



GROUP STUDY ROOMS

The Elmhurst Public Library provides group study rooms in the Kids' Library and Adult Services Departments for individuals or small groups. Patrons must have an Elmhurst Public Library card to reserve a study room.

The Library will establish reasonable rules for the use of the rooms.

Library Makerspace

The Makery at Elmhurst Public Library is a do-it-yourself makerspace for hands-on experiential learning. The Makery is reserved specifically for the use of Makery equipment and services. Patrons may use other areas in the Library to read, relax, or do other work not related to DIY projects. The Library will establish reasonable rules for the use of the Makery.

Eligibility

Makery equipment may be reserved by Elmhurst Public Library cardholders. Elmhurst Public Library Makery patrons are defined as:

- Elmhurst residents
- Students who attend Elmhurst schools
- Teachers who teach at Elmhurst schools
- Work Perks cardholders
- Business cardholders
- Elmhurst University students.

Guests accompanying Elmhurst patrons may use the space for certain programs, clubs, and activities at the discretion of Library staff.

Adult supervision is required for anyone below the age of middle school.

Use of Machinery/Equipment

Patrons may check out and use equipment and materials during Makery hours. Staff supervision may be required.

The Library determines which materials are acceptable to use on a piece of equipment. Patrons are required to bring their own materials to use in the Makery. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the machinery. All materials are subject to approval by Library staff.

The Library is not responsible for failed projects. The Library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Patrons are responsible for completing their own projects.

The Makery is not a mass production facility and should not be expected to function as such.

Restrictions

Adopted 01/2017, Revised 08/21/18; Reviewed 1/18/22

Makery Equipment may not be used to create materials that are:

- prohibited by local, state, or federal law
- used as weapons
- unsafe, harmful, dangerous, or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment
- in violation of another's intellectual property rights

The Library reserves the right to cancel or disallow any use of equipment or materials that may be hazardous to the health or safety of staff or patrons, damage Makery equipment, or violate Elmhurst Public Library policies.

PAYMENT FOR GOODS AND SERVICES

All invoices for goods and services received by the Library must be reviewed and approved by designated staff to verify receipt and price. The associated vouchers for payment will be reviewed and approved by the Director or Assistant Director. In order for invoices to be paid promptly and necessary purchases to be made in a timely manner, the following procedures will apply:

Primary Check Run

Whenever possible, invoices will be paid through the primary check run, which is closed out the week before the monthly Board meeting. The list of checks in the primary check run is presented to the Board for approval prior to payment.

Secondary Check Run

Invoices that are due before the next regular primary check run may be included in a secondary check run scheduled to coincide with City of Elmhurst accounts payable processing. The list of checks in the secondary check run is presented to the Board for review at their monthly meeting.

Interim Checks

Invoices or prepayments which are due immediately may be paid by interim check authorized by the Director or Assistant Director and processed by the City of Elmhurst. The list of checks in the interim check run is presented to the Board for review at their monthly meeting. Due to the extra work required of City of Elmhurst staff, interim checks will be used only when absolutely necessary.

Credit Card

~~The Director, Assistant Director, Head of ADS, Head of Kids' Library, and Head of Technical Services~~ **Designated staff members** are authorized to make purchases for the Library with City of Elmhurst credit cards in cases where a vendor will not accept a purchase order or payment cannot be made by check in a timely manner. Documentation of all such purchases will be provided to the City of Elmhurst Finance Department and also retained in the Administrative Office. **The credit card statement** will be presented to the Library Board at their monthly meeting.

Petty Cash

The Library will maintain a petty cash fund of \$500 for small purchases. All payments will be approved by the Director or Assistant Director prior to disbursement. **All payments are recorded and the fund is replenished each month.**