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### **3.0 Library Facility**

#### **3.1 Answering Machine**

The Library maintains an automated answering machine that is activated at all times. The machine allows users to leave a brief message for the staff.

#### **3.2 Book Drop**

For the convenience of the public, the Library provides several fire proof book drops that are open 24 hours 7 days per week. Staff pick up from the book drops occurs once a day, around 9:00 a.m.

#### **3.3 Bulletin Boards and Information Stands**

- The Library has free-standing and wall-mounted bulletin boards to display flyers of interest to the general public. Free-standing bulletin boards may not interfere with normal Library operations. Arrangements for flyers should be made with a Public Services Librarian. Space on bulletin boards is provided on a first come, first served basis.
- The largest size permissible for flyers is 8.5" X 11". Flyers may not be handwritten. Providers may leave 50 flyers for distribution and may restock them as needed. The Library does not duplicate copies when supplies are exhausted.
- Flyers are posted for 1 week. At the end of that period, Staff may remove and discard any remaining flyers unless separate arrangements have been made by the provider.
- Display of flyers does not imply Library sponsorship or endorsement.
- No flyers may be distributed that advocate positions on public policies or candidates.
- Flyers from commercial businesses or agencies are not accepted.

#### **3.4 Cafés**

Food and beverages are available for consumption by the public in the designated Café areas of the Library.

#### **3.5 Flag**

The U.S. flag is taken down at sunset unless means is provided to illuminate the flag pole. The flag will be lowered to half-staff in accordance with federal, state and local guidelines. When damaged, the flag will be disposed of in a dignified manner, preferably by burning. (As of this writing, the flag pole is not operational.)

#### **3.6 Computer Lab and Laptop Lounge**

Policies regulating computer issues are 7.0 Computer Policy and 8.0 Social Media Policy.

#### **3.7 Display Cases**

- Two locked display cases are available to provide exhibits of general interest to the public.

- Displays should be arranged with a Public Services Librarian. A signed statement releasing the Library from liability is required as a part of the reservations process. The Display & Exhibit Release form is available in Appendix 3.18.6 below. The Library Board does not assume responsibility for damage or loss to displays. A display does not imply Library sponsorship or endorsement. For information regarding displays, see a Public Services Librarian.
- Displays may not advocate positions on public policies or candidates.

### **3.8 Emergency Alarms**

- Fire extinguishers and audio and visual smoke alarms are provided as required by law.
- Maps showing evacuation routes are posted in each room.
- A weather radio is set for alerts at all times Library is open.
- The North Meeting Room on the lower level is designated as a tornado shelter.

### **3.9 Emergency Closing Procedures**

When time allows, the Director or designee shall place a call to the Board President requesting permission to close the building. So as to limit the inconvenience to the public, the following notifications should be made:

- Change answering machine
- Post notice on the doors
- Notify other agencies such as the Village, schools, RAILS and SWAN
- Notify staff not on site as well as presenters/attendees at scheduled programs.

In the case of an emergency evacuation directed by the Fire/Police Department, the Board President shall be notified as soon as possible from a remote location. If not on site during the emergency, the Library Director shall be notified as soon as possible.

### **3.10 Keys and Passwords**

Master keys, door keys and passwords shall be distributed at the discretion of the Library Director. SWAN passwords are made available to departments as needed. IT passwords are made available by the IT Coordinator to staff in other departments as necessary.

### **3.11 Knox Box**

Emergency access to the Library is available through the Knox Box by the Fire Department.

### **3.12 Meeting Rooms**

Refer to 6.0 Meeting Room Policy.

### **3.13 Parking Lot**

- The parking lot is owned and maintained by the Village of South Holland. The sidewalks approaching the Library doors are heated and are maintained by the Library.
- Recreational use of wheeled vehicles, equipment or wheeled footwear is strictly prohibited on Library property.
- Loitering on Library property is prohibited.

- Entrances and exits may not be blocked by individuals or by personal property.

### **3.14 Solicitation Policy**

In general, organizations are not allowed to solicit donations in the Library. Exceptions are made for modest receptacles for eye glasses or canned goods and for recycling. Library staff may participate in charitable solicitation at holidays or other times, upon acceptance of the arrangement by the Library Board. No money may be collected for other agencies by the Library.

### **3.15 Telephones**

Public use of staff telephones is prohibited except in the case of a Library declaration of an emergency or to arrange transportation from the Library.

Library users may use cell phones in either Café, hallways or outside the Library building. The Library staff should use their cell phones in the non-public areas of the building.

### **3.16 Washrooms for the Public**

There are 4 adult public washrooms and 2 washrooms for children. The washrooms are locked and require staff assistance to access the facilities.

