

CODE OF LIBRARY POLICY

Synopsis

Article I. General Statement of Objectives

Article II. Circulation of Library Materials

A. Registration of Patrons

Section 1. The registration requirement

- (a) The borrower's card
- (b) The patron's responsibility

Section 2. Residents and taxpayers

- (a) Length of registration period
- (b) Requirements for adult registration
 - (i) Identification
 - (ii) Proof of paid taxes for non-residents
 - (iii) Registration form information
 - (iv) Signature of registrant
- (c) Young Adult registration specifications
 - (i) Age of eligibility for Young Adult registration
 - (ii) Registration requirements
 - (iii) Requirement for parent's signature

(d) Juvenile registration requirements

(i) Age of eligibility for registration

(ii) Registration procedure and requirements

Section 3. Non-Residents of the City

(a) The fee requirement

(b) Family use of borrower's card

(c) Length of registration period

(d) Registration forms and requirements

(e) Exceptions to fee requirements

(i) Transients (Deposit requirement)

(ii) Students (Deposit requirement)

(iii) Children and Young Adults in school

(iv) Rolling Prairie Library reciprocal
use privilege

B. Loan Period

Section 1. Establishment of one day weekly for date due

Section 2. The normal loan period

Section 3. The abbreviated loan period

Section 4. The extended loan period

Section 5. Renewals prohibited

Section 6. Non-circulating material

C. Limitation on Number of Items Borrowed at One Time

D. Fines and Other Charges

Section 1. Authorization of fines for overdue material

Section 2. Establishment of fines schedule

(a) Provision of grace period

(b) Provision for a maximum fine per item

Section 3. Fines on lost materials

(a) Stoppage of fines

(b) Limitation on fines for found items

Section 4. Charges for lost or damaged material

(a) Lost Materials

(i) Basis of charge for

(ii) Surcharge for in-house reinforcement of paperback books

(b) Damaged Materials

(i) Assessment of damages

(ii) Charges for irreparably damaged material

(iii) Borrower's salvage rights

Section 5. Cancellation of fines and charges

(a) Minors who are institutionalized or
in foster homes

(b) Victims of floods or tornadoes

(c) Materials claimed returned

Section 6. Collection of Delinquent Accounts

(a) Court proceedings

(b) Collection agency

Decatur Public Library
Code of Library Policy (Preliminary Draft)
ARTICLE I

GENERAL STATEMENT OF OBJECTIVES

The Decatur Public Library serves as a primary resource in the community for informational, educational, and recreational materials in a variety of media, but with particular emphasis upon the provision of printed materials. It is the function of the Library to acquire, preserve and disseminate material to assist people to educate themselves continuously, to be broadly informed in all fields of knowledge, to become better and more effective members of the family and the social and political community, to develop their spiritual and creative capacities, to be more capable in their daily occupations, to make creative use of leisure time, to enjoy works of art and literature, and to contribute to the advancement of learning. To these ends the Library recognizes its responsibility to encourage the use of its collections by a variety of means including guidance of readers, public informational publications, outreach programs, intramural activities, cooperation with other agencies and organizations, and the like. The Library's resources, facilities, and services are available to community residents and other authorized

individuals without regard to race, creed, national origin, occupation, economic circumstance, or social or political beliefs. The Library affirms its belief in the principle, necessary to self government in a pluralistic society, of free and open expression and discussion and adopts as basic policy governing growth and use of its collections, services and facilities, the following Bill of Rights, based on the Library Bill of Rights adopted by the American Library Association:

DECATUR PUBLIC LIBRARY

BILL OF RIGHTS

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. The Library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by the Library in the maintenance of its responsibility to provide public information and enlightenment.

4. The Library should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of the Library should not be denied or abridged because of race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the Library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

ARTICLE II

CIRCULATION OF LIBRARY MATERIALS

A. Registration of Patrons

Section 1. In order to borrow materials for extra-mural use, patrons must first register with the Library.

- (a) Upon registration, a patron shall be provided with a unique borrower's card entitling him to loan privileges in the Library.
- (b) Each patron is responsible for all materials issued on his card.

Section 2. Registration of Residents and Tax payers of the City of Decatur.

- (a) Patrons shall be registered for a period of three years.
- (b) Adult patrons shall meet the following requirements at time of registration:
 - (i) Each patron shall provide identification of himself as proof of residence.
 - (ii) Non-resident tax payers shall provide proof of taxes paid to the City of Decatur for the current year.
 - (iii) Registrants shall accomplish a registration for providing information to facilitate growth of services and the circulation control function of the Library which information may include but not be limited to, name, address, name of spouse, references, and the like.

- (iv) Registration form shall be signed by the registrant agreeing to abide by the regulations of the Library. The signature requirement may be waived at the discretion of the City Librarian in the case of patrons with unusual handicaps or for other good cause.
- (c) Young Adult patron requirements are as follows:
 - (i) Patrons may apply for registration as young adult patrons at age 14 or upon reaching the ninth grade in school, whichever occurs first.
 - (ii) Young adult patrons observe the same registration requirements as adults, excepting that
 - (iii) Young Adults who have not yet reached 16 years of age shall have his registration form signed by a parent or guardian signifying his assent for his child to have use of the adult collections of the Library.
- (d) Juvenile patron requirements are as follows:
 - (i) Children may register as borrowers as soon as they are able to sign the registration form.
 - (ii) Registration requirements shall be similar to adult procedures except that identification is not required and the registration form shall require the signature of a parent or guardian agreeing to assume responsibility for materials borrowed on his child's or ward's borrower's card.

