored by other organizations as approved by the Library Director.

Reservation Procedures

Contact the Library Director for a reservation. Rooms are tentatively booked at the time of contact, but no room is confirmed until the room reservation request application has been signed and returned. Full payment ($10) must be received before the start of the program or meeting.

Limitation of Metropolis Public Library Liability

Granting use of the facility does not imply approval by the library of the group, the meeting or ideas presented at the meeting. Announcement or promotional materials should not state or imply that the library is endorsing or sponsoring the event or organization without the library’s written consent. Such promotion should only indicate the library as the site of a meeting. Any promotional materials must be sent to the library prior to an event for approval.

Use of the Computer/Lab Classroom

The Metropolis Public Library is available for use during normal library hours. Arrangements can be made for meetings outside of business hours, subject to approval of the Library Director.
Food and beverages are prohibited in the computer lab/classroom. Any food or beverages to be consumed are the responsibility of the group. An additional $4.00 fee will be assessed for use of the meeting room for refreshments. Groups using the computer lab/classroom or meeting room will leave the room as they found it and return all tables and chairs to their original location. The fees for the room cover electricity and cleaning.

The Metropolis Public Library is a tobacco-free/drug-free workplace. Smoking or use of alcoholic beverages is prohibited.

The library is a place of business with other activities taking place. Therefore each group’s activities must be restricted to the room(s) reserved.

The Library Director has the final authority for scheduling use of the building. Situations not covered under this policy will be resolved by the Library Director.
MEETING ROOM

APPLICATION

Please Print

For: ____________________________________________________________

_____________________________________________________________

________

Official Name of Organization

Description of organization:

____________________________________________________________________________

____________________________________________________________________________

________

Contact Person: ______________________________________________________

Address: ______________________________________________________________________

____________________________________________________________________________

Daytime phone: ___________________________ Evening phone: _____________________

Email address: __________________________________________________________________

May we give out the contact person’s name and phone number if requested by member of public?

Yes  ❑  No  ❑

Agreement: The undersigned acknowledges that MPL reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by these regulations. A copy of this signed policy statement must be on file at the branch before the meeting may take place.

As a representative of the organization, I have received and read this policy governing the use of the meeting rooms and agree to abide by it.
Library Policies

The Board of Trustees is composed of nine members as appointed by the Mayor of the City of Metropolis and approved by the Council of Alderman of the City of Metropolis. The full term of appointment for a Trustee is three years. The fiscal year for the library and the Board of Trustees is July 1 to June 30.

The agenda for the first board meeting of the fiscal year shall include:

a. Election of board officers for a term of one year. The officers shall include:

1. President
2. Vice-President
3. Secretary
4. Treasurer

b. Schedule of public meetings for the fiscal year shall be determined. The list shall be given to the local newspaper for publication and shall be posted in public view in the library.

c. The budget for the fiscal year shall be reviewed and approved by a quorum signing the budget. The appropriation determination shall be submitted to the City Council for inclusion in the appropriation ordinance.

d. Library staff salaries shall be reviewed and established.

e. Annual report by Head Librarian /Director shall be submitted and reviewed.

f. The Treasurer for the City of Metropolis shall be the custodian of tax monies income. The Treasurer for the Board of Trustees shall be the custodian for all other funds.

g. The Board of Trustees shall direct expenditures from all funds.

h. The Board of Trustees shall be responsible for the employment or termination of employment of the Head Librarian or Director.

i. The Board of Trustees shall approve or reject all recommendations of the Head Librarian/Director for employment or termination of employment of the library staff.

j. The Board of Trustees shall adopt written policies to govern the operation and program of the Library.

k. The Board of Trustees meeting shall require a quorum of five members to act upon any matter
of business. The simple majority of those in attendance shall rule on any questions with exception that a quorum will be required to rule upon the budget.

l. If a regular monthly meeting of the Board cannot be held, monthly bills may be paid with the permission of an executive committee consisting of the chairman and two members of the Board. Such action shall be ratified by the Board at its next meeting.

m. The agenda of a Regular Meeting of the Library Board of Trustees shall consist of the following:
   I. Roll call
   II. Correspondence and communications
       Consent-Agenda (III. & IV. )
   III. Minutes of previous meeting
   IV. Financial report and approval of expenditures
   V. Report of committees
   VI. Director’s report
   VII. Unfinished business
   VIII. New business
   IX. Adjournment

Open Meetings Act

(5 ILCS 120/0) (from Ch. 102, par. 41)

Sec. 1. Policy. It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

To implement this policy, the General Assembly declares:
(1) It is the intent of this Act to protect the citizen's right to know; and
(2) The provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings. (Source: P.A. 88-621, eff. 1-1-95.)

Freedom of Information Act

(5 ILCS 140/1) (from Ch. 116, par. 201)
Sec. 1. Pursuant to the fundamental philosophy of the American constitutional form of
government, it is declared to be the public policy of the State of Illinois that all persons are
entitled to full and complete information regarding the affairs of government and the official
acts and policies of those who represent them as public officials and public employees consistent
with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of
discussing public issues fully and freely, making informed political judgments and monitoring
government to ensure that it is being conducted in the public interest.
The General Assembly hereby declares that it is the public policy of the State of Illinois that
access by all persons to public records promotes the transparency and accountability of public
bodies at all levels of government. It is a fundamental obligation of government to operate
openly and provide public records as expediently and efficiently as possible in compliance with
this Act.

Freedom of Information Officers

(5 ILCS 140/3.5) Sec. 3.5

(a) Each public body shall designate one or more officials or employees to act as its Freedom of
Information officer or officers. Except in instances when records are furnished immediately,
Freedom of Information officers, or their designees, shall receive requests submitted to the
public body under this Act, ensure that the public body responds to requests in a timely fashion,
and issue responses under this Act. Freedom of Information officers shall develop a list of
documents or categories of records that the public body shall immediately disclose upon
request.

Effective January 1, 2012, elected or appointed members of a public body subject to OMA must
complete the electronic training once during their term of election or appointment as follows:

• Any person who is an elected or appointed member of a public body subject to the Act on
January 1, 2012, must complete the electronic training between January 1, 2012, and January 1,
2013.

• Any person who becomes an elected or appointed member of a public body subject to the Act
after January 1, 2012, must complete the electronic training no later than the 90th day after
taking the oath of office or, if not required to take an oath of office, after otherwise assuming
responsibilities as a member of the public body.

Elected or appointed members need not complete the electronic training on an annual basis
thereafter unless they are also designated to receive training on compliance with the Open
Meetings Act.
External Hiring Policy

The Director of the Library will propose to the Board the need for an additional employee (full or part-time) and the skills needed.

The Board and Director of the Library will review the budget to determine if it’s possible to accommodate an additional position.

Upon the Board’s approval, the Director of the Library will present a job description for the position and ad copy for the newspaper.
1. All positions will be advertised to inform and attract the highest quality applicant pool.

2. The Director will screen the applicants based on their experience and education, eliminating those who do not meet the basic requirement listed in the job description.

3. The Director will contact the references of the applicants that meet or exceed requirements of the position.

4. The Director will schedule interviews with a minimum of 3 applicants (if 3 meet the requirements and their references are positive), and will involve staff as appropriate in the interviews.

5. After the interviews, the Director will solicit input from the staff and the Director will then rank the remaining acceptable candidates.

6. The Director will make a recommendation to the Board, submitting the ranked eligible applicants for approval for hiring.

7. The Director will then make an offer via phone (with letter to follow) to the candidate approved by the Board. The offer will include the starting salary, starting date and other pertinent information.

8. If the approved candidate accepts the position (in writing), then at that time all applicants will be notified in writing that the position has been filled.

9. All new employees will complete a conditional/probationary period of 90 days. The Director will evaluate and provide feedback to the employee continuously throughout the 90 days.

10. At the end of the 90 day period, the Director will recommend to the Board to continue or discontinue the employment of the individual.

11. Positions may be filled on a part-time temporary basis (90 days) in the case of an emergency. Emergency hires may be made with the approval of the Board President.

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**Gallery/Display Case Policy**

**LIBRARY GALLERY AREA/ DISPLAY CASE POLICY**

The Metropolis Public Library offers its main gallery shelves, located in the front periodical areas of the library, to non-profit groups and individuals based in the Metropolis Public Library area for the display of civic, cultural, educational, and public information exhibits. The library invites individuals and groups to share their artistic and informational materials with the community. Use of the Gallery/Display cases is subject to the following rules.
Library Policies

and regulations:

1. A Gallery Area/Display Case Reservation and Agreement Form must be completed and signed prior to any public use of the display case.
2. Permission to a group or individual to use the gallery area/display case does not constitute the library’s endorsement of the policies or beliefs represented in the display.
3. The Library assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the library are done so at the owner’s risk.
4. The display case may not be used for:
   a) Promotion or representation of partisan or individual candidates’ political meetings or events (such as political rallies, demonstrations, movies, fundraisers, promotion, protesting, or endorsement of political candidates or agenda).
   b) Promotion or representation of specific religious or philosophical/motivational groups
   c) Promotion or representation of personal or family interests
   d) Promotion or representation of a for-profit business
   e) Displays of a polemic or discriminatory nature
   f) Display of material which is obscene, defamatory, invades a particular person’s privacy, or incites violence.
   g) Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
5. The library’s Gallery area/Display case is not available to individual political parties, candidates, or to individuals or groups who wish to use it to support or oppose political parties or candidates.
6. The library is not in any way involved in the sale of any exhibit item. No prices or price lists are to appear with the exhibit, nor will library staff give any indication of an item’s value. If the display involves works of art or crafts that are for sale, pricing must be obtained directly from the artist or crafter without any involvement of the library. The exhibitor’s contact information may be posted at the exhibitor’s discretion.
7. Determination of the appropriateness of the display or material for posting is solely the decision of the Library Director/Board of Trustees or delegated representative.
8. All proposed displays must be artistically pleasing and professionally executed.
9. A sign explaining the display should appear “professional” and be done on a computer in a font that is large enough to read or in some sort of stencil.
10. The library display cases are kept locked at all times except during setup and removal.
11. No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Set up and removal must take place in as concise a time period as possible.
12. The Library reserves the right to enhance displays with library books and materials that will contribute to the presentation.
13. No group may reassign the use of the gallery area/display case and the display must appear as described in the approved application.
14. No hardware, equipment, or objects are allowed in display or in the setting up of the display that may result in the damaging of any of the gallery area/display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The potential for any such damage may be considered grounds for denial of the gallery area/display case application. If the setting up of the gallery/display would interfere with normal library activities and work, the display will not be permitted.
15. The gallery area/display case must be restored to its original clean condition.
16. Priority will be given to library-sponsored displays.
17. A display will generally remain in the gallery/case for one calendar month.
18. A short description with or without photograph(s) of the display may be included in the library web site, newsletter, e-News, local newspapers, or community newsletters, at the library’s discretion.
19. The use of a library gallery area/display case is a privilege – not a right – and is subject to the Library’s sole and exclusive discretion. Accordingly, the library reserves the right to deny the use of the gallery area/display case to any group or individual.
20. The library reserves the right to cancel any scheduled display providing the organization receives 7 days’ notice.
21. If a group or an individual violates the policies or procedures associated with the gallery area/display case, future use of the gallery area/display case will not be permitted.
22. If an organization is denied the use of the gallery area/display case, it can appeal to the Library Board of Trustees at the next regularly scheduled monthly meeting.

Approved by the Metropolis Public Library-Board of Trustees-9-18-2012
Metropolis Public Library

Gallery Area/Display Case Reservation and Agreement Form

Applicant’s Name and Contact Information:

Name: _____________________________________________________________
Address: ___________________________________________________________
Primary Phone: __________ Alternative Phone: __________________________
Organization (if sponsoring display): ____________________________________________

Briefly describe the nature and purpose of the display:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Month you wish to reserve gallery area/display case: ________________________________

(Displays are booked by the calendar month only.)

I, the Exhibitor, have reviewed, understand, and agree to abide by the Metropolis Public Library Gallery Area/Display Case Policy which governs the reservation and use of library gallery area/display cases. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy.

I, the Exhibitor, agree that the Library accepts no responsibility for the theft or damage of any exhibited at the Library, and certify that all persons submitting work for this display understand and agree to this waiver. I have read and will comply with the Library’s Gallery Area/Display Case Policy.

______________________________________________________________________________

Exhibitor Date

For Library Use:

Application received by: __________________ Date: ________________________________

Comments: ___________________________________________________________________

Amended- Metropolis Public Library’s Personnel Policy and Procedures Manual- Section 5.5 Holidays

C. **Eligibility Requirements**- To be compensated for a holiday, an employee must work the fully scheduled day before and after the holiday, except when an employee is on vacation or hospitalized. If the holiday falls within an employee’s vacation period the employee shall be compensated for the holiday provided he/she works the day before and the day after the vacation period.

Approved by the Metropolis Public Library-Board of Trustees-2-21-2012
Personnel

Policies
And
Procedures
Reviewed and adopted by the Metropolis Public Library - Board of Trustees: December 20, 2011

Revised 9-18-2012

Effective Date: January 1, 2012

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INTRODUCTION

1.1 FORWARD

Dear Employee,

This personnel Policy and Procedures Manual was prepared with the approval of the Board of Trustees especially for you and your fellow public library employees. It will introduce you to our Libraries and answer most of your questions about our operations and policies. This manual supersedes all previous manuals.

The information it contains is important to you. It includes most of the things you need to know about our Library District: how we work, what we expect of you, and what you can expect from us. It will be an aid to you not only during the first days of your new job, but also throughout your employment. The purpose of this manual is to provide you with a set of guidelines to be observed by all library employees; however, is not a contractual agreement. It does not deal with every situation or answer every question. Policies are subject to change. Every day we learn more about our jobs. New methods and procedures that can enable us to better serve our customers will be adopted to make our Library an even better public servant.
Library Policies

If you have any questions after reading this manual, please ask your supervisor. The Library Board welcomes your suggestions for improvement of the manual. We expect you to take time to study the manual carefully, refer to it often, and keep it in a convenient place for future reference when you have questions about our District Libraries. After all, it’s your job and your future.

