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 mail 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 (or large quantities) will not be accepted. Preference will be given to organizations within Elmhurst.

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

Bulletin Board/Pamphlet Rack Content Guidelines

The Library will display posters and flyers 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.

Rev. 4/20/04; Reviewed 7/13/10; 05/21/2013; Reviewed 3/21/17

SAFETY OF CHILDREN IN THE LIBRARY

The Library endeavors to provide a suitable environment for children to use and enjoy its materials, programs and other resources. However, parents and caregivers should be aware that the Library is a public building open to all, and that staff is not able to monitor the safety or whereabouts of each child visiting the Library.

3.15.1 Parental Responsibility

Parents/legal guardians and caregivers are solely responsible for their children while they are in the Library. Children under the age of 7 must be attended by a parent or other responsible caregiver age 12 or older at all times while in the Library.

All children must be picked up by closing time.

The Library staff will attempt to contact parents of children whose safety is in doubt. If parents or caregivers are unavailable, the staff will contact the Elmhurst Police Department to provide custody.

3.15.2 Adults in the Kids' Library

To provide an appropriate and safe atmosphere for children, adults (17 and over) who are not accompanied by children are to use the Kids' Library only for the purposes of retrieving materials, speaking with Library staff or using a group study room if none are available on the second floor.

Adopted 12/92; Rev. 6/10; Reviewed 6/18/13; Revised 3/21/17

Electronic Device Policy

As part of the Elmhurst Public Library's mission to provide opportunities to connect, create, and explore, the Library has a collection of electronic devices (e-devices) available for patron use. The Library offers access to eReaders, tablets, laptops and other electronic devices, for use in the Library or for checkout, to supply the Elmhurst Public Library community with the technological knowledge necessary to stay informed and current.

- Library policies, including the Internet Access Policy, apply to the use of the e-devices. Policies are available online and may be printed out at the patron's request.
- A patron must have an Elmhurst Public Library card.
- As with all library materials, the patron assumes responsibility for the item and is liable for damage or loss of parts (See Circulation, 5.3 Lost/Damaged Materials).
- All devices are locked and registered to the Elmhurst Public Library.
- Additionally, patrons may not alter, delete or copy any software loaded on the devices or otherwise change its existing configuration.
- Content for e-devices follows the same collection development policies and procedures used when selecting library materials. The Elmhurst Library Collection Management Policy is available online and may be printed out at the patron's request.
- Responsibility for supervising children's use of the e-devices and their content rests with the parents or legal guardians.
- Content on e- devices may change. The Library reserves the right to add or delete any content it provides on these devices.
- Any use of the devices for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

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

LIBRARY PROGRAMMING

Vision

Library programming supports the vision that the Elmhurst Public Library is a place for discovery at the heart of the community. The Library provides the support, resources, and environment for Elmhurst patrons of all ages to cultivate and pursue a love of reading, access information, explore interests, engage with technology, connect with others, and create and innovate.

Criteria

Library staff develop programs for community members of all ages, for the enrichment of residents' lives. Factors considered are: relevance to community needs and diversity of interests, popular appeal, suitability for the intended audience, budget constraints, the availability of staff, building and virtual meeting spaces, and complementing EPL's spaces and technology. Staff welcomes program suggestions and proposals, yet recommendations from patrons and retains the right to determine which programs and events are scheduled. Presentation of a program topic does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

Though fees are generally not charged for Library programs, it may be necessary to charge fees for items such as materials, food, or transportation.

Program registration

The primary audience for Library-sponsored programs and events is Elmhurst Public Library (EPL) cardholders. Some programs require prior registrations or tickets with a valid EPL card that is in good standing. VIP programs require each participant to register with staff members using their own EPL card. Staff will admit standby patrons at the publicized start time if space is available. Adult non-EPL residents may attend non-VIP adult programs if there are openings one week prior to the program. Programs for kids are limited to Elmhurst cardholders.

The Library offers programs for persons of all ages. Staff may establish additional restrictions for specific programs based on age, grade or other relevant factors. This information is included in publicity about these programs.

Presenters

In planning programs, the Library will attempt to hire presenters who do not have a vested interest in selling their products or services to participants. The speaker may leave business cards for participants to pick up after the program should anyone be interested. Only under specific instances deemed appropriate by Library staff may merchandise be sold. An example of this would be an author visit with a book signing.

Adopted9/82 ;Rev. 3/88, 3/94, 6/00, 6/03, 12/04, 1/05, 6/06, 9/09 6/15/10;
Revised 9/17/13; 03/21/17

Co-sponsored programs

The Library may co-sponsor programs with other organizations or groups. These programs will be considered Library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants or audience members.

American with Disabilities Act

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. ADA accommodations by request for programs are available.