## ELMHURST PUBLIC LIBRARY POLICY MANUAL

## TABLE OF CONTENTS

ORGANIZATION CHART	1.0
BOARD OF TRUSTEES	2.0
Bylaws	2.1
Electronic Communications among Library Trustees	2.1.2
Ethics Statement for Library Trustees	2.2
Public Participation at Board Meetings	2.3
PUBLIC USE OF THE LIBRARY	3.0
Library Bill of Rights	3.1
Mission, Vision and Values	3.2
Freedom to Read Statement	3.3
Freedom to View Statement	3.4
Community Information Distribution	3.5
Identity Protection	3.6
Complaints from the Public (Other than on materials)	3.7
Confidentiality of Records	3.8
Exhibits and Displays	3.9
Freedom of Information	3.10
Organization Chart	3.10.1
FOIA	3.10.2
Group Study Rooms	3.11
Hours of Service and Holidays	3.12
Internet Access	3.13
Meeting Rooms	3.14
Safety of Children in the Library	3.15
Library Programming	3.16
Public Conduct in the Library	3.17
Food and Drink	3.17.1
Solicitation and Selling in the Library	3.18
Social Media	3.19
Americans with Disabilities Act Policy	3.20
Accessibility Concern Form	3.20.1
Service Animals in the Library Policy	3.20.2
Public Relations Policy	3.21
Health and Safety Policy	3.22
Makerspace	3.30
LIBRARY OPERATIONS	4.0
Contractor Liability	4.1
Emergency Closings	4.2

## Elmhurst Public Library Policy Manual Table of Contents

Donations and Partnerships	4.3
Payment for Goods and Services	4.4
Purchasing	4.5
Volunteers and Community Service	4.9
CIRCULATION	5.0
Library Borrowing Policy	5.1
LIBRARY MATERIALS	6
Collection Management Policy	6.1
Library Materials Reconsideration Form – Print Materials	6.1.4.5
Library Materials Reconsideration Form – Audio Visual	6.1.4.6
Self-Published Materials Form	6.1.4.7
Sale or Disposition of Library Material	6.3
SERVICES	7
Service to Elmhurst Schools	7.3
Outreach Services	7.4
Reference	7.6