Section 3. Non-Residents of the City of Decatur

- (a) Adults who are non-resident in the City of Decatur and who do not pay taxes to the City of Decatur may register as Library patrons by paying a fee equivalent to the budget of the Library (exclusive of capital building allocations) divided by the number of householders in the City of Decatur as calculated by the City Librarian, at the time of the annual appropriation.
- (b) Non-resident borrower's cards issued after payment of said fee may be used by the family of the patron who registered.
- (c) Registration is valid for twelve months from date of registration.
- (d) Registration forms and requirements are similar to those for resident patron registrations.
- (e) Exceptions to fee requirements:
 - (i) Transients in the City resident in local inns, hotels, or similar establishments may be permitted to borrow materials by leaving on deposit a sum of money sufficient to indemnify any loss or damage to the material borrowed.
 - (ii) Non-resident students attending school or college in Decatur may be registered as a Library patron for the length of the school year or term of study upon payment of a suitable deposit to be established by the City Librarian from which fines and other charges which may accrue to the Library can be deducted.

(iii) Children and Young Adults attending elementary or secondary schools in Macon County may register as Library patrons free of charge, providing they do not otherwise qualify for borrowing privileges in virtue of their residence in a community served by a member library in the Rolling Prairie Library System. Registration forms and requirements and the length of the registration period is similar to those for resident registrations.

(iv) The Decatur Public Library shall participate in the reciprocal use program of the Rolling Prairie Library System by honoring for loan privileges the resident borrower's cards issued by other libraries affiliated with the Rolling Prairie Library. Non-resident cards issued by Rolling Prairie Library affiliates will not be honored.

B. Loan Period.

Section 1. All materials loaned by the Library, regardless of the day borrowed, are due for return on one day of the week.

Section 2. The normal loan period for circulations of library materials ranges from four weeks to four weeks and six days.

Section 3. Some classes of materials so designated by the City Librarian are loaned for an abbreviated period which ranges from two weeks to two weeks and six days.

Section 4. During the period May 15 through September 15, certain materials in low demand may, at the discretion of the City Librarian, be circulated for an extended period of up to six weeks and six days for vacation use.

Section 5. Items borrowed may not be circulated to the same patron for a second loan period without first being returned to the shelves and being made available to other patrons.

Section 6. Some material in the Library's collections is designated "Reference" or "non-circulating" and is for use in the Library only. Material which normally is available for circulation may be temporarily designated "non-circulating".

C. The City Librarian may, at his discretion, place a limit on the number of total items or the number of items in a given class of material which may circulate to a single patron at one time.

D. Fines and other charges.

Section 1. Fines are levied for material kept overdue.

Section 2. Fines for overdue materials are 10¢ for each item for each day an item is kept past the due date, except that

(a) Fines shall not be collected if material is returned within seven (7) days of the due date; otherwise fines will accrue from the due date; and

(b) The maximum fine to be levied for any individual item kept overdue is not to exceed \$4.50.

Section 3. Fines on lost materials

(a) When items on loan are declared lost by the borrower, fines will cease as of that date, unless the materials are later found and returned.

(b) The fine system should not result in a patron being penalized for returning library materials declared lost but which have been found; therefore, when lost materials are returned the fine accrued should not exceed the cost of the materials plus the fines already collected.

Section 4. Charges for lost or damaged materials.

- (a) Materials lost in circulation shall be paid for by the borrower.
 - (i) The charge levied for lost material may be either the replacement cost or the original cost of the material.
 - (ii) The cost of books bound in paper cases which have been reinforced by in-house binding shall include an additional charge, to be determined by the City Librarian, to cover the cost of reinforcement.
- (b) The cost of repair for materials damaged in circulation shall be borne by the borrower.
 - (i) The assessment of damages sustained shall be made by the Library.
 - (ii) Charges levied for irreparably damaged material may be either the replacement cost or the original cost of the item.
 - (iii) When circulated material is damaged beyond repair, the borrower has salvage rights in the material paid for, providing he claims such rights at time of payment if payment is made within thirty days.

Section 5. Cancellation of fines and charges

- (a) The City Librarian may, at his discretion, cancel fines and other delinquent charges for minors who are resident in Cantrell Hall, Webster Hall or other similar

institution or foster home, providing the delinquency occurred prior to the establishment of residence of said minor in such institution or foster home.

- (b) Fines and charges for materials lost or damaged as a result of floods or tonadoes shall be cancelled.
- (c) The City Librarian may, at his discretion, cancel fines and charges for materials declared delinquent by the Library but which are claimed by the borrower to have been returned, providing such claims are not made on more than three occasions and are not made for more than a total of six items.

Section 6. Collection of delinquent accounts

- (a) The City Librarian is authorized to institute civil court proceedings against patrons with delinquent accounts.
- (b) The City Librarian may contract with the Credit Bureau of Decatur for the collection of delinquent fees and other charges.