Respectfully yours,

Dr. Edward Bridges
Board President

1.2 EMPLOYEE ACKNOWLEDGEMENT

This is to acknowledge that I have reviewed the Personnel Policy and Procedure Manual for the Metropolis Public Library and understand that it outlines my privileges and obligations as an employee of the Library.

I further understand that I am governed by the contents of the Personnel Policy and Procedure Manual and that it is my responsibility to familiarize myself with all information in it.

Since the information, policies, and benefits described in the Personnel Policy and Procedure Manual are subject to change, I understand and agree that such changes can be made by the Library Board at its sole and absolute discretion, and I agree to observe these changes in all aspects.

I understand that the statements in the Personnel Policy and Procedure Manual, as well as those in any other personnel materials with may be issued from time to time, and any statements which have been made to me, do not create a binding contract, and that my employment is for no set period and may be terminated at any time, with or without cause, and with or without notice, at the option of either the Library Board or myself.

I understand that no Library employee, other than the Director and or Library Board, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this paragraph.
1.3 **BASIC OBJECTIVES**

The following manual is designed to guide and continually improve the ongoing employer-employee relationship and personnel practices of the Metropolis Public Library. In process of developing this manual, the Library Board of Trustees and the Library Administration have attempted to be fair with all and to protect the interests of both the staff and the library system.

The purpose of this manual is to bring to the service of the Library the high degree of understanding, cooperation, efficiency, and unity which comes through systematic application of good procedures for the handing of personnel, and to provide a uniform policy for all employees, with all the benefits such a program insures. The fundamental objectives of good personnel administration are:

1. To promote and increase efficiency and economy in Library service.

2. To provide fair and equal opportunity to all qualified persons to enter Library employment on the basis of demonstrated merit and qualifications as ascertained through fair and practical methods of selection.

3. To develop a program of recruitment, advancement, and tenure that will make the service of the Library attractive as a career and encourage each employee to render his best services to the Library.
4. To establish and maintain a uniform plan of job evaluation and pay based upon the relative duties and responsibilities of positions in the service of the Library.

5. To promote high morale among Library employees by providing good working relationships, a productive working environment that provides job satisfaction, consistent application of personnel policies, and consideration for employee welfare.

Reviewed and adopted by the Board of Trustees: Jan 2012

1.4 APPLICABILITY

This manual shall apply to all employees in the service of the Library, regular full-time, regular part-time and temporary employees.

A regular full-time employee is defined as an employee who performs a normal work week of 30 or 40 hours (depending on classification of the fulltime position-per individual).

A regular part-time employee is defined as an employee who performs less than 30 hours of scheduled work within a normal workweek and is compensated on an hourly basis.

A temporary employee is defined as a full-time or part-time employee appointed to a position for a period not to exceed six months.

1.5 HANDBOOK REVIEW

No position, full-time, part-time or temporary, may be added without Board approval.

The manual will be reviewed on a regular basis by the Board to ensure its continued timeliness, need, fairness, and appropriateness. This ongoing program or review will guarantee to you, the staff, and a valid and responsive program of personnel administration.

1.6 RELEASE OF INFORMATION ON EMPLOYEE FILES

As a local government employer, the Library Board has the responsibility of assuming the confidentiality of the employee personnel records as required by Illinois Law. In accordance with ILCS 140/2 (Freedom of Information Act), the following information is a matter of public record: name, position, work station, and salary.

Any person may have access to this information for the purpose of inspection, examination, and copying during the regular business hours in accordance with the provisions of the law.

All other material in an employee’s personnel file is considered confidential in accordance with ILCS 140/2 (c-5) (Freedom of Information Act), and is open to public inspection only within the provision of the law.
All requests for information must be submitted to the Library Director and will be handled only by those persons authorized for access, release, and disclosure of confidential information within the provisions of the act.

CHAPTER 2
RESPECTIBILIES OF THE STAFF

2.1 TOWARD THE COMMUNITY

The primary duty of the Library staff is to serve the public in a pleasant and efficient manner. All customers regardless of sex, race, religion, or age are to be given the same high standard of service in all transactions with the Library. All contacts with the public are to be handled in a friendly and courteous manner. Every employee plays an important role in developing and maintaining good public relations within the community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a customer is waiting to be served. Public service of the highest caliber is the only acceptable mode of operation for the staff.

Employees have the opportunity in both their professional and private lives to represent the Library. The Library Board encourages all employees to take an active part in their community and to represent the Library in a positive manner whenever the opportunity arises.

2.2 TOWARD THE LIBRARY

All employees owe a degree of loyalty to the Library District and should avoid making derogatory remarks about its staff, services, or policies to the general public. Any dissatisfaction should be resolved within the Library setting and should be made known following the proper chain of command and the procedures set forth in this manual. Negative statements expressed by employees can only lower the public image of the Library and hinder its ability to provide good service.

2.3 TOWARD THE LIBRARY BOARD

The Library Board of Trustees, when in formal session, is the policy making apparatus for the Library system. Staff members should always be cordial to Board members; however, individual board members expect no special treatment, nor should our staff render it.

The Library Board welcomes input from individual staff member but request that it be directed through the chain of command as shown in the organizational chart.

2.4 TOWARDS CO-WORKERS

1. Director toward Staff
Library Policies

The primary responsibility of the Director is to ensure the smooth and procedurally correct operations of the Library of which he/she has charge. In carrying out this responsibility, the Director must have a clear and workable knowledge of the personnel manual and of the policies and procedures under which the Library functions. It is the responsibility of the Director to provide each employee with the following:

A. A clear and precise job description.

B. The training necessary to perform the job.

C. The equipment and supplies necessary to perform the job.

D. A working and transferable knowledge of the policies and procedures of the Library System

E. Evaluation to advise each employee of areas of needed improvement.

2. Staff towards Supervisor

Staff members are responsible for doing work assigned to them by their supervisor as accurately, efficiently, and pleasantly as possible. When any question arises concerning the validity of an assignment [order] of a supervisor, an employee shall be expected to complete the tasks assigned. If he/she then has a complaint, he/she should discuss the problem privately with the supervisor. If the employee is dissatisfied with the action taken by the supervisor to solve the problem, he/she shall have the right to use the grievance procedure as described in the Personnel Policy and Procedure Manual.

CHAPTER 3.

PROFESSIONAL ATTITUDES AND CONDUCT

3.1 DEFINITION OF PROFESSIONAL BEHAVIOR

The staff owes impartial, courteous service to all customers using the Library. It is important for all members of the staff to remember that in meeting the public they are representatives of the Metropolis Public Library. If you are rude, careless, or indifferent, it is not they but the Library that is blamed for poor service. Service is an essential part of the Library organization and is the primary function of our public library system.

Customers have a right to expect alert and interested service at all times. It is necessary to remember that any question that is presented is important, or a Library customer would not have asked it. There is no better advertising for the Library than a satisfied customer. An appearance of indifference or an attitude of superiority or amusement can undo in a single instance the good will, which may have been built up through the years of friendly relations with our customers.
Library staff members are requested, while on duty or in any way representing the Library, not to voice opinions about controversial matters whether religious, political, or social. Our Library system is an impartial institution supplying, as nearly as possible in material, on all aspects of controversial questions but offering no personal interpretation.

As a part of this role, it is deemed inappropriate for members of the Library staff while on duty to wear buttons or to exhibit any paraphernalia, which shows support for a certain religious, political, or social stance.

Staff members have a responsibility to:

1. Maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement and the ALA Statement of Professional Ethics.

2. Serve all customers equally according to their needs.

3. Learn and execute the policies of the institution of which one is a part and to express in a positive manner any concern or objection with the philosophy, policies or programs of that institution.

4. Maintain an objective and open attitude of understanding, courtesy, and concern for each customer's needs.

5. Protect the essential confidential relationship, which exists between a library user and the Library.

6. Carry out assignments so that fellow staff members need not assume added responsibility, except in times of emergency.

7. Seek ways to improve the kind and quality of services rendered by the Library. All workers should not only carry out their duties properly, but also be continually alert for and seek new methods and means to perform these duties better.

8. Be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.

It would be impossible to cover every aspect of professional behavior in a single document; however, the list in this chapter serves as a beginning frame of reference. In the absence of a written policy, the employee when in doubt should ask the ranking supervisor on duty. If no supervisor is present, common sense and good taste should provide a safe and harmonious solution until the Board of Trustees approves a formal policy.

3.2 CONFLICT OF INTEREST, GIFTS AND FAVORS

No employee of Metropolis Public Library will engage in any employment, activity or enterprise, which results in any of the following:
1. Using the prestige or influence of a Library office or employment for the private gain or advantage of the employee or any other person.

2. Using Library time, facilities, equipment or supplies for the private gain or advantage of the employee or any other person.

3. Using confidential information acquired by virtue of Library employment for the private gain or advantage of the employee or any other person.

4. Receiving or accepting money or any other consideration from anyone other than the Library for the performance of an act which the employee would be required or expected to render in the regular course of hours of his/her Library employment or as a part of his/her regular duties.

5. Receiving or accepting, directly or indirectly, any gift, including money, any service, gratuity, favor, entertainment, hospitality, loan or any other thing of value, from anyone who is doing or is seeking to do business of any kind with the Library, or whose activities are regulated or controlled in any way by the Library, under circumstances from which it could reasonably be inferred that the gift was intended to influence him/her in his/her official duties or was intended as a reward for any official action on his/her part.

Employees shall not grant, in the discharge of their duties, any improper favor, service, or thing of value. Staff members are permitted to accept candy and other inexpensive items (i.e. Birthday cards, presents, cakes, flowers, cookies, candy, etc.) or Christmas presents.

Honorariums will be donated in the employee’s name to the Library’s Gifts and Donations Account

6. Non-Library employment or self-employment outside of regular Library working hours which involves such demands or services of such a character as to impair efficient performance of Library duties or impair effectiveness in Library employment.

Any violation of these provisions constitutes sufficient grounds for disciplinary action up to and including termination.

3.3 CONVERSATIONS

Conversations should be kept to a minimum and should never interfere with service to customers. Loud conversations are disturbing to everyone and should be avoided.

3.4 CARE OF SUPPLIES, EQUIPMENT AND PROPERTY

All Library District employees have an individual responsibility to avoid waste and to insure that Library supplies, equipment, and property are used in the manner most beneficial and economical for the citizens of this community. Library supplies and equipment are expensive and often difficult to obtain. Staff should develop and follow specific procedures to ensure that
all property under their control is properly inventoried and maintained, and that use is restricted to authorized Library business. At the end of the day, public and private desks should be straightened and work materials put away. All work areas should be maintained in a neat and orderly condition.

The following policies apply to the care of supplies, equipment, and property:

1. If employees are operating or using equipment, which is defective or not functioning properly, they are responsible for reporting it to their supervisors.

2. Deliberately damaging or wasting Library supplies or equipment, which includes defacing Library property in any manner, is prohibited. Such damage or waste is a serious violation and the offenders are subject to disciplinary action.

3. Any employee, regardless of position, who knowingly and willfully improperly removes any Library or employee property without authorization is subject to disciplinary action. In case of discharge for theft, the Library Board may consider the advisability of pursuing some form of litigation.

### 3.5 PERSONAL APPEARANCE

The public image of the Library is at least partially projected by the appearance of staff members. It is, therefore, very important that all employees be well groomed. An employee hired by the Library Board is expected to show good common sense and a maturity of self-expression in choice of clothing. Clothing should be appropriate for a public service employee and should not be distracting to other staff members or customers. Clothing should be clean, fresh and neat.

1. Neatness, cleanliness, and modesty in personal appearance are important. All members of the staff shall be appropriately and adequately attired while on duty.

2. Articles of clothing considered unsuitable are seat pants or other items of clothing meant for the gym; cutoff shorts, tops or un-hemmed items; midriff-baring tops; garments with offensive slogans, any article that is ripped, torn or soiled; tank tops, jackets or boots meant for outdoor wear.

3. You may wear nice jeans with an attractive top; athletic shoes that are well maintained; dress shorts with a matching shirt or jacket; skorts which are a cross between shorts and a skirt; library logo t-shirts.

4. Do keep clothes clean and neat; keeping clothing loose, anything tight is tasteless and out of place; and remember to iron clothes that require it. If in doubt, honestly ask yourself if you look
like a respectable representative of the Library to the media or to your supervisors if you were discussing your job performance and pay.

5. The Director will determine what appropriate wear is. If there is a disagreement, appeal may be made to the Board.

3.6 SMOKING

A. As directed in the Pro Children Act of 1994, there will be no smoking in certain public facilities that serve children. Libraries are included in the list of those facilities.

B. Our library is a smoke free institution. There will be no smoking in any area within the library. Smoking is prohibited within 15 feet of an entrance. Offenders will first be warned and then will be asked to leave the premises if the offense continues.

3.7 PUNCTUALITY

All employees should be in the Library and ready for work on time. This means arriving at the building ahead of schedule. Staff members going off duty from public desks should explain clearly and completely the work left for the staff members replacing them. If a staff member is to be absent their immediate supervisor should be notified and substitute called to report to work.

Work Day Policy - All employees are expected to work the hours they are scheduled. Staff may trade hours as long as both parties agree and the change is noted on the schedule. Full-time employees who have a planned or unplanned absence must use the appropriate leave – the time missed cannot be made up. Full-time employees who are tardy may be allowed to make that time up at the discretion of the Library Director.

