

POLICY REVIEWS

I am proposing some minor changes to the Solicitation and Selling In the Library Policy. No change to the Hours of Service and Holidays Policy or the Contractor Liability Policy. We will discuss discontinuing the Transportation of Patrons Policy and Theft of Library Materials Policy.

SOLICITATION AND SELLING IN THE LIBRARY

The Library Board seeks to provide a pleasant atmosphere for library patrons using this facility. Therefore, the following regulations have been adopted.

1. No organization or individual shall be permitted to solicit monetary donations ~~within the~~ on Library property library or place in the library any receptacle to solicit monetary donations.
2. No organization or individual shall be permitted to sell tickets of any kind, or ask library personnel to sell tickets of any kind, ~~within~~ on Library property the library.
3. No organization, business or individual shall be permitted to distribute advertising material or solicit information directly from patrons ~~within the~~ library on Library property.
4. No organization or individual shall be permitted to circulate a petition or solicit signatures from patrons or staff within the library.
5. Exceptions:
 - A. Library staff and volunteers may conduct surveys related to library business in any part of the library.
 - B. Friends of the Elmhurst Public Library may solicit donations and memberships in their organization.
 - C. Limited selling activity by library staff members to other library staff members is allowed in the staff lounge of the library. Such activities must be conducted only during off-duty hours.
 - D. The library may offer used books to the public for a specified donation amount. The Library will not engage in regular retail sales of merchandise.
 - E. Organizations authorized by the City of Elmhurst may make presentations to city staff regarding donations or employee benefits.

HOURS OF SERVICE AND HOLIDAYS

The Library will operate on the following schedule and observe the holidays listed below:

9:00 a.m. - 9:00 p.m.	Monday-Friday (The Library will close at 5:00 p.m. on New Year's Eve.)
9:00 a.m. - 5:00 p.m.	Saturday
1:00 p.m. - 5:00 p.m.	Sunday (except for Easter Sunday, when the library will be closed)

The Library will be closed in observance of the following holidays.

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

When a holiday occurs on Sunday, the Library will be closed on both Sunday and the following Monday.

CONTRACTOR LIABILITY

The Elmhurst Public Library requires contractors involved in remodeling, renovation, maintenance or other services where there is a risk of personal injury, to carry workmen's compensation and liability insurance with \$1,000,000 coverage, and to furnish certificates to verify this coverage from their insurance firm.

TRANSPORTATION OF PATRONS

Staff members are prohibited from transporting library patrons in their personal vehicles.

If, in the course of fulfilling the Library's Strategic Plan, it is necessary to transport patrons away from the building for an event, buses must be rented from a reputable transportation firm with adequate insurance coverage.

Prior approval of the Director or Assistant Director is required.

THEFT OF LIBRARY MATERIALS

The Library reserves the right to inspect personal articles such as shopping bags, briefcases and purses if there is reasonable belief that an individual may be attempting to remove library resources without properly charging out these materials.

Bags will be searched only if the individual has refused to return to the Checkout Desk, and is attempting to leave the building.

If the individual refuses to permit a search, staff will attempt to obtain a name and/or a description and auto license number. The incident will be reported to the Director as soon as possible for further disposition, which may include suspension of the individual's borrowing privileges, exclusion from the library, or notification of the police.