CODE OF LIBRARY POLICY

SYNOPSIS

Article III

Personnel

A. Intent and Purpose

B. The City Librarian

C. The Library Staff: Conditions of Employment

Section 1. Recruitment, appointment and tenure

Section 2. Duty hours

Section 3. Overtime

(a) Compensatory time

(b) Overtime pay

Section 4. Minus time

(a) Mode of compensation for minus time

(b) Limitation on amount

Section 5. Work breaks

Section 6. Parking

Section 7. Performance Evaluations

(a) Evaluation forms to be used

(b) Evaluations forwarded to Civil Service Commission

(c) Evaluations included in personnel files

Section 8. Grievance procedures

(a) Initiation of complaint

(b) Resolution sought through chain of authority

(c) Appeal to Personnel Committee of the Board

(d) Employees accused in a grievance to be present in hearings

Section 9. Disciplinary action

Section 10. Discipline and provisions of Civil Service rules

Section 11. Failure to report for work

D. Delegation of Authority

E. The Table of Organization

F. Wages, Salaries and other perquisites of Employment

Section 1. Wages and Salaries

(a) Schedule of pay grades

(b) Pay Periods

(i) Part-time and temporary staff

(ii) Full-time employees

(c) Assignment of pay grades to positions

- (d) Step-in-grade increments
- (e) Abbreviated range for pages and maintenance staff
- (f) Supervisors to be paid at higher rate than staff supervised
- (g) Pay rates to advance with promotion to higher grade
- (h) Compensation for part-time and temporary staff
- (i) Appointment at step other than lowest

Section 2. Other Benefits of full-time employment

- (a) Vacation with pay
 - (i) Professional librarians
 - (ii) Paraprofessional, clerical, and maintenance staff
 - (iii) Initial eligibility for vacation
 - (iv) Rate of accrual
 - (v) Expenditure of vacation credits for staff employed after November 1, 1973
 - (vi) Expenditure of vacation credits for staff employed prior to November 1, 1973
 - (vii) Scheduling of vacations
 - (viii) Minimum increments
 - (ix) End-to-end vacations

- (x) Effect of Holidays
 - (xi) Effect of leave of absence
 - (xii) Effect of sick leave
 - (xiii) Pay in lieu of vacation
- (b) Holidays observance
- (i) Holidays observed
 - (ii) Observance of holidays falling on Sunday
 - (iii) Time off in lieu of holiday
 - (iv) Eligibility for holiday pay
 - (v) Religious holidays not observed officially
- (c) Sick leave
- (i) Scope of use
 - (ii) Accrual rate and maximum accumulation
 - (iii) Effect of leave of absence
 - (iv) Documentation
 - (v) Notification of supervisor required
 - (vi) Anticipation of earned sick leave
 - (vii) Status of employee after exhaustion of sick leave
 - (viii) Pay for unused sick leave

- (d) Bereavement leave
- (e) Emergency leave
- (f) Leaves of absence without pay
 - (i) Leaves subject to Civil Service regulations
 - (ii) Conditions for granting leave
 - (iii) Limitations on leaves of absence
 - (iv) Maternity leave
 - (v) Cessation of fringe benefits
- (g) Medical and Hospitalization insurance
 - (i) Coverage
 - (ii) Continuation after expiration of sick leave
- (h) Life insurance
 - (i) Coverage
 - (ii) Continuation after expiration of sick leave
- (i) Service recognition pay

Article III

Personnel

- A. It is the intent of the Library to provide for the recruitment and retention of capable and highly motivated personnel, to provide for good morale of the Library staff, and to assure a fair and responsible relationship between the staff and the Board of Library Directors.
- B. The City Librarian as the chief administrative officer of the Library, is responsible for the executive direction of the Library in accordance with the By-Laws of the Library.
- C. Conditions of employment and discipline are as provided hereinunder.
- Section 1. Recruitment, appointment, and tenure of Library staff in the classified positions of the Civil Service are conducted in accordance with the regulations established by the Civil Service Commission of the City of Decatur.
- Section 2. The normal work week of the Library staff shall be forty hours accomplished during five days. The weekly and daily schedule of employees shall be at the convenience of the Library and shall be devised by department heads or other supervisors with the approval of the City Librarian.
- Section 3. If an employee is required to work in excess of forty hours in one week, he shall be compensated in accordance with the following provisions.
- (a) An employee with overtime may be compensated for such overtime by allowing him an equivalent amount of time off during another week to be scheduled at the convenience

of the Library and the employee. Compensatory time may not be carried past the end of the calendar year except with the permission of the City Librarian.

- (b) Full-time staff members compensated in a pay grade below pay grade 27 in the Library Classification and Pay Plan may, at the discretion of the City Librarian, be paid for authorized overtime at the straight time rate instead of receiving compensatory time off.

Section 4. If, by reason of the relationship between the scheduling of duty hours and the dates of a given pay period, or for other good reason, with approval of the City Librarian, an employee has not accomplished eighty hours of duty during the pay period, such employee may enter on his pay time record eighty hours, recording the difference between the hours worked and the hours to be paid as "minus time".

- (a) An employee recording minus time upon his pay time record must compensate the Library for such minus time by working an equivalent amount of time over and beyond the normal work week during the next following pay period or at the early convenience of the Library.

- (b) Such minus time may not exceed sixteen hours in a bi-weekly pay period.

Section 5. Each employee working four hours a day or more shall be provided with a fifteen minute rest period during each four hour work period.