3.8 READING

A customer has a right to expect the staff to be familiar with the book collection and to keep informed about new titles. Book reviews or other materials pertinent to Library work may be examined at the public service desk. The staff should always be alert and approachable. Staff members should not be reading at the front desk, there is always some library work that needs to be done. Customers should not feel that staff members are completely absorbed in reading, work or conversation among themselves, and thus too busy to help them.

3.9 TELEPHONE CALLS AND VISITS

Telephones should not be used to conduct, routine personal business or affairs. This does not mean that an employee cannot make or accept a personal call on a work-area phone, but all personal telephones should be kept as brief as possible and should be made from a phone in a non-public area whenever possible. Long distance calls for personal purposes are not allowed. Employees should not receive personal mail nor use postage stamps belonging to the Library. Work should not be interrupted to receive personal visitors.
3.10 POLITICAL AND PUBLIC ACTIVITIES

Every employee of the Library has a civic responsibility to support good government by every available means and manner. Each employee may join or affiliate with civic organizations of a political nature and support the principles or policies of a civic or political organization in accordance with the Constitution and Laws of the State of Illinois and of the United States of America. However no employee shall:

1. Engage in any political activity while on duty or within any period of time during which they are expected to render services for which they receive compensation from the Library.

2. Be required, as a duty of their office or employment, or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes.

3. Solicit, or act as custodian of funds for political or partisan purposes while on duty as an employee of the Library.

4. Coerce, compel, command, or advise another employee to lend or contribute time, money, or something else of value for political purposes.

5. Use any supplies or equipment of the Library for political purposes.

6. Use any official authority or influence to interfere with or to affect an election or nomination.

7. Hold an elective office within the state, county, or city government that has any supervisory or budgetary relationship to our library system.

8. Accept an appointment to any board, commission, or advisory group that has any supervisory or budgetary relationship to our library system.

This policy in no way attempts to violate an employee’s practice of freedom of speech. Every citizen has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by specified and well-publicized laws and regulations, which are generally applicable. However, since personal views and activities may be interpreted as representative of the institution in which a staff member is employed, proper precaution should be taken to distinguish between private actions and those one is authorized to take in the name of an institution. As a private citizen, an individual may represent oneself at one’s own discretion. As a Library representative, approval is necessary.

3.11 OWNERSHIP OF MATERIALS

Staff members may choose to use their own personal materials in carrying out certain aspects of their jobs. All personal materials should be marked clearly with the employee’s name. It is
recommended that any personal materials that an employee plans to leave at the Library on a long-term basis be listed with the Director’s office.

CHAPTER 4

PROVISIONS FOR STAFF CONVENIENCE AND WELFARE

4.1 BORROWING PRIVILEGES

All circulating materials owned by the library system are available to the staff. These materials must be checked out with a Library card according to normal procedures. Staff members are not charged overdue fines; however, they are expected to return materials on time. Materials in Technical Services are not to be removed prior to processing for any reason. Under special conditions, staff members may take reference materials home overnight. The immediate supervisor must approve and record all such transactions.

4.2 NON-PUBLIC AREAS

The Library provides a staff area for its employees. Staff members using the facility are responsible for cleaning up after themselves. Food, soft drinks or snacks should not be taken to the public area but should be restricted to the staff break room/area.

4.3 JURY DUTY

Staff members are expected to serve on juries when called. No deduction shall be made from full-time employee’s salary due to absence from work when serving on a jury or as a witness. Documentation for the period served is required. If jury duty does not require the full workday, the staff member is expected to report to work when released from such service. Part-time employees are granted leave for such absences, but will be paid only for the hours worked. Employees receiving notice of call for jury duty should immediately notify their Supervisor. Employees must provide supervisor with all pertinent information regarding the call, including the date for reporting and the court of jurisdiction.

4.4 SPECIAL OBSERVANCES

Any employee wishing to observe national or religious holidays, which do not conform to Library holidays, may, with the approval of the Board, be permitted to take a leave without pay for such holidays.

4.5 ATTENDANCE AT WORKSHOPS OR CONFERENCES

The Library encourages the development of staff members through attendance of professional or job-related workshops. Attendance at such activities when approved in advance by the Director will count as time on the job. Compensation will be limited to a maximum six or eight (6 or 8)
hours (depending on fulltime classification) per each day at a workshop and shall not exceed the number of hours actually away from the library. The Library will assist financially an employee’s attendance at workshops and conferences within the limitations of the existing budget.

4.6 OFFICIAL TRAVEL

1. Policy

The Library will reimburse Library employees for necessary expenses incurred by the employee traveling on official approved Library business or attending approved functions both outside and inside Metropolis City. These reimbursements are contingent upon the availability of funds in the budget.

2. Definitions

a. Official Library Business – Travel performed for the purpose of accomplishing official business for the Library, travel to attend a function as a representative of the Library or travel to attend a conference or professional meeting when attendance is approved under the staff/Board education and professional development program.

b. Ground Transportation Expenses – Costs incurred while traveling on official Library business that include, but are not limited to, automobile rentals including insurance, taxi fares, shuttle bus charges, toll charges and parking fees.

c. Meal Expenses – Costs incurred for meals and the associated tips while traveling on official approved Library business.

d. Incidental Expenses – Miscellaneous costs incurred while traveling on official approved Library business. These include, but are not limited to, gratuities other than for meals.

3. Authorization for Travel

a. Travel on official Library business must be recommended and authorized by the Director

b. Authorization of any travel by Library personnel shall be based on the following reasons:

1. It is essential for achieving goals of the Library system.
2. It is legally necessary or required.

4. Rules and Regulations

All travel expenses are subject to the rules and regulations set forth in this administrative policy. These rules and procedures include, but are not limited to the following:
a. Reimbursement requests must be submitted in detail on the “Travel Expense Voucher” form. Employees must justify on the reimbursement request form any unusual expenses.

b. Receipts for the costs of transportation, airfare, and ground transportation cost of $10.00 or more, gas, oil, emergency repairs, lodging, meals and registration fees must be submitted. Other receipts should be included when available.

c. Reimbursement procedure:

After returning from an authorized trip, an employee must fill out a “Travel Expense Voucher” and submit it to the Director. The Director will verify the amount to be reimbursed and promptly reimburse the traveler.

5. Allowable Expenses and Documentation thereof:

a. Expenses within the city

1) Employees sometimes incur costs for meetings, parking, and mileage on privately owned vehicles, and other expenses relating to official business conducted within the City but away from the regular workstation or outside the normal work duties. These expenses may be reimbursed in accordance with the guidelines contained within this policy.
   2) The Library does not pay commuting expenses between homes and workstations for employees. The Library does not reimburse individuals for miles incurred while on personal business, including but not limited to lunches.

   3) The Library will not pay for lodging within the city of Metropolis unless authorized by the Library Director. For example, if there is a conference within Metropolis that must be attended, the Library will not pay for a hotel room or normal meals, but will pay the cost of the meal that is part of the conference. Registration fees for workshops and meeting within the City may be paid, however.

6. Transportation shall be by the most direct route.

7. If an employee is out of the county but within the state during the day or overnight and does not require commercial lodging, the Library will reimburse that individual for expenses incurred upon submitting an itemized statement on the “Travel Expense Voucher”. The total amount of expenses for subsistence shall not to exceed $30.00 per day.

8. If an employee is out of Metropolis on Library business overnight and requires commercial lodging, the Library will reimburse the individual upon submitting itemized statement on the “Travel Expense Voucher” together with all receipts. The amount of the
reimbursement shall be equal to the actual expense for lodging and up to $30.00 per day for meals. The employee shall choose lodging similar to that used by the average business traveler or provided at the conference site.

9. In the event that the traveling employee must purchase a meal ticket to attend a particular conference program or function, the amount of the actual expense shall be reimbursed upon submitting an itemized statement on a “Travel Expense Voucher” and the receipts.

10. Because of their unique non-paid status, Library Board members when traveling on official Library business shall be entitled to reimbursement for actual expenses upon submitting an itemized statement on a “Travel Expense Voucher” along with all necessary receipts.

11. Reimbursement will not be made for the purchase of alcoholic beverages.

12. The cost of renting automobiles may be allowed if other means of transportation are not available or if it is more economical.

13. Infra-city bus, subway or taxi fares are allowed. Cab fares under $5.00 require no receipts.

14. Reimbursement for use of a personal vehicle is the going rate per mile for business use of a personal vehicle, as set by the State. The reimbursement rate covers all vehicle expenses, including gasoline and routine maintenance.

15. Reimbursement for registration fees shall be allowed.

16. Expenses for necessary official telephone and telegraph messages may be allowed. Reimbursement is also allowed for personal “safe arrival” and “impending departure” telephone calls not to exceed five minutes.

17. Medical expenses are not allowable as travel expense.

18. Hotel valet and laundry expenses are allowed if away on official business more than three days.

19. Other expenses directly related to Library travel may be reimbursed at the Director’s discretion.

20. If a friend or relative accompanies an employee on official travel, no expenses will be reimbursed for actual expenses incurred by the friend or relative. Extra expenses (such as an additional cost of lodging) must be subtracted proportionately from employee’s cost.

4.7 PRODUCTIVE WORK ENVIRONMENT
1. Harassment/sexual harassment

The Library has established a strict policy prohibiting unlawful harassment of employees, including implied or expressed forms of racial or sexual harassment. Further, it is the responsibility of all employees to assure that the workplace is free from all forms of harassment including racial and sexual harassment. In keeping with that policy, the Library will not tolerate any form of harassment by any of its employees.

A. As used here, sexual harassment means any verbal, written, visual, or physical acts that are offensive in nature, intimidating, unwelcome, or that reasonably could be taken as objectionable. This includes:
   1.) Unwelcome sexual advances.
   2.) Requests for sexual acts or favors.
   3.) Any other written, visual, verbal or physical conduct of a harassing nature.

B. Any employee who feels that he or she has been subjected to harassment of any type, whether by a coworker, supervisor, officer, or agent of the Library District, or a customer should promptly report the incident to his/her supervisor. If the complaint involves the employee’s supervisor or someone else in the employee’s direct line of command, the employee may go to another supervisor with the complaint.

C. All complaints will be handled promptly. Appropriate measures, including disciplinary action will be taken to resolve or correct the situation in an expeditious manner. Special privacy safeguards and the utmost discretion will be employed in handling the complaint, and the privacy of the charging party and the person accused will be strictly honored.

D. The Library Board considers harassment of any kind to be a major offense, which can result in the suspension, demotion or discharge of the offender. Employees having any questions concerning the policy should contact the Director.

**Harassment Policy**

The Metropolis Public Library strives to create and maintain a work environment in which people are treated with dignity, decency and respect. For this reason, the Metropolis Public Library has a zero tolerance policy regarding harassment or discrimination of any kind. All individuals, associated with, or employed by, Metropolis Public Library, are covered by and are expected to comply with this policy. Hereinafter the term “individual” shall mean all persons associated with, or employed by, Metropolis Public Library. Appropriate disciplinary action will be taken against any individual who violates this policy up to and including termination.

The harassment of any individual because of race, color, gender, sexual orientation, religion, national origin, ancestry, age, marital or parental status, disability or other status protected under state or federal law is strictly prohibited and will not be tolerated.
**Sexual Harassment**
As part of this policy, sexual harassment of any individual is strictly prohibited and will not be tolerated.

Any unwelcome verbal or written comments of a sexual nature (e.g. jokes, innuendos, or slurs), physical conduct (e.g. touching or gesturing), unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered sexual harassment which violates this policy and shall subject the offender to appropriate disciplinary action, up to and including termination when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as a factor in any decision affecting the individual's employment, including but not limited to any decision related to advancement, performance assessment, compensation, assignments, schedules, discipline and termination; or

3. Such conduct interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

**Other Forms of Harassment**
It is also the policy of Metropolis Public Library that any unwelcome verbal or written comments or physical conduct of a hostile or offensive nature based on a person's race, color, religion, sexual orientation, national origin, ancestry, age, marital or parental status, disability, or other status protected under state or federal law shall also be considered harassment which violates this policy and shall subject the offender to appropriate disciplinary action, up to and including termination, when such conduct interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

**Procedure for Filing a Complaint of Harassment or Discrimination**
Any individual who believes that he or she has been the subject of any form of harassment and/or discrimination by any other individual or outside party engaged in business with Metropolis Public Library should, and is encouraged to, file a verbal or written complaint with the Director or (alternate staff member) immediately. However submitted, the individual filing the complaint must provide the name of the alleged harasser, and specific allegations and witnesses, if any, for further processing of the complaint to occur.

If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an individual coming forward, the supervisor or manager is required to immediately report it to Director.

The Director will conduct a prompt and thorough investigation of the alleged incident or behavior named in the complaint to the extent possible, and appropriate corrective action will
be taken if warranted. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment or discrimination will be treated as confidential.

Any individual found to have engaged in any form of harassment and/or discrimination will be disciplined as appropriate, up to and including discharge. Disciplinary action may also be taken against any individual who fails to cooperate fully and honestly in the investigation of a complaint of harassment or discrimination, or who files a complaint of harassment or discrimination in bad faith. Founded claims of any form of harassment or discrimination by contractors, vendors, or other outside parties doing business with Metropolis Public Library will be dealt with appropriately.

The Metropolis Public Library will not in any way retaliate against an individual who, in good faith, makes a complaint or report of harassment or discrimination, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of harassment or discrimination in good faith, or cooperating in the investigation of a claim of harassment or discrimination will not be tolerated and will itself be subject to appropriate discipline, up to and including termination.

The Metropolis Public Library expects all individuals to act responsibly in maintaining a work environment free of harassment and discrimination, and will take all appropriate steps to enforce this policy.

**Policy Implementation**

- In addition to having a member of management as the designated staff member to whom complaints of harassment and/or discrimination are to be made, it is important that staff members have an alternate designated staff member(s) to report complaints to in the event the primary contact is identified as the source of harassment.

