

COMMUNITY INFORMATION – DISTRIBUTION AND POSTING

As a community service, Elmhurst Public Library provides a locked bulletin board and a pamphlet rack for the display or distribution of information of interest to Elmhurst residents.

Persons wishing to display/distribute information must submit this material either in person or via email to the administrative office. Appropriate material will be placed on the bulletin board or in the display racks, space permitting. Any material appearing in the display racks without prior approval will be removed immediately.

All items on display are considered temporary, and Library staff will decide how long material remains on display. Library staff will not be responsible for loss or damage of material on display, and material will be discarded when removed. Due to limited space, large items **may be reduced** ~~(or large quantities) will not be accepted.~~ Preference will be given to organizations within Elmhurst.

Posting or distribution of any such material in the Library does not indicate Library endorsement of the ideas, viewpoints, issues, or events promoted by that material.

~~Any questions concerning placement of material on the bulletin board or display rack should be directed to Administration.~~

Bulletin Board/Pamphlet Rack Content Guidelines

The Library will display posters and flyers **promoting** ~~advertising~~ events and activities of local cultural, service non-profit, or government organizations. The Library also will distribute or display education or information materials which are of general interest to a substantial number of people in Elmhurst. Material that advocates or promotes a partisan or sectarian position on any issue may not be displayed or distributed at the Library. No personal notices or advertisements ~~by for-profit businesses~~ will be accepted for display or distribution.

Newspaper Display Guideline

A small number of non-partisan, non-sectarian newspapers which are of general interest to Elmhurst residents also may be distributed, free of charge, at the Library.

Posting or distribution of any such material in the Library does not indicate Library endorsement of the ideas, viewpoints, issues, or events promoted by that material.

INTERNET ACCESS POLICY

The Elmhurst Public Library offers access to the Internet to support the Library's mission of providing patrons with opportunities to connect, create, and explore in an online environment.

Use of the Internet

Internet access is filtered in accordance with the Children's Internet Protection Act. Patrons should be aware that filters are not 100% effective. Patrons automatically accept the online User Agreement when they access the Internet from one of the Library's computers. Violation of the User Agreement shall result in loss of Internet use privileges.

The Library has no control over content on the Internet. Parents or legal guardians must accept full responsibility for teaching their child appropriate Internet behavior and for supervising the child's use of the Internet so that inappropriate matter is not accessed. Patrons should exercise caution in e-mail and other direct communications and avoid disclosing personal information.

Patron Assistance and Instruction

Library staff provide assistance in the use of the Internet. This assistance will include strategies for searching the Internet and basic navigation techniques. Depending upon the amount of time available, some assistance may be provided for more specific aspects of Internet use, such as downloading, etc. The Library collection includes instructional materials for using the Internet, and formal instruction is available at scheduled times.

Use of Equipment and Networks

The Library reserves the right to limit the speed of bandwidth-intensive applications used by individual patrons to preserve sufficient bandwidth for search applications and Library operations. Elmhurst Public Library requires that Library patrons using the Internet via Library computers or their own equipment do so within the guidelines of acceptable use. The following activities are unacceptable:

- use of the Internet for any purpose which results in the harassment of other patrons
- destruction of, damage to or unauthorized alteration of the Library's computer equipment, software, or network security procedures
- use of the Internet in any way which violates a Federal or State law, including copyright laws. Patrons are subject to prosecution for violating copyright laws.
- use of electronic information networks accessed via the Internet in any way which violates licensing and payment agreements between Elmhurst Public Library and network/database providers
- unauthorized duplication of copyright protected software or violation of software license agreements
- violation of system security
- behavior that is disruptive to other users, including but not limited to display of material that is considered offensive to view in a public place

PUBLIC PARTICIPATION AT LIBRARY BOARD

MEETINGS AND PETITIONS TO THE BOARD

At each regular and special open meeting, members of the public and Library employees may comment to or ask questions of the Board, subject to reasonable constraints. As a general rule, the Board will not respond to public comments at the time they are made. If a response is required, the matter will be discussed at a future meeting.

Individuals appearing before the Board are expected to follow these guidelines:

- Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
- Identify oneself by full name and address, and be brief. Ordinarily comments shall be limited to 3 minutes, but in unusual circumstances, when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak more than 3 minutes.

The Board President may shorten or lengthen an individual's opportunity to speak. No more than 30 minutes will be allotted to each subject under discussion, except with unanimous consent of the Board.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled meeting.