Section 6. Employees who regularly drive personal automobiles to work shall be provided with parking at the Library's expense.

Section 7. Each employee in the classified service shall have his work performance evaluated from time to time as may be required by the Civil Service Commission of the City of Decatur or the City Librarian.

- (a) Such evaluation shall be accomplished on forms devised by the Civil Service Commission.
- (b) Such evaluations will be forwarded to the Civil Service Commission as required by rules of the Commission.
- (c) Such evaluations will become part of the personnel file of the employee.

Section 8. An employee with a grievance regarding conditions of employment or supervision shall proceed in accordance with the following provisions.

- (a) Grievances shall be communicated by the employee to his department head or other immediate supervisor.
- (b) If the grievance is not resolved, the employee may seek and shall receive a hearing of this grievance at successively higher levels of administrative authority up to and including the City Librarian.
- (c) If the grievance has not been satisfactorily resolved within the chain of administrative authority, an employee may seek and shall be granted a hearing before the Policies, Public Relations and Personnel Committee of the Board of Library Directors.
- (d) If a grievance alleges misconduct or bias on the part of another staff member, such staff member shall be present at all hearings of the grievance.

Section 9. Upon grounds connected with or reflecting upon the public service, the proper discharge of his duties, or for other good reasons affecting the efficient operation of the Library, an employee may be administratively disciplined by an oral reprimand, a written reprimand, or suspension.

Section 10. Suspensions in excess of five days, multiple suspensions within a six month period, or termination of an employee at the initiative of the Library shall be in accordance with regulations and procedures established by the Civil Service Commission of the City of Decatur.

Section 11. In the absence of extenuating circumstances, an employee who fails to report to work for two duty days and who fails to give notification to his supervisor of his inability to so report and to receive permission for the absence shall be considered to have resigned his position.

- D. The City Librarian shall effectuate his direction of the Library through the agency of supervisors, department heads, and other staff who shall be responsible to the City Librarian through the line of authority established by him.
- E. The City Librarian shall maintain in his office a Table of Organization that clarifies organizational relationships, responsibilities, and the line of authority.
- F. Wages, Salaries, and Perquisites of Employment

Section 1. Wages and salaries currently to be paid to the classified Civil Service staff of the Library shall be in accordance with the following provisions:

- (f) Notwithstanding the foregoing, supervisory staff shall be placed in grade at a step which provides an amount of pay one step higher than the current pay of the highest paid regularly assigned employee supervised.
- (g) When an employee, after being certified for appointment by the Civil Service Commission, is appointed to another classified position having a pay grade higher than the former position of this employee, said employee shall advance to the lowest step of the new pay grade, or to the step in the new pay grade with rate of pay next above the pay rate of such employee prior to appointment, whichever is higher.
- (h) Temporary, seasonal, or part-time employees as defined in the Civil Service Commission rules and regulations shall be compensated pro rata from Step A in the pay grade thereto appertaining.
- (i) Where it is found by him to be in the best interest of the Library and in the interest of better conduct of public business, the City Librarian may, upon initial appointment or otherwise, assign a particular employee to a step-in-grade higher than provided herein.

Section 2. Other Employee Benefits

- (a) An extended period of rest and relaxation being recognized as contributory to the health, morale, and efficiency of staff, a vacation with pay is authorized for all full-time employees in accordance with the provisions set forth herein.

- (i) Professional librarians shall receive four weeks of vacation each year.
- (ii) Paraprofessional, clerical, and maintenance staff shall receive two weeks vacation each year during their first nine years of employment, three weeks of vacation each year during the tenth through the sixteenth year of employment, and four weeks of vacation in the seventeenth and subsequent years of employment.
- (iii) Initial eligibility of staff for paid vacation shall be attendant upon completion of twelve months of employment.
- (iv) After the initial eligibility period, vacation time will accrue at the rate of 1/12 of the authorized annual vacation allotment per month.
- (v) For employees entering service after November 1, 1973, vacations must be taken during the twelve month period following accrual, unless permission to defer is granted by the City Librarian.
- (vi) For employees entering service prior to November 1, 1973, vacations must be taken prior to the end of the calendar year in which the vacation time accrual coincides with the authorized allotment. Expenditure of vacation time may anticipate actual accrual in which case the anticipated time will be debited against the employee pending the actual accrual of vacation time credits. Expenditure of vacation time may not be deferred past the end of the calendar year without permission of the City Librarian.

- (vii) In scheduling vacations as much consideration should be given to the wishes of employees as as is consistent with the good operation of the Library.
- (viii) Vacations may not be taken in increments of less than one week without permission of the City Librarian.
- (ix) Vacation taken in consecutive calendar or anniversary years, as the case may be, must be separated by at least one month unless permission is otherwise granted by the City Librarian, such permission to be predicated upon an assumption of potential gain to the Library.
- (x) Library holidays occurring during a vacation extend the employee's vacation by one day per holiday.
- (xi) No vacation time accrues during leaves of absence.
- (xii) If an employee on vacation should suffer an accident or sickness requiring hospitalization, the time in the hospital may be charged to and debited from sick leave upon proper documentation; and if, the hospitalization was less than a duration of one week, the vacation period may be extended by the City Librarian this additional amount if requested by telephone or telegram.
- (xiii) Staff will not be paid in lieu of vacation, except that terminating or retiring staff will be paid in lieu of accrued vacation time; and, in the event of the death of an employee, said

employee's estate will receive payment for accrued vacation time.