- Staff members should sign an acknowledgement and receipt form when they receive a copy of the written Harassment Policy. A sample acknowledgment and receipt form is attached.

- In addition to the written policy, staff should also receive meaningful training on the policy, and their rights and responsibilities under the policy. This will also assist in the defense of any outside legal claims.

- All members of your management staff should be advised that they are accountable for the effective administration of this policy and that they may have personal liability for failure to adhere to the policy.

- Once a complaint is received, a fair and impartial investigation of the complaint should begin immediately. These investigations should be conducted as confidentially as
possible, on a need-to-know basis. You should interview in confidence the employee filing the complaint, as well as the individual(s) against whom the complaint has been filed. Any witnesses to the alleged harassment should also be interviewed in confidence if necessary. The investigation and the results should be fully documented in writing.

- Once the investigation has been completed, if the charge is found to have merit, appropriate disciplinary action should be taken against the employee who violated the policy, up to and including immediate termination of employment based on the severity of the infraction. It is important that disciplinary actions be applied in a consistent manner, and that they are sufficient to stop the harassment and to prevent its recurrence.

Should the investigation indicate that an individual has become the victim of harassment by a third party not employed at the same organization but with which they conduct business, management should take appropriate action dealing with the management of the accused offender to resolve the complaint.

2. Drug-free workplace

It is the Library District’s policy to provide a healthy and safe environment for the customers and staff. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs or alcohol in the workplace is prohibited. Any employee who violates this policy will be subject to disciplinary action up to and including discharge.

A. All employees of the Library are required

(1) to abide by the terms of this policy; and (2) notify the Director on any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

B. Unless state or local law provides otherwise, the Library will not hire alcoholics or drug abusers whose current use of such substances prevent them from performing their jobs or who would constitute a direct threat to the property or safety of others.

C. Employees will be subject to disciplinary action, up to and including dismissal, for bringing illegal, non-prescription drugs, narcotics or alcoholic beverages, or volatile substances to work; being under the influence of such substances while working; using them while working or dispensing, distributing, or illegally manufacturing or selling on Library premises and work sites or while on Library business.

CHAPTER 5

BENEFITS

5.1 RETIREMENT
The Metropolis Public Library participates in the City Employee's Retirement Fund, Illinois Municipal Retirement Fund. To be eligible an employee must be a full time (at least 30 hours per week) employee of the Library.

5.2 WORKER'S COMPENSATION

All Library employees are covered by workman's compensation. This insurance provides protection in case of injury or illness that is a result of a job related accident or condition.

As required by the Illinois Workers Compensation Commission, the Library participates in a Worker’s Compensation program at no cost to employees. If an employee suffers an accidental injury or contracts an occupational disease arising out of employment with the Library, as defined by the Workers Compensation Act, the employee’s medical expenses related to the injury or disease will be paid through the program. If the employee is unable to work, he or she will also receive a weekly cash benefit up to two-thirds of the employee’s salary but not over the maximum established by the State Law after the seven calendar day waiting period.

To qualify for Worker’s Compensation, the employee must report any job-related injury immediately to the Director. In turn, the Director completes the applicable form and sends it to the Library’s Worker’s Compensation insurance carrier.

If an employee is unable to work, the Library will permit the employee to use accrued sick, vacation or holiday time during the first seven calendar day waiting period. If the employee is unable to work due to a work related injury for more than a two-week period of time, he or she will be placed in Family-Medical Leave or Extended Medical Leave. If the employee does not use sick, vacation or holiday time, he or she will be placed in a leave without pay status.

5.3 SOCIAL SECURITY

In accordance with the Social Security Act, the Library/City deducts the appropriate percentage of every dollar earned up to a maximum income designated by Law. For every Social Security tax dollar that the government requires the Library /City to take out of an employee’s pay, the Library /City must also pay an equal amount. Benefits provided by Social Security include retirement income, disability income, survivor’s benefits and the Medicare Program.

5.4 VACATION LEAVE

Annual vacation leave with pay is granted to all regular full-time employees. If an employee is rehired or a part-time employee is hired as a full-time employee, he/she will start earning benefits at the time of rehiring or when he/she becomes full-time. Vacation leave allowance is based on days earned according to the following schedule.

Each full time employee shall be eligible for a yearly vacation with pay after one (1) full year of continuous service according to the following schedule:
Length of Completed Service | Number of Hours/ 6 or 8 Hours (depending on full time classification)  
---|---  
Continuous service | Work Days per Year  
Length of Service | Days per year  
1 year of employment | 5 days  
2 years of employment | 10 days  
5 years of employment | 12 days  
8 years of employment | 15 days  
13 years of employment | 20 days  
20+ years of employment | 25 days

Vacations cannot be taken in increments of less than one full day. Vacation request will be made to the Director in writing. The rate of vacation pay shall be the employee’s regular straight-time rate of pay in effect for the employee’s regular job assignment on the payday immediately preceding the employee’s vacation. The library Director may limit the number of employees in a department or position that can be off at any one time. Vacation cannot be taken before it is actually earned. Vacation leave requests will be approved by the Director only as they fit into the work requirements of the Library. Planned vacation leave should be submitted to the Director well in advance of the time being requested. When two or more employees have requested for the same time off simultaneously, vacation requests will be approved on a “first come, first served” basis.

All vacation days must be taken within the (12) months of when they are earned or they will be lost. Normally vacations are to be taken during the year in which the vacation time is earned; however exceptions may be made in writing to the Director to present to the Board for approval.

Employees on Special Leave or absent without pay, will not earn vacation leave. Upon written request approved by the Director, an employee may elect to use earned vacation days for illness, after sick leave has been exhausted.

If a Library holiday, as prescribed in Section 5.5 Holidays, falls within an employee’s scheduled vacation period, that day will not be charged to vacation leave.

Upon written request approved by the Director, an employee may elect to use earned vacation days for illness, after sick leave has been exhausted. (See section 5.6 Sick Leave)

All accumulated vacation leave time must be used prior to the beginning of any leave without pay. (See also section 5.8 Special Leave)
5.5 HOLIDAYS
The Library Board has declared the fifteen holidays listed below as official paid holidays for all regular full-time employees. Regular full-time employees will be paid for six or eight (6 or 8) hours (depending on full-time classification) of regular time for holidays.

The library shall be closed to the public on the following holidays as scheduled on and designated by the General Assembly of the State of Illinois:

   i. New Year’s Eve
   ii. New Year’s Day
   iii. Martin Luther King, Jr’s Birthday
   iv. Lincoln’s Birthday
   v. Good Friday
   vi. Easter
   vii. Memorial Day
   viii. Independence Day
   ix. Labor Day
   x. Columbus Day
   xi. Veterans Day
   xii. Thanksgiving Day
   xiii. Day after Thanksgiving
   xiv. Christmas Eve
   xv. Christmas Day

A. The Library Director, with the concurrence of the Board President, may authorize the closing of the Library on days adjacent to holidays or at other special times, depending upon local government and commercial practice.

B. An employee wishing to observe national or religious holidays, which do not conform to Library holidays, may, with the approval of the Director, be permitted to take a leave without pay for such holidays.

Amended- 5.5 Holidays

C. **Eligibility Requirements** - To be compensated for a holiday, an employee must work the fully scheduled day before and after the holiday, except when an employee is on vacation or hospitalized. If the holiday falls within an employee’s vacation period the employee shall be compensated for the holiday provided he/she works the day before and the day after the vacation period.

Approved by the Metropolis Public Library-Board of Trustees-2-21-2012

5.6 SICK LEAVE
Regular full-time employees are eligible for sick leave with full pay, subject to the following conditions:

1. Sick leave is granted only when employees are incapacitated by illness or injury, when they are hospitalized or confined for observation following illness or injury, when they must be absent for medical, dental, or optical examination or treatment, or when they are quarantined following exposure to a contagious disease. Sick leave may also be taken when a member of the employee’s immediate family is ill enough to require the presence of the employee. To the extent permitted by law, employees on sick leave are required to remain at home unless hospitalized, visiting their doctor, or acting pursuant to reasonable instruction for care.

Family members considered to be approved are:

Spouse, parent, child, grandparent, brother, sister or in-laws in each instance listed.

2. Up to twelve days sick leave are allowed to all regular full-time employees each year; leave is added to an employee’s file at the rate of one workday for each full month of employment. Leave balances are updated on the last day of each month. Employees shall be allowed 6 or 8 hours (depending on full time classification) of sick leave for each month of service [which equals a total accumulation of twelve (12) six or eight (depending on full time status) hour work days per year]. In an effort to minimize confusion over dates when sick leave is accumulated, as of the beginning effective date on this policy, all sick leaves shall be credited to employees’ sick leave accounts on a monthly basis. Sick leave shall not be granted in anticipation of future accumulation.

3. Notification of absence due to sickness shall be given to the library Director as soon as possible on the first day of such absence and every day thereafter, but no later than one (1) hour before the start of the employee’s work shift. Failure to properly report an illness may be considered as absence without pay and may subject the employee to discipline, as well.

4. Sick leave shall be used in no less than one-half (1/2) days.

5. Sick leave may be accumulated for a total or not more than ninety (90) days. - six or eight (6 or 8) hour work shifts

6. A doctor’s certificate or statement will be required for sick leave of 3 days.

7. Misuse of sick leave shall constitute grounds for dismissal or other appropriate disciplinary action.

8. The Director has the authority to deny sick leave compensation within the above procedures.

9. The employees should attempt to schedule medical care in order to preclude the necessity for the use of sick leave.
10. If an employee’s sick leave balance is not sufficient to cover the time absent, vacation time may be used. When sick leave and vacation leave balances are exhausted, a request for sick leave without pay should be submitted by the employee to the Director or Board.

**Purpose**

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees to work while sick. Any employee contracting or incurring any non-service connected sickness or disability (except where the injury or illness incurred while the employee is performing compensated service outside of his employment with the library) shall receive sick leave with pay.

**Medical Examination**

As a condition to eligibility for paid sick leave, the library Director or Board may require, at its discretion, any employee to submit a physician’s certification of illness signed by the employee’s physician who expressly states that the doctor has examined the employee and how long the employee will be unable to work. Such physician’s certification will normally be required for sick leave to three (3) consecutive workdays or when the employee has (i) had repeated illness of shorter periods, (ii) calls in sick on the day of, before or after holiday, vacation day, or day off, or (iii) in such other circumstances as may be deemed appropriate by the library Director. The library Director may also require a physician’s verification that the employee is well enough to return to work. Should the library require verification from another physician, the library shall offer the employee a choice of two doctors from whom to choose. Falsification of any illness shall be just cause for discipline, up to and including dismissal.

Any employee who fraudulently obtains sick leave will reimburse the library for the sick leave and the library may automatically deduct such amounts from his/her paycheck. The library Board of Trustees, as its option, may require an employee to submit to an examination by a physician or other medical professional chosen by the library Board of Trustees; if the library Board of Trustees requires an employee to submit to an examination by a physician designated by library Board of Trustees, the library will pay the medical expenses, to the extent they are not covered by insurance, from library funds.

After the sixth occurrence of sick leave in a calendar year, an employee will only be paid at fifty (50%) percent rate for any and all subsequent sick leave occurrences in that calendar year. The term “occurrence” shall be defined as an incident of work time lost beginning when work is first missed and including any subsequent consecutive scheduled workdays or partial days missed. The intervention of regularly scheduled days off (such as Saturday, Sunday or recognized holiday) does not break a single occurrence. However, when an employee has a serious illness, and is absent from work intermittently as a result of illness or treatment, and the treating
physician has certified that the absence is a result of the same serious illness; such absence shall not be considered an “occurrence” for purposes of this paragraph.

**Sick Leave Buy back**

An employee whose sick leave account exceeds (90) ninety (6 or 8) hour shifts as of the June 1 of any given year will be required to sell back to the library all such leave days over 60 at fifty percent (50%) of the employee’s regular daily rate of pay in effect on June 1.

An employee who has least twenty (20) years of service with the City/Library as a full time employee and who elects normal retirement age at fifty (50) or older, shall be paid at the rate of fifty percent (50%) of his regular rate of pay in effect on his last day of active work for all accrued an unused sick leave in excess of twelve (12) sick leave days as of his last day of active work for the library up to a maximum (90) six hour days.

**Unexcused Absence**

Any employee failing to call in at the aforementioned one hour limit prior to beginning work shall not be allowed to use a sick day for that absence and would be unexcused for that work day. Any employee calling in and requesting a day of sick leave -but having no sick leave available, does not qualify for FMLA leave, or not able to produce a doctor’s certificate of illness, or not having an absence excused by the Director-shall be unexcused for that workday. Any employee that attains two (2) such unexcused absences during a twelve (12) month period shall be suspended, without pay for one (1) workday. A third unexcused absence in a rolling 12 month period will result in a suspension, without pay, for a period of three (3) workdays. Any further violation in a rolling 12 month period will result in immediate dismissal.

**Wellness Incentive**

Employees who do not use any sick leave (0 hours) in a full calendar year and who do not have any unexcused absences shall be granted one (1) extra personal day the following year, subject to the scheduling provisions for personal days.

Family and Medical Leave Act Policy of the City/Library

A. Eligibility

1. To be eligible for family and medical leave, an employee must have been employed with the City/Library for at least 12 months (whether consecutively or not).
2. To be eligible for family and medical leave, an employee must have worked at least 1,250 hours during the 12-month period prior to the date the leave begins.

B. Leave Entitlement

1. Eligible employees are entitled to up to 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:
a. The birth of a child of the employee and in order to care for such child.
b. The placement of a child with the employee for adoption or foster care.
c. The need to care for a child, spouse or parent of the employee who has a serious health condition.
d. A serious health condition that makes the employee unable to perform the functions of his/her job.