### **3.17 Pets and Animals**

Pets or animals are prohibited in the Library except for Service or Emotional Support animals in the performance of their duty to assist disabled Library users. Animals are also included in some Library programming.

### **3.18 Appendices**

#### **3.18.1 Americans with Disabilities Act (excerpted from the Federal Register)**

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The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 (ADA) in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the **2010 ADA Standards for Accessible Design** "2010 Standards".

The Department has assembled an official online version of the **2010 ADA Standards for Accessible Design** (2010 Standards) to bring together the information in one easy-to-access location. It provides the scoping and technical requirements for new construction and alterations resulting from the adoption of revised 2010 Standards in the final rules for Title II (28 CFR part 35) and Title III (28 CFR part 36).

#### **3.18.2 Bloodborne Pathogen Policy (excerpted from the OSHA Regulations)**

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The Occupational Safety and Health Administration (OSHA) Regulations (Standards – 29 CFR) regarding Bloodborne pathogens – 1910.1030 require that an exposure control plan be developed by all agencies to limit contact with a variety of bodily fluids that may cause disease in humans. The plan requires that when an exposure event occurs, a licensed physician or other health care professional evaluates all exposed employees at the employer's expense.

Documentation must be kept including any testing and treatment provided to an employee for the duration of employment plus 30 years. Training must be provided to employees at the employer's expense during regular working hours. The Library's full plan is available in the Librarian in Charge Manual, Appendix – 12.10.3 – Bloodborne Pathogen Policy.

### 3.18.3 Environmental Statement (excerpted from *Serving Our Public*)

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The U.S. Green Building Council has developed a program that is aimed at both quantifying and promoting green design. The program is called LEED (Leadership in Energy & Environmental Design). The LEED system is based on sustainable goals including:

- the use of interior finishes and materials that are not toxic,
- the use of recycled materials
- conservation of land and water resources
- use of indigenous landscaping

In spite of additional costs in "green" technologies, libraries should at least request alternate bids to provide LEEDS certified designs and equipment and choose those alternative bids when the cost falls within the library budget for a project.

### 3.18.4 Firearms Resolution

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#### **SOUTH HOLLAND PUBLIC LIBRARY**

#### **RESOLUTION PROHIBITING FIREARMS ON LIBRARY PROPERTY**

WHEREAS, the Library Trustees have authority under applicable statutes to adopt rules and regulations for the administration and government of the Library; and

WHEREAS, the Library Trustees have authority under applicable statutes over the use of Library buildings and grounds; and

WHEREAS, from time to time the Illinois General Assembly considers legislation permitting persons to carry concealed firearms; and

WHEREAS, regardless of any action taken by the Illinois General Assembly on concealed firearms, the Trustees believe firearms should be prohibited on Library property.

NOW, THEREFORE, BE IT ORDAINED by the Library Trustees that firearms are not permitted on Library property at any time unless the owner of the firearm is a law enforcement officer.

### 3.18.5 Smoke Free Environment Policy (excerpted from Public Act 095-0017)

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Short title: Smoke Free Illinois Act

*Place of employment* means any area under the control of public or private employers that employees are required to enter, leave or pass through during the course of employment.

A *public place* includes, but is not limited to hospitals, restaurants, retail stores, offices, commercial establishments, elevators, indoor theatres, libraries, museums...

Smoking in public places and places of employment is prohibited. Smoking is prohibited within a within 15 feet of entrances, exits, windows that open and ventilation intakes so as to insure that tobacco smoke does not enter the facility.

*No Smoking* signs or the international *No Smoking symbol* shall be clearly and conspicuously posted at every entrance to the facility.

3.18.6 Display & Exhibit Release Form



**DISPLAY & EXHIBIT RELEASE FORM**

I do hereby release and forever discharge the South Holland Public Library and Directors at 16250 Wausau Avenue, South Holland, Illinois, from any and all claims, demands, and causes of action which I, my assigns, successors or heirs may now or hereafter have against the South Holland Public Library and Directors for damage to or loss of all or any part of my (items listed below) during such times as said items shall be used for exhibit purposes on the premises of the South Holland Public Library.

Name (print):

Street:

Town/City:

State/Zip:

Phone number:

Email:

DISPLAY ITEMS (Description):

DATES FOR DISPLAY :

SIGNATURE:

DATE:

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STAFF INITIALS:

DATE RECEIVED:

STAFF INITIALS:

DATE RETURNED:

### **3.19 Other Policies Relating to the Library Facility**

Meeting Room Policy (6.0)

Computer Use Policy (7.0)

Librarian in Charge Manual (12.0)

Disaster Manual (under construction)

Emergency Manual (under construction)