- (b) On holidays observed by the Library, full-time staff members will be given the day off with pay or another day off with pay in lieu of the holiday in accordance with the following provisions:
- (i) The following days are authorized as staff holidays: New Year's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Columbus Day, Christmas Day, Presidential Election Day.
 - (ii) When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday.
 - (iii) An employee who is scheduled off-duty or who is required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his department.
 - (iv) To be eligible for holiday pay, an employee must work his last scheduled duty day before the holiday and his first scheduled duty day after the holiday, or be on sick leave, bereavement leave, or vacation on the holiday.
 - (v) A staff member whose religion entails his observance of certain religious holidays not authorized as holidays observed by the Library may be given such holidays off as days without pay or, alternatively,

at the convenience of the Library, he may work an equivalent amount of time on another day to compensate for the holiday taken.

- (c) In order to mitigate the potential for economic loss as a result of sickness or accident and in order that an employee not feel impelled to work when ill to his own detriment and the detriment of his staff associates, sick leave for full-time staff members is authorized as provided hereinunder.
 - (i) Sick leave is to be used only in cases of bona fide illness or in disabling accidents.
 - (ii) Sick leave accrues at the rate of 8 hours per month to a maximum of 135 days.
 - (iii) No sick leave accrues during leaves of absence.
 - (iv) Proof of illness or disabling accident may be required by the City Librarian. In the event a physician's statement is required, such statement will become part of the employee's personnel record and may be used from time to time to determine whether an employee is able to continue the performance of his duties.
 - (v) An employee who becomes sick or is injured off-the-job shall cause notice to be given to his supervisor of his inability to report for work not later than the end of the first hour on the next day he is scheduled for duty.
 - (vi) Sick leave may not anticipate the accrual of sick leave credits.

- (vii) If an employee exhausts his sick leave credits and is still unable to perform his duties, he may apply for a leave of absence from duty for a period up to sixty days. The granting of such leave shall be contingent upon the availability to the Library of alternate means to accomplish satisfactorily said employee's duties during such leave of absence. In the absence of such leave or upon the expiration of leave so granted, if an employee is unable to resume his duties, and if he has not availed himself of the permanent disability provisions of the Illinois Municipal Employees Retirement System, he shall be considered to have resigned from the classified service.
- (viii) Upon retirement from the Library, an employee shall be paid \$2.00 for each day of his unused accumulated sick leave up to 135 days.
- (d) Leave with pay, dependant on funeral arrangements and travel requirements but not to exceed four days, may be granted a full-time employee in the classified service in the event of a death in the immediate family. Immediate family includes only: spluse, children, and spouse of children; parents of the employee or his spouse; brothers and sisters of the employee and of his spouse; grand children and grand parents of the employee; brother-in-law and sister-in-law of the employee; any relation of the employee or of his spouse domiciled with the employee.

- (e) If a serious emergency arises with respect to the spouse or children or a member of the immediate family in the household of an employee, this employee will be allowed to leave his duties while such emergency exists. If the emergency continues beyond the duty day on which it first occurred, arrangements shall be made by the employee to enable him to return to work on his next duty day.
- (f) Leaves of absence without pay may be granted in accordance with the following provisions.
 - (i) All leaves of absence of employees in the classified service shall be subject to the regulations and procedures established by the Civil Service Commission of the City of Decatur.
 - (ii) Leaves of absence may be granted by the City Librarian when such leave may be entailed by the circumstances of the employee or when such leave can be predicated upon the assumption of potential gain to the Library.
 - (iii) Leaves of absence from duty may not exceed sixty days. Leaves of absence from the classified service may not exceed twelve months.
 - (iv) Maternity leave may be allowed a pregnant full-time employee. A pregnant employee may be required to take maternity leave when such leave is considered to be in the best interests of the employee or the Library.

- (v) Fringe benefits shall not accrue to nor apply to employees on leave of absence except as provided in section 2(g) and 2(h) of this article dealing respectively with medical insurance and life insurance.
- (g) The Library shall participate in the City of Decatur's group medical and hospitalization insurance plan.
 - (i) The cost of coverage for each full-time staff member shall be assumed by the Library.
 - (ii) If an employee has exhausted his paid sick leave credits and has been granted a leave of absence from duty or from the classified service because of illness or injury his group insurance coverage shall remain in effect for up to six months of such leave. If, by reason of policy of the City of Decatur, the group coverage of such employee is required to be converted to individual coverage at a time prior to the time provided herein, the Library will assume the cost of coverage for the converted policy of this employee.
- (h) The Library shall participate in the City of Decatur group life insurance plan.
 - (i) The Library shall assume the cost of coverage for each full-time staff member.
 - (ii) If an employee has exhausted his paid sick leave credits and has been granted a leave of absence from duty or from the classified service because of illness or injury, his group life insurance policy shall remain in effect for up to six months of such leave; and if such illness or injury is

certified by the employee's physician to be of terminal nature and if said employee has retired under the disability provisions of the Illinois Municipal Employee's Retirement Fund, his group life insurance policy shall remain in effect for up to twelve months. In the event that the policy adopted by the City of Decatur requires that the group insurance coverage of such employee be converted to individual coverage at a time prior to the time provided herein, the Library will assume the cost of coverage for the converted policy of this employee.