2. In determining leave entitlement, the 12-month period shall be measured backwards from the date an employee begins any FMLA leave.

3. Where both spouses work for the City/Library, they will be entitled to a combined total of 12 work weeks of leave in any 12-month period for childbirth, placement for adoption or foster care, or the need to care for a parent with a serious health condition.

4. An eligible employee may take leave on an intermittent basis or a reduced leave schedule only if medically necessary for a serious health condition of the employee or a covered family member.

5. Leave taken for the birth of a child or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement.

C. Relationship of FMLA to Other Leaves of Absence

1. All personal days and accrued but unused vacation may be substituted for all or part of any FMLA leave taken. All unused sick leave benefits must be substituted for all or part of any FMLA leave taken by an employee for his/her own serious health conditions. No other substitutions shall be permitted.

2. Leaves that are granted under any other provision of the City/Library policies or collective bargaining agreements or under State law, whether paid or unpaid, for purposes which are covered under the Family Medical Leave Act, shall be charged as FMLA Leave and shall be subject to the twelve-week per year limitation for the length of an FMLA leave.

D. Effect on Benefits

1. During a leave under this policy, an employee will continue to be covered under the City’s /Library’s group health plan under the same condition as if the employee had worked continuously during the leave period.

2. The employee’s usual contributions, if any, will be required. Premium payments for which the employee is responsible are subject to any change in premium rates while the employee is on leave.
3. If an employee’s premium payment is more than 30 days late, the City/Library may terminate health coverage for the remainder of the leave.

4. If the City/Library pays the employee’s share of premiums missed by the employee while the employee is on leave, the City/Library may require the employee to reimburse the City/Library for such payments.

5. If the employee fails to return from leave for reasons other than the continuation of a serious health condition of the employee or a covered family member or because of other circumstances beyond the employee’s control, the City/Library may seek reimbursement from the employee for the City’s/Library’s share of the premiums paid on behalf of that employee.

6. Benefits other than group health coverage will be suspended during leave; consistent with other City/Library unpaid leaves of absence. However, no employee who takes a leave under this policy will lose any employment benefit that accrued before the date the leave began.

E. Job Protection

1. Generally, an employee will be reinstated to his/her former position or to an equivalent position with equivalent pay, benefits, and other terms and conditions following an approved leave. However, no employee will have rights greater than if he or she had not taken leave.

F. Procedure

1. Notice Requirement
   a. In the event of a foreseeable leave, employees are required to give the City/Library 30 days’ notice. In unexpected or unforeseeable situations, employees should provide as much notice to the City/Library as is practicable, generally within 2 business days after the need for family/medical leave becomes known.

2. If such notice is not given and there is no reasonable excuse for the delay, the City/Library may deny the taking of the leave until at least 30 days after the employee provides notice.

3. Request/Certification
   a. For leaves taken because of the employee’s or a covered family member’s serious health condition, employees must have the appropriate health care provider complete a “Certification of Physician or Practitioner.” This
medical certification must be given within 15 days after requested, or as soon as reasonably possible.

b. The City/Library may require second or third medical opinions (at its expense) and a fitness-for-duty report to return to work. The City/Library may also require periodic reports on the employee’s status and intent to return to work.

5.7 BREAVEMENT LEAVE

1. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Director of the Library immediately requesting bereavement leave. The Director may request a certificate, official notice, or obituary indicating relationship of the employee to the deceased.

Up to three (3) days of paid bereavement leave will be provided for regular full-time employees. One (1) day of paid bereavement leave will be provided for regular part-time employees.

Bereavement pay is calculated on the base hourly wage and the number of work hours missed, up to but not exceeding 24 hours, at the time of the absence. Any employee may, with the Director’s approval, use any accrued paid time off for additional time if necessary. Metropolis Public Library defines “immediate family” of employee as follows:

- Spouse, Grandparents or Spouse’s Grandparents, Parents (or legal Guardians) or Spouse’s Parents, Children or Spouse’s Children, Brother, Sister, Grandchildren or Spouse’s Grandchildren

2. The Employers agrees to grant two (2) days of funeral leave, with pay, during the regular work week to attend the funeral of the member’s family that includes:

   Brother in law, sister in law, aunt, uncle, niece or nephew.

3. The employer agrees to grant one-half (1/2) day funeral leave, with pay for an employee to act as pallbearer.

No leave, as listed in this section, will be granted unless the employee actually attends appropriate services.

5.8 UNPAID DESCRETIONARY/ SPECIAL LEAVE

The Board may authorize Special Leave of absence with or without pay for regular employees for any period. All Special Leaves are considered on an individual basis. Examples of Special Leaves may be for the following purposes: Attendance of college, university, school, conference or convention, or travel for the purpose of training in subjects related to the work of the employee which will benefit the employee and the Library; urgent personal business for an extended time;
adoption of a child; illness or temporary disability after sick leave and vacation leave have been exhausted; caring for an employee’s spouse, child or parent during a serious illness; death of spouse or child; or, any purpose which may be deemed beneficial to the Library.

Procedures regarding Special Leave are as follows:

1. Request for Special Leave without pay must be submitted as a memorandum by the employee to the Board. If possible, requests must be submitted at least two weeks prior to the date upon which the request leave is to begin. In the case of an emergency leave, however, the Board may make an exception to this rule. The request shall state reason for the request and approximate dates of leave.

2. An employee who does not return to the Library’s employment following a Special leave shall be terminated as of the last day of the leave.

3. All accumulated vacation leave time must be used prior to the beginning of any leave without pay. Sick leave may be used only when the leave is granted for medical reasons.

4. All Special Leaves are contingent upon finding a suitable replacement for the employee.

The Library Board of Trustees may grant an unpaid leave of absence to any employee where the Library Board of Trustees determines there is a good and sufficient reason. The Library Board of Trustees shall set the duration, terms, and conditions of such leave. In no event, however, shall such an approved unpaid leave, together with any paid time off, last more than (12) months.

5.9 MILITARY LEAVE

Military leave will be allowed any regular full-time or part-time employee who is a member of an organized unit of the United State Armed Forces or who is a member of the Illinois National Guard. Such leave shall be paid and shall not exceed fifteen days in any calendar year. Beyond 15 days will not be paid.

If activated for an extended period, length of service to the Metropolis Public Library will continue to accumulate. Employees are eligible for such leave when ordered to active duty with such organized units. Military leave is granted in addition to other leave with pay to which the employee is otherwise entitled.

5.10 MATERNITY LEAVE

A staff member who becomes pregnant may take time off using accrued vacation and sick leave before or after childbirth. In addition she may also be granted leave without pay before or after childbirth. Leave without pay shall not exceed four calendar months. At the end of that period she may be reinstated in her former position, or one similar to it, or terminated at her request.
1. Requests for maternity leave must be submitted as a memorandum by the employee to the Board at least two weeks before leave. The request shall indicate dates of leave.

2. The Board shall approve all leave requests.

3. An approved maternity leave without pay shall constitute a break in service. An employee’s current anniversary date shall be advanced by the number of calendar days the employee is on leave. Benefits are held intact with no additional accrual during special leave. **FMLA-Leave** taken for the birth of a child or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement.

5.11 HEALTH INSURANCE

Health insurance is available to all full time Library employees, contact Director for details.

CHAPTER 6.

SALARY ADMINISTRATION

6.1 PURPOSE OF SALARY ADMINISTRATION PROGRAM

The Salary Administration Program supports an organizational environment, which requires and rewards individual innovation, productivity, quality, initiative and teamwork. The key objectives are to:

1. Link rewards directly to performance
2. Provide compensation opportunities according to an individual’s or team’s work contributions.
3. Attract and retain employees by providing fair and equitable salaries for all job classifications.
4. Ensure internal equity
5. Build a sense of teamwork among employees resulting in increased customer service and quality performance.

The salary administration program is the formal system for classifying positions and compensating employees in the Library. It is divided into two distinct programs or plans.

1. The classification plan, which is the categorization of job positions, duties and qualifications, and;
2. The compensation plan, which provides a salary structure.

Each plan will be discussed in detail in this chapter.

6.2 AMENDMENT OF SALARY ADMINISTRATION PROGRAM
The Library Board shall examine the Salary Administration Program for the purposes of amendment. On the basis of conclusions reached through this examination, they will make recommendations for revisions in the Salary Administration Program. When reviewed and approved by the Library Board, the Salary Administration Program shall constitute the Library’s pay schedule for classes of positions in the plan and shall be effective for the ensuing fiscal year (or at such time as the Library Board may designate) and thereafter until amended or until a new Salary Administration Program is adopted by the Library Board. (The fiscal year for the Metropolis Public Library is July 1 through June 30.)

6.3 EMPLOYEE CLASSIFICATION

All personnel are classified into one of the following categories:

1. Full-time: A full-time employee is a person employed on a continuous year-round basis for a period of time which exceeds more than six months and who is regularly scheduled to work (including vacation and holidays) an average of at least thirty (30) hours per week. An employee in this classification is entitled to all employee benefits.

2. Part-time: A part-time employee is a person employed on a continuous year-round basis for a period of time which is at least six months and on a regular schedule which will include not more than 1199 hours over twelve months. A part-time employee is not eligible for the same employee benefits available to full-time employees.

3. Temporary: A temporary employee is one for a specific period of time, which will not exceed six months during a fiscal year. This category will include substitutes. Should the status of a temporary employee be changed, full benefits and employment dates will begin at the time of the change of status.

An employee may be hired for a project, which has a specific time limitation which may exceed six months. In such a case, the employee is determined to be temporary in terms of the length of time of employment.

6.4 TITLE OF POSITIONS

The class of position shall be used to designate the position in all budget estimates, payrolls and other official records, documents, vouchers and communications in connection with all personnel processes. Other working titles may be used for a position, if desired, for purposes not involving a personnel process.

6.5 JOB DESCRIPTIONS

Job descriptions are very specific and detailed descriptions of the duties and tasks of positions. Each employee must have an ADA (American with Disabilities Act) Job Description associated with their official position. It shall describe the actual tasks and physical requirements associated with each task in a detailed manner.
6.6 MINIMUM QUALIFICATIONS AND PROBATIONARY PERIOD

Minimum qualifications are considered comprehensive statements of the minimum required education, experience and other qualifications for all cases as evidence of an employee’s ability to perform the work properly.

Although not formally expressed, all persons applying for, or holding any position, are required to maintain appropriate standards of physical condition, honesty, sobriety and industry.

6.7 PROCEDURES FOR THE ALLOCATION OF POSITIONS

1. Every position shall be placed in the appropriate class by the Board. Every position shall be placed in a specific class before final administrative action can be taken on appointments, transfers, promotions, changes in pay-grade status, or payment of salary involving the position.

2. Those positions which are sufficiently similar with regard to duties performed, level of responsibility, minimum requirements of training, experience, or skills and which merit approximately equal pay shall be allocated to the same class. The Board shall maintain and publish a complete set of written specifications for each job classification which shall include any special entrance qualifications for particular classes.

3. Whenever a new position is proposed, a position memorandum must be submitted to the Board (by the Director) that describes in detail the duties of such a position.

4. The Library Board of Trustees reviews and approves all proposed position creations, classifications, and reclassifications.

6.8 PROCEDURES FOR RECLASSIFICATIONS

The Director shall recommend change of the classification of existing positions when it is determined that the position is incorrectly allocated. Such action is called reclassification and must be approved by the Library Board.

If an employee has facts which indicate to them that their position is improperly classified, the employee may request the Director submit a request for review or their classification. Such request shall be submitted in writing and shall contain a statement of justification. For this or any other type of request for reclassification from any source, the Board shall investigate actual or suggest duties of the position and reclassify the position to its appropriate class if warranted. Reclassification may occur as the result of the conditions described as follows:

1. The position was incorrectly classified and there has been no substantial change in duties from those in effect when the position was originally categorized.
2. There has been a substantial change in the duties and responsibilities associated with a position since it was classified.

**6.9 ABOLISHMENT OF POSITIONS**

Whenever there is justification for abolishing a position such as lack of work, reorganization, lack of funds or other reason, the Board shall review and render a decision.

**6.10 MAINTENANCE OF THE CLASSIFICATION PLAN**

1. Each time a job vacancy occurs, the Director will submit a Job Requisition memorandum to the Board for approval and availability of funds. This request will include a statement that the duties and responsibilities are still the same, or if different, must include a job description outlining the current duties and responsibilities for the position.

2. Any change in the Classification Plan, such as establishing new classes, abolishing classes, or reclassifying positions requires prior review and final approval by the Library Board.

**6.11 COMPENSATION PLAN**

The compensation plan is designed as a fair and equitable method for payment of Library employees. The plan shall establish a basic salary schedule as approved by the Library Board. In addition to the basic salary schedule, the compensation plan consists of one adjustment component. The one component is the merit award.

**6.12 MERIT AWARD**

The compensation for each employee is the product of the basic salary structure and the one component of the compensation plan that shall be used to adjust employee compensation [merit award]. The merit award component is designed to reward job performance, therefore serving as an incentive to better performance.

Increases are awarded to employees whose performance is evaluated as consistently competent and at or above standard. The performance appraisals are essential to the effective utilization of this component. The merit system is based upon the principle that standard or above standard performance should be rewarded because such performance is a greater contribution to the Library than below standard performance. The merit award is strictly used to monetarily reward standard or above standard performance.

**6.13 PERFORMANCE EVALUATIONS**

Formal, written employee evaluation are required at three months employment (Primary Employee Evaluation) for all regular employees, at one year, and annually thereafter for regular part-time and full-time employees.
This evaluation process should provide an opportunity for the Director and/or Board to discuss needed improvements.

Areas of additional training and unutilized talents and interests of employees may be identified.