- (i) Service recognition pay will be paid annually to each full-time employee, as of such employee's anniversary date of employment, in the amount of \$5.00 for each year of service completed from five years through twenty years of service.

Article III, Appendix 1
 Decatur Public Library
Classification and Pay Plan

<u>Library Job Title</u>	<u>Decatur Civil Service Job Title</u>	<u>Pay Grade</u>
1. <u>Professional</u>		
Supervisor, Technical Serv	Technical Library Processes Supvr	27
Supervisor, Adult Serv	Adult Services Librarian	27
Supervisor, Children's Serv	Children's Services Librarian	27
Supervisor, Extension Serv	Extension Services Librarian	27
Head, Home Reading Dept	Adult Librarian	22
Head, Reference Dept	Adult Librarian	22
Head, Young Adult and Audio-Visual Dept.	Audio-Visual Librarian	22
Head, Children's Dept	Children's Librarian	22
Head, Extension Dept	Extension Librarian	22
Head, Catalog Dept	Catalog Librarian	22
2. <u>Paraprofessional</u>		
Senior Library Assistant	Library Assistant II	20
Library Assistant	Library Assistant I	18
Staff Artist	Library Staff Artist	12
3. <u>Clerical</u>		
Head, Circulation Dept	Library Clerk III	13
Head, Order Dept	Technical Services Clerk III	13
Chief Catalog Clerk	Technical Services Clerk III	13
Secretary to Librarian	Clerk Stenographer Clerk II	13
Chief, Processing & Mendery	Technical Services Clerk II	11
Senior Circulation Clerk	Library Clerk II	11
Senior Catalog Clerk	Technical Services Clerk II	11
Bookmobile Driver-Clerk	Brookmobile Driver Clerk I	11
Administrative Clerk	Library Clerk II	11
Circulation Clerk	Library Clerk I	9
Technical Services Clerk	Technical Services Clerk I	9
Clerical Assistant, Adult Services	Technical Services Clerk I	9
Page	Library Page	3
4. <u>Maintenance</u>		
Maintenance Man	Library Maintenance Man	16
Senior Building Custodian	Senior Building Custodian	12
Building Custodian	Building Custodian	11

MAY 20 1976

* CITY OF DECATUR PAY PLAN ** EFFECTIVE AS OF MAY 1, 1976 *** 6.0 % *** GENER

PAYGRADE		HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
01	A	2.44	97.61	195.23	5,076.00
01	B	2.50	100.07	200.15	5,204.00
01	C	2.56	102.53	205.07	5,332.00
01	D	2.69	107.65	215.30	5,598.00
01	E	2.83	113.01	226.03	5,877.00
01	F	2.97	118.67	237.34	6,171.00
02	A	2.56	102.53	205.07	5,332.00
02	B	2.63	105.07	210.15	5,464.00
02	C	2.69	107.65	215.30	5,598.00
02	D	2.83	113.01	226.03	5,877.00
02	E	2.97	118.67	237.34	6,171.00
02	F	3.12	124.61	249.23	6,480.00
03	A	2.69	107.65	215.30	5,598.00
03	B	2.76	110.36	220.73	5,739.00
03	C	2.83	113.01	226.03	5,877.00
03	D	2.97	118.67	237.34	6,171.00
03	E	3.12	124.61	249.23	6,480.00
03	F	3.27	130.84	261.69	6,804.00
04	A	2.83	113.01	226.03	5,877.00
04	B	2.90	115.84	231.69	6,024.00
04	C	2.97	118.67	237.34	6,171.00
04	D	3.12	124.61	249.23	6,480.00
04	E	3.27	130.84	261.69	6,804.00
04	F	3.43	137.38	274.76	7,144.00
05	A	2.97	118.67	237.34	6,171.00
05	B	3.04	121.61	243.23	6,324.00
05	C	3.12	124.61	249.23	6,480.00
05	D	3.27	130.84	261.69	6,804.00
05	E	3.43	137.38	274.76	7,144.00
05	F	3.61	144.26	288.53	7,502.00
06	A	3.12	124.61	249.23	6,480.00
06	B	3.19	127.73	255.46	6,642.00
06	C	3.27	130.84	261.69	6,804.00
06	D	3.43	137.38	274.76	7,144.00
06	E	3.61	144.26	288.53	7,502.00
06	F	3.79	151.48	302.96	7,877.00
07	A	3.27	130.84	261.69	6,804.00
07	B	3.35	134.11	268.23	6,974.00
07	C	3.43	137.38	274.76	7,144.00
07	D	3.61	144.26	288.53	7,502.00
07	E	3.79	151.48	302.96	7,877.00
07	F	3.98	159.05	318.11	8,271.00
08	A	3.43	137.38	274.76	7,144.00
08	B	3.52	140.78	281.57	7,321.00
08	C	3.61	144.26	288.53	7,502.00
08	D	3.79	151.48	302.96	7,877.00
08	E	3.98	159.05	318.11	8,271.00
08	F	4.18	167.01	334.03	8,685.00