The Director will initiate the process by using a form approved by the Board for Primary Employee Evaluation. This must be completed and submitted to the Board for every employee immediately following completion of three complete months of employment. Evaluation appraisals will be one of the determining factors in promotions and merit raises. They will become a permanent part of each employee’s personnel records.

6.14 STARTING RATES FOR NEW EMPLOYEES

In most cases, a new employee shall be paid the minimum rate of pay for the class. Exceptions may be granted upon prior approval of the Board. Exceptions may be made in the following cases:

1. The minimum rate of each class is based upon the assumption that a new employee meets the minimum qualifications stated in the class specifications. In the event that qualified applicants cannot be located for a given class, consideration should be given to establishing a new class at a lower grade which will reflect lower level duties and corresponding lower entrance requirements.

2. If a selected candidate exceeds the minimum qualifications stated in the class specifications and will not accept appointment at the minimum rate of the class, the candidate may be appointed at a higher rate.

These cases should be thoroughly analyzed and measured against objective qualification standards. Consideration should be given to review and compare the salaries of employees in the class. In addition, every effort should first be made to recruit a qualified employee who will accept appointment at the minimum rate for the class.

3. Difficulty of recruitment may require payment of a higher rate. If difficulty of recruitment at the minimum rate in the salary range persists, consideration should be given to assigning a higher hiring rate or re-evaluation of the position to determine if a high pay grade is indicated. Appropriations for funding positions above the minimum rate must be secured within the framework of the budget.

4. Hiring a person with specialized skills and education may require a higher rate of pay. The hiring and amount of pay shall be upon the approval of the Board of Trustees.

6.15 PART-TIME EMPLOYEMENT
When an employee is promoted to a position in a higher class, the employee’s salary will increase at least to the minimum step of the new grade. Procedures for determining promotional increase are as follows:

1. The Board will recommend to the Director the amount of the promotional increase within the standards stated in these rules and regulations.

2. Final approval for all promotional increases must be made by the Library board.

3. The decision regarding a promotional increase shall reflect the range of the new job title.

4. The employee’s anniversary (review) date will be changed to reflect the date the employee begins the new position or when duties change reflecting the promotion.

6.16 TEMPORARY WORK AT A HIGHER CLASSIFICATION

An employee may be requested to work in a higher classification on a temporary incidental or emergency basis and may do so for a period of thirty (30) days or less at no increase in pay. If the employee is required to perform the duties for a period exceeding thirty (30) days, the employee may be given an emergency appointment to the higher position and be paid the appropriate rate for the higher classification. At the conclusion of the assignment, the employee’s pay shall revert to the authorized rate established for the regular position. Any such temporary increase granted shall not affect the employee’s eligibility for normal merit advancements. Temporary assignment may not exceed six (6) months without written approval for extension by the Board.

6.17 PAYMENT UPON TERMINATION OF EMPLOYMENT

The termination date for all employees shall be the last day worked. Terminal pay received by an employee shall not be construed to extend employment with the Library beyond the days of actual work. Employees who leave the service of the Library for any reason shall receive all payment which may be due them as follows:

1. All employees shall be paid for hours worked in the final pay period on a pro-rate basis at the employee’s regular rate.

2. Regular full-time employees shall be paid for unused vacation leave (up to a maximum of 180 hours which has been accrued up to and including the termination date).

3. All employees shall have deducted from their terminal pay a reasonable amount, or the replacement cost, for any item which the employee has lost or damaged with willful or intentional disregard of the Library’s interest.

CHAPTER 7.
EMPLOYMENT PRACTICES

7.1 VACANCIES

1. When a vacancy occurs in a department, the Director will notify the Board with a position description of the job to be filled. Upon approval by the Board, the Director will advertise the vacancy for a full time position only.

2. The Library advocates upward mobility of its employees; consequently when a vacancy occurs, it may be announced that only Library employees may apply. Notification of the vacancy shall be posted in an open and obvious location in the Library so that any current employee may apply. Internal applicants should submit a memo to the Board expressing their interest in the position.

3. All external job applications must submit an application on the Library’s employment application form to the Director. Application forms must be filled out completely and signed by the applicant.

4. Completed application forms are kept on file in the Administrative Office and remain active for a period of six months from their submission. When vacancies occur for the same job title within a three-month period, the Library normally reviews the applications for the earlier vacancy in order to fill the later vacancy. Only if there are no qualified applicants will the Library advertise the later position vacancy.

5. The Library will accept at any time resumes of persons who hold a degree in Library Science. However, acceptance of a resume does not obligate the Library to contact these individuals when a librarians’ position is open. The authority and responsibility for the selection and appointment of the Library Director rests solely with the Metropolis Public Library Board of Trustees.

6. The Library accepts job applications only for announced vacancies. The only exception is applications for part-time library clerk/substitute positions. There are accepted any time because of the relatively high rate of turnover of persons holding these positions. Applications for library clerk/substitute positions will be reviewed whenever a vacancy occurs; these will be kept on file a minimum of three months.

7. Reference checks shall be used to verify information provided by the applicant on the application form or during the employment interview. Interviewers would most likely conduct a reference check on the applicants considered to be most qualified for the position. The check would be done prior to any verbal or written employment offer being made. Any reference checks, whether by telephone or letter, should be recorded and should become a permanent part of the supporting documentation.

8. Individuals may be disqualified for consideration for a position under any of the following conditions:
*They lack any of the requirements established for the job classification.

*They have been convicted of crimes of a nature which would raise serious public doubt as to their suitability to assume the responsibilities of the job.

*They have made false statements of material fact or omission of material fact in their application.

*They have previously been dismissed for cause which has been validated.

*They have used or attempted to use political pressure or bribery to secure an advantage in appointments.

*They have intentionally falsified their application.

*They are aliens who under federal statutes do not qualify for employment.

*They have failed to submit the employment application correctly or within prescribed time limits.

* If applicant has a relationship closer than a second cousin to any staff or Board Member. (The Board may elect to hire a near relative if it is deemed to be in the best interest of the library and the relative is not under the direct supervision of the other relative.)

*They are male, 18-34 years of age, required to be registered with Selective Services and have not met the registration obligations.

9. Applicants who are aliens and in the United States under the visitor’s visa must have a current Resident Alien Card (green card) from the Immigration Department prior to appointment. It is the responsibility of the interviewer(s) to verify this visa during interviews and prior to hiring. A copy of the green card will be maintained in the employee’s file as part of permanent record. To employ an alien without a proper green card violates a federal requirement and is subject to legal penalties.

7.2 EQUAL EMPLOYMENT OPPORTUNITY

The Metropolis Public Library District is an equal-opportunity employer providing opportunities for jobs to all people meeting the minimum requirements for advertised positions. All employment transactions shall be made on the basis of an individual’s qualifications without regard to race, color, religion, national origin, ancestry, age, disability status, sex or political affiliation.

7.3 FAIR LABOR STANDARDS ACT
As a local government employer, the Metropolis Public Library District complies with the provisions of the Fair Labor Standards Act (FLSA) with regard to federal minimum wage and overtime laws. Job classifications determined to be “executive, administrative or professional” as defined within the law are “exempt” from the federal wage-hour laws. The Library District adheres to the schedule of “Exempt” and “Non-Exempt” classifications as developed and authorized through the Board of Trustees of the Metropolis Public Library District. Procedures and policies with regard to time reporting, overtime pay, the 40 (30) hour workweek, training and travel are consistent with the Fair Labor Standards Act.

7.4 RECRUITMENT, EVALUATION AND CERTIFICATION

The Director will: 1. Have applicants complete an Library application form.
2. Evaluate credentials.
3. Administer or have administered such written or oral tests of examinations as it deems appropriate.
4. Co-ordinate and/or conduct interviews.

7.5 SELECTION

The Board of Trustees and relevant staff shall interview and examine the credentials of one or more of the qualified candidates and make a decision as to hiring.

7.6 APPOINTMENTS

The Library Director or Board Secretary (in case of the hiring of new Director) shall:

1. Notify the applicant of selection.
2. Provide the new employee with a letter of offer, which will include the title or classification of the job, the location of the place of work, the beginning salary, the name and title of the applicant’s immediate supervisor, and the date on which the candidate should report to work. A copy of this letter will be placed in the personnel file to become a permanent record [stating the basic terms of employment and job description].
3. Inform employee that two of the following documents are necessary for employment. One document provides identification and one confirms eligibility. Copies of the two (2) documents will become a part of the employee’s permanent file and are subject to review by the Immigration Authorities.
   b. Social Security Card
   c. Driver’s License
   d. Passport
   e. Certificate of Naturalized Citizenship
Library Policies

f. Resident Alien Card (green card)

4. Conduct a post-selection interview and orientation relative to employee benefits and obligations and personnel rules.

5. Prepare an employee folder/file.

6. Enroll the employee in the appropriate employee benefits programs.

7.7 EMPLOYMENT AT WILL

It is the policy of the Metropolis Public Library that all employees are employed at the will of the Board for an indefinite period to time.

1. Employees are employed at the will of the Board and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

2. No Library employee other than the Board or Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this paragraph, and that, with respect to the Director, he/she may enter into such an agreement only if it is in writing and signed by the Director. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the Library which are not consistent with Library policies. No statements made in pre-hire interviews or discussions, or in any recruiting materials, are to alter the at-will nature of employment or imply that discharge will occur only for cause.

3. This policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, Library recruiting materials, Library memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract of employment. Similarly, Library policies and practices with respect to any matter are not to be considered as creating any contractual obligations on the Library’s part or as stating in any way that termination will occur only for “just cause”. Statements of specific grounds of termination set forth in this Manual or in any other Library District documents are examples only, not all-inclusive lists and are not intended to restrict the Board’s right to termination at-will.

4. At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the Library Board of Trustees and are subject to termination at any time, for any reason, with or without notice, and with or without cause.

7.8 ISL

The Metropolis Public Library is, in part, supported by the Illinois State Library (ISL).
ISL and the State Librarian are committed to the principle that the most important element of a library is a well-informed and educated staff. The State Librarian intended to provide direction for the initial and continuing education needed by library personnel in order to assure the delivery of competent, quality service to library users in Illinois.

State law and regulations require periodic re-certification of all professional employees. Ample opportunities are provided to obtain the necessary credits. It is the responsibility of each employee to be aware of these requirements and obtain the required credits for re-certification.

7.9 CONFLICTING EMPLOYMENT

Employment with the Library will have precedence over other occupational interests of employees. All outside employment for salary, wages of commissions and all self-employment should be reported to and approved by an employee’s supervisor and the Board. The report should be submitted in writing and will become a part of the employee’s permanent record. Conflicting outside employment shall be grounds for dismissal.

7.10 EMPLOYMENT OF MINORS

The Library will employ no one under the age of sixteen (16) in any capacity. Applicants at least sixteen, but less than eighteen years of age, may be employed within the limits of State and Federal laws as to the hours and areas. Persons employed under Federal grants are excluded from the age restriction of sixteen and may be employed as young as fourteen years of age.

7.11 EMPLOYMENT OF RELATIVES

The policy of the Library is to avoid the practice or appearance of nepotism employment. Close relationship to another staff member may make it difficult for an employee to objectively perform responsibilities. In selecting new staff members, reviewing work performance, transferring or reassigning duties, and supervising responsibilities, an employee may be predisposed to act other than solely with regard to the best interest of the Library and the individual. Relationships may affect the attitude of the staff member’s co-workers and/or supervisors. Certain responsibilities relating to the control of funds, personnel actions or records, supervisors, investigations and confidential matters, must be conducted with particular freedom from personal bias.

In carrying out this policy the following rules apply:

1. No one with a relationship closer than a second cousin to a Board/Staff member may be hired. (The Board may elect to hire a near relative if it is deemed to be in the best interest of the library and the relative is not under the direct supervision of the other relative.)

7.12 RESIGNATION

A. Three (3) days absence
This type of resignation is primarily initiated by the employee. If an individual is absent for three (3) consecutive days without notification, the employee will be deemed to have voluntarily resigned his/he position because he/she is unavailable for continued employment. However, if there are extenuating circumstances beyond the control of the employee and the employee is unable to notify his/her supervisor, reinstatement will be considered by the Board after evaluating the facts.

B. All personnel desiring to terminate their employment must submit a written resignation to their immediate supervisors which are then forwarded to the Board for processing. Resignations must be received two (2) weeks before the effective date of termination in order for an employee to leave in good standing. Four (4) weeks’ notice before the last working day is the minimum required for all professional librarian positions. Accrued vacation time for which the employee is entitled to pay is paid in the final check. Earned vacation days may not be used in fulfilling the required days of notice. The termination date for the employee being paid, for the purposes of the record, is the last day the employee works. Employees who voluntarily resign from employment have no appeal rights.

7.13 LAYOFFS

1. The Board shall lay off employees when necessary due to changes in duties or organization, or lack of work or funds.

2. When layoffs are required they shall be based on several factors, including length of service with the Library and relative efficiency as demonstrated on the job and reported in performance evaluations.

3. A lay off employee shall be given one opportunity by the Library to return to work at the same pay grade held at the time of lay off. All eligibility for compensation related to previous employment is waived if the employee does not accept the opportunity. An offer of re-employment shall be made by written communication and the laid off employee shall have ten working days to respond. The employee must respond by written communication.

4. An employee who has been laid off and later rehired shall be eligible for benefits as follows:

   a. Merit increase: The time between layoff and rehire is not considered in determining the eligibility of rehired employees for merit increase. For example, if an employee is laid off five months after receiving a merit increase seven months after the rehire date, provided that the supervisor at the time of layoff indicated that performance during the five months prior to layoff was sufficient to qualify the employee for an increase. Therefore, any employee who is laid off must receive a performance evaluation at the time of layoff or an evaluation must be completed by the supervisor within one week of layoff.
b. Vacation: Vacation is not accrued during layoff. Employees returning from layoff shall be eligible to accrue vacation leave at the same rates of accrual they were receiving immediately preceding the date of layoff.

c. Sick leave: Any sick leave which the employee has earned but not taken at the time of layoff shall be restored upon rehire. Sick leave is not accrued during layoff.

Reviewed and adopted by the Board of Trustees: Dec 2011

7.14 EVALUATIONS

1. Formal, written employee evaluations are required at three months employment (Primary Employee Evaluation), at one year, and every third year thereafter. This evaluation process should provide an opportunity for supervisors and employees to look at job performance, to seek solutions to problems, and to discuss needed improvements. Areas of additional training and unutilized talents and interests of employees may be identified.

2. Uniform performance evaluations will be required for all employees by the Library.

3. The evaluation will be made by the appropriate supervisor and will be conducted on the basis of job performance.

4. The values of performance evaluation will be realized for training needs and better job performance and for keeping the individual employee abreast of job standing.

5. Performance evaluation results will be reviewed by the Board on a regular basis to assure that appraisals are being properly utilized.

7.15 PRIMARY EMPLOYEE EVALUATION

The purpose of the Primary Employee Evaluations is to determine if a new employee possesses the skills, knowledge, abilities and work habits required by the Library.

1. A Primary Employee Evaluation must be completed and submitted to the Board for every employee immediately following completion of three months employment. This is a critical time period; supervisors are responsible for seeing that each employee is evaluated; using this form immediately following three months’ work.

2. Supervisors are to review the use of this evaluation and explain the entire evaluation process to every new employee during the first week of employment.

3. Completion of any evaluation is considered a supervisory responsibility. This is especially true for the Primary Employee Evaluation; supervisors are responsible and will be held accountable for completion and submission of this evaluation in a timely manner. It is the supervisor’s responsibility to contact the Director for consultation and approval.
7.16 WORKING RELATIONSHIPS

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, and economy in his/her work for them. Supervisors shall organize and direct the work of their units to achieve these objectives.

1. When an employee’s individual conduct, work habits, attitude, or productivity fall below acceptance standards, his supervisor shall point out the deficiencies. Warning in sufficient time for improvement should precede formal discipline, but nothing in this section shall prevent immediate formal action whenever the safety of individuals or the interest of the Library requires it.

2. When any question arises concerning the validity of an order of a supervisor, an employee shall be expected to complete the tasks assigned. If he/she then has any complaint, he/she shall have the right to use the grievance procedure.

7.17 CAUSES FOR DISCIPLINARY ACTION

Each of these circumstances is a sufficient cause for disciplinary action against an offending employee up to and including termination:

1. Fraud in securing employment

2. Incompetence in the performance of the duties of the position. The term “incompetence” shall mean a lack of ability, knowledge, or fitness to perform duties which are reasonably within the scope of employment. “Incompetence” shall specifically not be interpreted as “inefficiency”.

3. Inefficiency in the performance of the duties of the position. “Inefficiency” shall mean performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions essentially as a consequence of either a lack of effort or improper motivation.

4. Failure to perform the duties of the position because of neglect.

5. Insubordinate actions, including willful disobedience of a lawful rule, order or directive.

6. False representation to a superior as to the quality and/or quantity of work performed.

7. Drunkenness or drinking alcoholic beverages while on duty.

8. Involvement in the sale, delivery, receipt, or use of any narcotic substance not prescribed by a physician. Reporting to work under the influence of any non-prescription narcotic.

9. Absence without leave
10. Use of sick leave in an unauthorized manner. 11. Any act of conduct prohibited by the established policies of the Metropolis Public Library Board of Trustees, the Illinois Statutes, applicable laws of other states, or federal statutes.

12. Solicitation or acceptance for personal use any fee, gift, or other valuable thing which may be construed as a bribe; that is when such fee, gift, or other valuable thing is solicited or given to the employee in hope or expectation of receiving treatment better than that accorded other persons.

13. Discourteous treatment of any member of the public where such person can reasonably believe that the employee is acting within the scope of his/her employment and where there is no basis to excuse such treatment.

14. Discourteous or abusive treatment of any other employee.

15. Negligent and/or willful misconduct resulting in damage to public or private property, or to any person.

16. Theft or unauthorized possession of Library or other public property, or use of such property or the services of other employees for unauthorized purposes.

17. Violation of any regulations, rules or procedures which relate to the conduct of employees of the Library.

18. A record of excessive absence or tardiness.

19. Engagement in a professional, business, trade, investment or occupation which results in conflict of interest.

20. Unauthorized possession or use of weapons, firearms, or explosives.


22. Fighting or physical violence.

23. Failure to report on the job injury.

24. Smoking in prohibited area.

25. Sleeping on the job.

26. Violation of personnel policies.

27. Falsification of timekeeping records.

28. Unauthorized use of telephones, mail system, or other library-owned equipment.
29. Gambling on Library property.

30. Reading on the job (unless job-related).

31. Doing school work while on the job.

**7.18 DISCIPLINARY ACTION**

It is the policy of the library that all employees are expected to comply with the library’s policies and procedures and standards of customer service, and meet job performance standards. Any noncompliance with these standards may result in disciplinary action. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. The library does, however, depending on the severity of the offense, retain the right to administer discipline in any manner it sees fit, up to and including immediate dismissal. Although employment at the library is based on mutual consent with both the employee and the library having the right to terminate employment at will, with or without cause or advance notice at any time, the library will use discipline at its discretion.

Steps:

Disciplinary action may call for any of four steps depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

The steps are:

1. **First violation – verbal warning**

The employee will be counseled and issued a verbal warning by the Director. Every effort will be made to determine and resolve the cause of the problem. A memo will be placed in the employee’s personnel file describing the incident and resulting actions.

2. **Second violation – written warning**

The Director will hold a meeting with the employee to explain the nature of the offense and warn the employee that any repetition could lead to suspension or discharge. The Director will make every effort to help the employee resolve the problem. A formal written warning of the offense will be issued to the employee, including a reference to the prior event. A copy will be placed in the employee’s personnel file.

3. **Third violation – termination of employment.**

With respect to most disciplinary problems, these steps will normally be followed; a first offense may call for a verbal warning, a next offense may be followed by a written warning, and still another offense may lead to termination of employment.
The Library recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual steps of progressive discipline. Violent behavior, theft and dishonesty are three examples, although there can be many others.

CHAPTER 8

SALARIES AND HOURS

HOURS OF SERVICE

8.1 PUBLIC SERVICE HOURS

Library hours of service are established by the Board of Trustees. Community service patterns, staffing, remodeling, emergencies and other conditions may affect the established hours of operation of an individual service location. The operating hours of the libraries in the Metropolis City can change according to needs of the patrons or monetary funding of the District.

8.2 HOURS OF WORK/MEAL AND REST PERIODS

The standard workweek for full-time Library employment is 30 or 40 hours (depending on classification of the fulltime position-per individual). The workweek begins on Monday and ends on Sunday. Full-time employees are required to complete 30 or 40 hours of work within a one-week pay period.

Administrative staff hours are normally 8:00 a.m. to 4:00 p.m. including a one-hour break for lunch.

1. Employees are allowed one 15 minute rest period (break) for every 4 hours worked.

2. Employees who work 6 or more consecutive hours are required to take at least a 30 minute meal period.

Employees cannot be required to take a meal period sooner than three hours after their scheduled work begins or more than five hours after their scheduled work begins. Time taken for meal periods is not paid and is indicated by clocking in and out on the Employee Time Sheet.

3. Meals and breaks may not be used to shorten working hours, alter time of arrival or departure, accrue vacation, or count as overtime when not taken.

8.3 ATTENDANCE
1. On-time arrival and regular attendance are obligations that must be met by each employee. Compensation will be provided only for scheduled duty time. Employees shall be at their place of work in accordance with prescribed schedules.

2. Each employee is responsible for notifying his/her supervisor at least one (1) hour in advance whenever that employee shall be more than one-quarter hour late or when the employee will not be able to be at work.

3. Employees must receive permission from his. /her immediate supervisor in order to leave before his/her scheduled work hours end.

4. When employees know in advance they will be absent, they should advise their supervisor or the Director.

5. Employees who are frequently late or absent from work are not dependable and are not fulfilling their obligations to the Library. Such behavior will be investigated and documented when necessary and employees performing in this manner shall be subject to disciplinary action and/or termination unless such behavior improves to an acceptable standard.

6. No employee may absent himself/herself from duty without permission of his/her immediate supervisor. An employee who is absent from duty without permission shall receive no pay or benefits for the duration of the absence and shall be subject to dismissal or other appropriate disciplinary action.

7. Work schedules shall always reflect the basic provision that the needs of the Library and its service functions shall take precedence over individual employee desires. Therefore, when the exigencies of the Library service necessitate attendance by any employee in excess of the regular work schedule, the cooperation of that employee is expected. Considerable flexibility in scheduling attendance of all employees, especially exempt employees, is encouraged. This reinforces the fact that the salary paid is for services performed and not merely for attendance.

8. Part-time employees are scheduled according to the needs of the Library. The usual schedule for part-time employees is 11 to 20 hours per week.

9. Vacation time shall be arranged and approved prior to the actual time off.

**8.4 ATTENDANCE AT BOARD MEETINGS**

It is usually necessary for the Director to attend regular monthly meetings of the Board and is considered part of their assigned duties. Other staff members may be invited at the discretion of the Board and/or Director. No compensatory time will be allowed.

**8.5 TIME REPORTING**
In order to ensure that an employee receives due compensation, each member of the staff keeps a daily record of the time worked on an Employee Time Card. The Employee Time Card is the official work record and is the basis for compensation for all employees. Time cards shall be kept as a permanent record of the employees work history. It is extremely important that the time sheet accurately reflect attendance. Work time is defined as the time an employee is performing work for the Library with the knowledge and approval of the employee’s supervisor. The employee must indicate on the Employee Time Card if he/she was at a non-Library location but on Library related business.

The following regulations apply to all full-time and part-time employees.

1. There is a seven-minute discretionary time built in to allow flexibility. For example, if employees arrive seven minutes before or after scheduled work time, they will still be counted as arriving on time. If employees arrive at seven minutes after scheduled start time they will be penalized 15 minutes. The seven minutes also applies for meal hour but not for breaks.

2. Excessive time taken for breaks may be subject to deduction as time not worked or cause for disciplinary action.

3. Time cards should be turned into the Library Director. The office will make payment in accordance with time sheet records as submitted. Discrepancies in time cards may result in deductions which cannot be corrected until a supervisor certifies these discrepancies. Any deliberate misrepresentations on an Employee Time Card will result in disciplinary action.

4. Employees representing the Metropolis Public Library at times other than the normal work hours may be approved for compensation if approved by the Director.

**8.6 PAYMENT OF WAGES**

Employees are paid weekly on Friday. Paychecks are for hours worked during the seven days before the check is received. If paychecks are ready early employees may pick up their checks when they are ready. Employees shall be paid for the actual time worked during each pay period. Full-time employees absent on authorized sick, vacation or other paid leave shall be paid at the regular rate.

Paychecks are picked up by employees at the Library from the Director or other designated member of the Library Staff. In order to receive his/her check, employees must sign his/her time card for the period being paid. If employees are physically unable to come in to pick up their check, they must submit signed, written instructions designating the person who will pick up their check.

**8.7 PAYROLL DEDUCTIONS**

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The amount of salary withheld for federal and state taxes is determined from information submitted by the employee on the W-4 Form submitted to the City payroll office. If an employee has a change of name, address, telephone number, marital status, or change in number of dependents, he/she should notify the Director immediately.

The employee must complete a new W-4 form if there is a change in marital status, number of dependents, or any change in amount withheld for federal or state taxes, to insure the appropriate amount will be withheld from the pay check. Any change in name requires the employee to produce a new Social Security card and to notify the Director.

The following deductions are made from employee’s salary before the paycheck is prepared:

1. Federal Income Tax
2. FICA (Social Security). In accordance with the Social Security Act, the Library deducts the appropriate percentage on every dollar earned up to a maximum income designated by law. For every Social Security tax dollar that the government requires the District to deduct from employee’s pay, the District must also pay an equal amount.
3. Illinois State Income Tax. Illinois tax is withheld, whether or not the employee is an Illinois resident.
4. Employee’s portion of individual health insurance coverage unless waived.
5. Full time employees contribute to IMRF (Illinois Municipal Retirement Fund)

8.8 FEDERAL W-2

Information concerning W-2 forms is available from the Director. W-2 forms are available to employees by January 30th in the Director’s office or mailed from the City. Forms may be picked up by the employee. Any W-2 forms not picked up by January 30th will be mailed to the last known address of the employee.

8.9 DEFINITION OF OVERTIME

Work should be completed during regular working hours. If is necessary due to the press of work, or emergencies arise, equal time off will be given. Overtime is accumulated after 40 hours within a week (time period). A time card should be kept by each person, approved by the Director, and turned into the Director each week.

8.10 CLASSES OF EMPLOYEES

The Federal Fair Labor Standards Act provides definitions for classes of employees exempt from overtime compensation requirements. The basic rules states: “Bona fide executive
administrative and professional employees (including academic administrative personnel or teachers) and outside salespeople are exempt from the minimum wage and overtime requirements of the Act if they meet the tests set for each category.” (U.S. Dept. of Labor, Employment Standards Administration, Wage and Hour Division, publication WH 1363). A professional employee is further defined as follows: “The primary duty must be ....

(a) work requiring knowledge of an advanced type in a field of science or learning. Customarily obtained by a prolonged course of specialized instruction and 
(b) must do work that is predominately intellectual and varied, as distinguished from routine or mechanical duties, and 
(c) must not spend more than 20 percent of the time worked in the work week on activities not essentially a part of the necessarily incident to the professional duties, and 
(d) must be paid on a salary or fee basis at a rate not less than $170.00 per week....