MAY 20 1976

CITY OF DECATUR PAY PLAN ** EFFECTIVE AS OF MAY 1, 1976 *** 6.0 % *** GENERAL

PAYGRADE		HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
09	A	3.61	144.26	288.53	7,502.00
09	B	3.70	147.84	295.69	7,688.00
09	C	3.79	151.48	302.96	7,877.00
09	D	3.98	159.05	318.11	8,271.00
09	E	4.18	167.01	334.03	8,685.00
09	F	4.38	175.36	350.73	9,119.00
10	A	3.79	151.48	302.96	7,877.00
10	B	3.88	155.25	310.50	8,073.00
10	C	3.98	159.05	318.11	8,271.00
10	D	4.18	167.01	334.03	8,685.00
10	E	4.38	175.36	350.73	9,119.00
10	F	4.60	184.13	368.26	9,575.00
11	A	3.98	159.05	318.11	8,271.00
11	B	4.08	163.01	326.03	8,477.00
11	C	4.18	167.01	334.03	8,685.00
11	D	4.38	175.36	350.73	9,119.00
11	E	4.60	184.13	368.26	9,575.00
11	F	4.83	193.36	386.73	10,055.00
12	A	4.18	167.01	334.03	8,685.00
12	B	4.28	171.19	342.38	8,902.00
12	C	4.38	175.36	350.73	9,119.00
12	D	4.60	184.13	368.26	9,575.00
12	E	4.83	193.36	386.73	10,055.00
12	F	5.08	203.03	406.07	10,558.00
13	A	4.38	175.36	350.73	9,119.00
13	B	4.49	179.73	359.46	9,346.00
13	C	4.60	184.13	368.26	9,575.00
13	D	4.83	193.36	386.73	10,055.00
13	E	5.08	203.03	406.07	10,558.00
13	F	5.33	213.17	426.34	11,085.00
14	A	4.60	184.13	368.26	9,575.00
14	B	4.72	188.76	377.53	9,816.00
14	C	4.83	193.36	386.73	10,055.00
14	D	5.08	203.03	406.07	10,558.00
14	E	5.33	213.17	426.34	11,085.00
14	F	5.60	223.82	447.65	11,639.00
15	A	4.83	193.36	386.73	10,055.00
15	B	4.95	198.17	396.34	10,305.00
15	C	5.08	203.03	406.07	10,558.00
15	D	5.33	213.17	426.34	11,085.00
15	E	5.60	223.82	447.65	11,639.00
15	F	5.88	235.01	470.03	12,221.00
16	A	5.08	203.03	406.07	10,558.00
16	B	5.20	208.07	416.15	10,820.00
16	C	5.33	213.17	426.34	11,085.00
16	D	5.60	223.82	447.65	11,639.00
16	E	5.88	235.01	470.03	12,221.00
16	F	6.17	246.78	493.57	12,833.00

MAY 20 1976

CITY OF DECATUR PAY PLAN

EFFECTIVE AS OF MAY 1, 1976 *** 6.0 % *** GENERAL

PAYGRADE		HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
17	A	5.33	213.17	426.34	11,085.00
17	B	5.46	218.48	436.96	11,361.00
17	C	5.60	223.82	447.65	11,639.00
17	D	5.88	235.01	470.03	12,221.00
17	E	6.17	246.78	493.57	12,833.00
17	F	6.48	259.13	518.26	13,475.00
18	A	5.60	223.82	447.65	11,639.00
18	B	5.74	229.44	458.88	11,931.00
18	C	5.88	235.01	470.03	12,221.00
18	D	6.17	246.78	493.57	12,833.00
18	E	6.48	259.13	518.26	13,475.00
18	F	6.80	272.05	544.11	14,147.00
19	A	5.88	235.01	470.03	12,221.00
19	B	6.02	240.90	481.80	12,527.00
19	C	6.17	246.78	493.57	12,833.00
19	D	6.48	259.13	518.26	13,475.00
19	E	6.80	272.05	544.11	14,147.00
19	F	7.14	285.67	571.34	14,855.00
20	A	6.17	246.78	493.57	12,833.00
20	B	6.32	252.96	505.92	13,154.00
20	C	6.48	259.13	518.26	13,475.00
20	D	6.80	272.05	544.11	14,147.00
20	E	7.14	285.67	571.34	14,855.00
20	F	7.50	299.96	599.92	15,598.00
21	A	6.48	259.13	518.26	13,475.00
21	B	6.64	265.59	531.19	13,811.00
21	C	6.80	272.05	544.11	14,147.00
21	D	7.14	285.67	571.34	14,855.00
21	E	7.50	299.96	599.92	15,598.00
21	F	7.87	314.96	629.92	16,378.00
22	A	6.80	272.05	544.11	14,147.00
22	B	6.97	278.86	557.73	14,501.00
22	C	7.14	285.67	571.34	14,855.00
22	D	7.50	299.96	599.92	15,598.00
22	E	7.87	314.96	629.92	16,378.00
22	F	8.27	330.69	661.38	17,196.00
23	A	7.14	285.67	571.34	14,855.00
23	B	7.32	292.82	585.65	15,227.00
23	C	7.50	299.96	599.92	15,598.00
23	D	7.87	314.96	629.92	16,378.00
23	E	8.27	330.69	661.38	17,196.00
23	F	8.68	347.23	694.46	18,056.00
24	A	7.50	299.96	599.92	15,598.00
24	B	7.69	307.46	614.92	15,988.00
24	C	7.87	314.96	629.92	16,378.00
24	D	8.27	330.69	661.38	17,196.00
24	E	8.68	347.23	694.46	18,056.00
24	F	9.12	364.61	729.23	18,960.00