The following job titles are to be considered exempt titles:

1. Director

Employees who are employed in exempt classes are not eligible to receive overtime pay for time worked beyond 40 hours per week. All other Library job titles are to be considered non-exempt. Employees employed in non-exempt classes are eligible to receive compensation for authorized overtime provided.

8.11 PROCEDURES FOR COMPENSARTORYTIME FOR EXEMPT EMPLOYEES

1. The Director is an executive level position. Management personnel may find that their responsibilities require activities and/or functions that occur at specific times which are outside of their control (i.e. equipment related activities and/or functions, personal emergencies, etc.). These situations may call for compensatory time. Since management personnel have the option of flexible scheduling, the number of situations requiring compensatory time should be few. In those cases, the Library shall approve compensatory time worked and taken with appropriate records maintained.

2. The Library Director will determine when an employee shall take compensatory time so that workflow and public service are not adversely affected. An employee may request when he/she would ideally like to take time in a memo to the Library Director. In scheduling compensatory time, Library service needs will take precedence over the needs of the employee.

3. The maximum number of compensatory hours shall not exceed 40. All compensatory time must be taken in the fiscal year accrued.

4. Compensatory time shall not be payable at termination of employment.
8.12 PAYMENT UPON TERMINATION OF EMPLOYMENT

The termination date for all employees shall be the last day worked. Terminal pay received by an employee shall not be construed to extend employment with the Library beyond the days of actual work.

Employees who leave the service of the Library for any reason shall receive all payment which may be due them as follows:

1. All employees shall be paid for hours worked in the final pay period on a pro-rate basis at the employee’s regular rate.

2. Regular full-time employees shall be paid for unused vacation leave (up to a maximum of 120 hours which has been accrued up to and including the termination date).

3. All employees shall have deducted from their terminal pay a reasonable amount, or the replacement cost, or any item which the employee has lost or damaged with willful or intentional disregard of the Library’s interest.

Chapter 9

JOB DESCRIPTION

9.1 Director

JOB SUMMARY: Be responsible for all aspects of the daily operation of the public library, which includes but is not limited to the following:

JOB DUTIES:

1) Having library open the hours as set forth by the Library Board or Trustees.

2) All aspects of circulation of library materials including notification of patrons of over-due materials

3) Selecting, ordering and processing of library materials.

4) Selecting and ordering of library supplies

5) Management of the Inter-library loan computer system

6) Completing all forms that are required by the Board of Trustees, the Illinois State Library and any agency with which the library does business. i.e.

   a) Annual Report
   b) Telecommunications Discount (E-rate)
   c) Governmental Census Report (IllNet & PerCapita)
7) Look for and apply for grants as they become available.

8) Keep the District technology plan up to date with ISL. This is a qualification for obtaining the Tele-communication discount commonly known as E-Rate.

9) Work with Computer technician to keep all library computers and networks up to current standards.
   a). Keep software updated.

10) Design and implement a place on the Web for the library
   a) Design web pages for the library
   b) Keep web pages updated as to what is going on in the Library.
   c) Keep domain name, up and current, do not let expire.

11) Be fully aware of activities going on within the library.

12) Work with the Library Board of Trustees to modify and update all library operating procedures, policies and employee handbook.

13) Do annual (new) and third year evaluations of all staff.

14) Recruit and manage an active library volunteer system.

15) Learn the current bookkeeping system and be responsible for the timely payment of all bills incurred the Library. Work with the CPA firm or City Accountant to insure proper bookkeeping practices.

16) Be able to operate fax machine, calculator, typewriter, computers and other equipment that might be acquired for the library.

17) Must be able to calculate charges for overdue materials. Fax machine use and any other items for which there is a charge for the service.

18) Must be able to manage the revenue taken in by the Library such as deposits and investments in CD’s or Treasury notes when applicable.

19) Must attend the monthly meeting of the Board of Trustees and make reports as necessary.

20) Must be willing to be away from home overnight for several consecutive nights at a time to attend meetings that are related to the job.

21) Must be willing to present programs to various organizations as requested.

22) Must be willing to keep certification up to date after initial certification is obtained by attending conferences and workshops which will be away from home, workshops that will be
within a one day drive, and/or take additional library science classes if enough conferences and workshops are not attending to keep certification current.

23) Attend Director’s meetings on a quarterly basis within the region.

24) Co-ordinate in library programming such as Summer Reading programs.

25) Work with teachers and local school librarians to provide the best possible education for students.

26) Assist any patron coming into the library with finding any materials or the answer to any questions they might have.

27) Be courteous at all time to the patrons of the library.

28) Be courteous and work well with all staff of the district library system and the state agency (ISL) and any other group having dealings of any kind with the public library.

29) Be at work on time. Be attentive to the rules regarding sick and annual leave. Employee must be sick in order to take sick leave.

30) Train part-time workers to keep the library open when the director is away at meetings, on sick or annual leave.

31) Insure that the library is kept neat, orderly and presentable at all times.

32) Give instructions to the janitor and keep a check on the work done by the janitor being sure that the time record is accurate.

33) Work closely with the Friends of the Library giving direction to the group for projects that would be useful to the library.

34) Be willing to work for the improvement of the library program at all times and project a positive attitude to anyone with whom employee comes in contact with regards to library program.

Failure to perform your job as described above may result in termination.

PHYSICAL DEMANDS

1. Medium work [lifting, pushing or pulling 50 lb. maximum].

2. Reaching, bending, kneeling, climbing and crouching to replace library materials, empty bins and boxes, stock copy machine.

3. Pushing loaded book trucks the length/breath of facility.
4. Handling and manipulating library materials for 4-8 hours shifts.

5. Movement through the facility for 4-8 hours shifts.

6. Visual acuity sufficient to identify materials on shelving up to 90” and to read primarily typed or printed text in a variety of type sizes.

7. Ability to climb and stand on stepstools

SKILLS, KNOWLEDGE, ABILITIES

The Metropolis Public Library shall possess the following attributes:

1. Knowledge of and commitment to excellent customer service. Ability to work effectively despite frequent interruptions.
2. Ability to maintain composure while handling customer complaints.
3. Good interpersonal and communication skills, in person, by phone, and on-line.
4. Skilled at working cooperatively and collaboratively with customers and staff to achieve results.
5. General knowledge of the library’s services and materials, including the Dewey Decimal system.
6. Ability to learn, implement, and communicate library policies and procedures.
7. Ability to understand and follow oral and written instructions.
8. Ability to master the library’s online catalog and automated circulation system.
9. Ability to see read and understand catalog records and to apply the information they contain.
10. Ability to type 30 wpm and to efficiently and accuracy use the computer to carry out daily responsibilities.
11. Ability to operate and perform routine maintenance on equipment including the telephone, fax, typewriter copier printer, and other office equipment.
12. Be able to stand, walk, and use hands to perform tasks the majority of the work day.
13. Be able to accurately make change and receipt income.
14. Be flexible, adaptable, and able to flourish in a changing environment.
15. Be dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

9.2

JOB DESCRIPTION

Library Assistant:

All employees of the Metropolis Public Library

JOB SUMMARY: Be available to substitute for the Director as needed and on short notice, and be responsible for all aspects of the daily operation of the public library, which include but are not limited to the following.

1. Have library open hours as set forth by the Library Board of Trustees.

2. While working, the staff is required to always stay busy, shelving books, or doing other library work. When time allows shelves need to be rid of clutter and straightened. When you are not needed at the front desk, use the time to do this.

3. All aspects of circulation on library materials including notification of patrons of overdue materials

4. Processing the library materials, books, magazines, newspapers, etc. (all staff needs to know the proper way to process all the aforementioned).

5. Be familiar with policies and procedures for use of the Internet Computer.

6. Be able to operate fax machine, calculator, typewriter, computers and other equipment that might be acquired for the library.

7. Shelve materials returned from circulation. Shelves range in height from floor level to 90 inches above floor level.

8. Must be able to climb on step stool if necessary.

9. Must be able to calculate charges for overdue materials; fax machine use and any other items for which there is a charge for the service. Staff members must be able to manage small amounts of cash by keeping separate cash bags for each of the following: fines, copy machine money, and fax machine money and any other items which might require separate accounting.

10. Must be willing to attend regional workshops when necessary.

11. Must help with the co-coordinating of library programming such as Summer Reading.
12. May be required to work with local teachers and school librarians to provide the best possible education for students.

13. Shall assist any patron coming into the library with finding any materials or the answer to any question they might have.

14. Must be courteous at all time to the patrons of the public library.

15. Must be courteous and work well with all staff of the county library system and the state agency and any other group having dealing of any kind with the public library.

16. Will be at work on time and fill out time sheets accordingly.

17. Will help with training other part-time employees or volunteers.

18. Will help keep the library neat, orderly and presentable at all times.

19. Will give instruction to the janitor (when necessary)

20. Be knowledgeable about all computer programs run within the library. Be able to assist the public with the use of the terminals.

21. Be willing to work for the improvement of the library program at all times and project appositive attitude to anyone with whom employee comes in contact with regards to the library program

22. When closing for the night, every effort should be made to ensure that all doors are locked, all computers closed down and electrical appliance turned off and alarm set.

Failure to perform your job as described above may result in termination.

SKILLS, KNOWLEDGE, ABILITIES

The successful staff member at the Metropolis Public Library shall possess the following attributes:

1. Knowledge of and commitment to excellent customer service.

2. Ability to work effectively despite frequent interruptions.

3. Ability to maintain composure while handling customer complaints.

4. Good interpersonal and communication skills, in person, by phone, and on-line.

5. Skilled at working cooperatively and collaboratively with customers and staff to achieve results.
Library Policies

6. General knowledge of the library’s services and materials, including the Dewey Decimal or Library of Congress system.

7. Ability to learn, implements, and communicate library policies and procedures.

8. Ability to understand and follow oral and written instructions.

9. Ability to master the library’s online catalog and automated circulation system.

10. Ability to see read and understand catalog records and to apply the information they contain.

11. Ability to type 30 wpm and to efficiently and accuracy use the computer to carry out daily responsibilities.

12. Ability to operate and perform routine maintenance on equipment including the telephone, fax, typewriter copier printer, and other office equipment.

13. Able to stand, walk, and use hands to perform tasks the majority of the work day.

14. Able to accurately make change and receipt income.

15. Flexible, adaptable, and able to flourish in a changing environment.

16. Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

PHYSICAL DEMANDS

1. Medium work [lifting, pushing or pulling 50 lb. maximum].

2. Reaching, bending, kneeling, climbing and crouching to replace library materials, empty bins and boxes, stock copy machine.

3. Pushing loaded book trucks the length/breath of facility.

4. Handling and manipulating library materials for 4-8 hours shifts.

5. Movement through the facility for 4-8 hours shifts.

6. Visual acuity sufficient to identify materials on shelving up to 90” and to read primarily typed or printed text in a variety of type sizes.

7. Ability to climb and stand on stepstools.

Failure to perform your job as described above may result in termination.
CHAPTER 10

10.1 CLOSING PROCEDURES-STAFF

1. Straighten and clear tables, reshel all materials if necessary.

2. Fifteen minutes before closing, alert patrons that the library will be closing. Public computers should be closed out and shut down at that time.

3. Five minutes before closing time lock all doors. Check to make sure book drop is unlocked.

4. Turn off register, place all keys in the safe and lock the safe.

5. Place all material needing repairs in the office on work desk; clearly mark on each item what needs to be repaired.

6. Check all computers, microfilm readers and other equipment to make sure all are turned off.

7. Check office to ensure all computers, television, typewriter and coffee maker are turned off.

8. Make sure all correspondence is stamped and ready to be mailed. This includes overdue notices (Drop out mail in mail box on the way home.)

9. Before leaving the building make sure library is empty of patrons. The basement door should be locked and door to upstairs closed. Double check all doors to ensure that they are latched and locked and that the security system is armed.

10. Turn the answering machine on anytime you are leaving the building.

11. Exit through the employee door insuring that it closes and locks behind you.

10.2 EMERGENCY PROCEDURE POLICY

In the event of an emergency (fire, severe thunderstorm, earthquake, boiler explosion, etc.) which endangers the health, safety, or welfare of employees or patrons or when any other incident, which in the opinion of the head librarian or her designee, is detrimental to the efficient functioning of the library (verbal or physical altercation or violent or serious objection) the following procedure shall be followed:

1. In case of a disaster, or disturbance, the proper authorities (police, fire, water), shall be notified by the head librarian or his/her designee. The head librarian or his/her designee shall inform the chairman, or in his/her absence, the vice-chairman, of the incident. If both are unavailable, three members shall be informed.
If a serious personnel problem develops or there is a serious (angry or threatening) objection to material or practice, the chairman or the vice-chairman, if the chairman is unavailable, shall be notified by the head librarian or her designee. In the event the problem cannot be solved, the chairman or the vice-chairman and two trustees shall call a special meeting of the Board of Trustees to resolve the problem.

2. If neither the chairman nor vice-chairman can be reached, any three members of the Board of Trustees may call a special meeting of the Board, which may take whatever action is needed.

3. The chairman and the vice-chairman or one of the three members of the Board, who call a special meeting, shall inform the Mayor’s office if the incident is of a serious nature. Also, the City Attorney shall be consulted if legal advice is desired.

4. The head librarian shall select a designee who shall be in charge when he/she is not on duty or cannot be reached by phone. The designee shall follow the procedure outlined in this policy. The Board shall have the authority to recompense him/her for any extra time he/she spends in handling emergency matters.

**EMERGENCY NUMBERS**

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<thead>
<tr>
<th>POLICE</th>
<th>524-2310</th>
<th>CITY HALL</th>
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<tr>
<td>FIRE</td>
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<td>MAYOR’S OFFICE</td>
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<tr>
<td>EDWARD BRIDGES</td>
<td>524-9098</td>
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