MAY 20 1976

CITY OF DECATUR PAY PLAN ** EFFECTIVE AS OF MAY 1, 1976 *** 6.0 % *** GENERAL

PAYGRADE		HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
25	A	7.87	314.96	629.92	16,378.00
25	B	8.07	322.80	645.61	16,786.00
25	C	8.27	330.69	661.38	17,196.00
25	D	8.68	347.23	694.46	18,056.00
25	E	9.12	364.61	729.23	18,960.00
25	F	9.57	382.82	765.65	19,907.00
26	A	8.27	330.69	661.38	17,196.00
26	B	8.47	338.96	677.92	17,626.00
26	C	8.68	347.23	694.46	18,056.00
26	D	9.12	364.61	729.23	18,960.00
26	E	9.57	382.82	765.65	19,907.00
26	F	10.05	401.98	803.96	20,903.00
27	A	8.68	347.23	694.46	18,056.00
27	B	8.90	355.92	711.84	18,508.00
27	C	9.12	364.61	729.23	18,960.00
27	D	9.57	382.82	765.65	19,907.00
27	E	10.05	401.98	803.96	20,903.00
27	F	10.55	422.05	844.11	21,947.00
28	A	9.12	364.61	729.23	18,960.00
28	B	9.34	373.69	747.38	19,432.00
28	C	9.57	382.82	765.65	19,907.00
28	D	10.05	401.98	803.96	20,903.00
28	E	10.55	422.05	844.11	21,947.00
28	F	11.08	443.17	886.34	23,045.00
29	A	9.57	382.82	765.65	19,907.00
29	B	9.81	392.40	784.80	20,405.00
29	C	10.05	401.98	803.96	20,903.00
29	D	10.55	422.05	844.11	21,947.00
29	E	11.08	443.17	886.34	23,045.00
29	F	11.63	465.34	930.69	24,198.00
30	A	10.05	401.98	803.96	20,903.00
30	B	10.30	412.01	824.03	21,425.00
30	C	10.55	422.05	844.11	21,947.00
30	D	11.08	443.17	886.34	23,045.00
30	E	11.63	465.34	930.69	24,198.00
30	F	12.22	488.61	977.23	25,408.00
31	A	10.55	422.05	844.11	21,947.00
31	B	10.82	432.67	865.34	22,499.00
31	C	11.08	443.17	886.34	23,045.00
31	D	11.63	465.34	930.69	24,198.00
31	E	12.22	488.61	977.23	25,408.00
31	F	12.83	513.05	1,026.11	26,679.00
32	A	11.08	443.17	886.34	23,045.00
32	B	11.36	454.25	908.50	23,621.00
32	C	11.63	465.34	930.69	24,198.00
32	D	12.22	488.61	977.23	25,408.00
32	E	12.83	513.05	1,026.11	26,679.00
32	F	13.47	538.71	1,077.42	28,013.00

MAY 20 1976

CITY OF DECATUR PAY PLAN ** EFFECTIVE AS OF MAY 1, 1976 *** 6.0 % *** GENERAL

PAYGRADE		HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
33	A	11.63	465.34	930.69	24,198.00
33	B	11.92	476.96	953.92	24,802.00
33	C	12.22	488.61	977.23	25,408.00
33	D	12.83	513.05	1,026.11	26,679.00
33	E	13.47	538.71	1,077.42	28,013.00
33	F	14.14	565.63	1,131.26	29,413.00
34	A	12.22	488.61	977.23	25,408.00
34	B	12.52	500.82	1,001.65	26,043.00
34	C	12.83	513.05	1,026.11	26,679.00
34	D	13.47	538.71	1,077.42	28,013.00
34	E	14.14	565.63	1,131.26	29,413.00
34	F	14.85	593.94	1,187.88	30,885.00
35	A	12.83	513.05	1,026.11	26,679.00
35	B	13.15	525.86	1,051.73	27,345.00
35	C	13.47	538.71	1,077.42	28,013.00
35	D	14.14	565.63	1,131.26	29,413.00
35	E	14.85	593.94	1,187.88	30,885.00
35	F	15.59	623.65	1,247.30	32,430.00
36	A	13.47	538.71	1,077.42	28,013.00
36	B	13.80	552.17	1,104.34	28,713.00
36	C	14.14	565.63	1,131.26	29,413.00
36	D	14.85	593.94	1,187.88	30,885.00
36	E	15.59	623.65	1,247.30	32,430.00
36	F	16.37	654.80	1,309.61	34,050.00
37	A	14.14	565.63	1,131.26	29,413.00
37	B	14.49	579.78	1,159.57	30,149.00
37	C	14.85	593.94	1,187.88	30,885.00
37	D	15.59	623.65	1,247.30	32,430.00
37	E	16.37	654.80	1,309.61	34,050.00
37	F	17.19	687.57	1,375.15	35,754.00
38	A	14.85	593.94	1,187.88	30,885.00
38	B	15.22	608.76	1,217.53	31,656.00
38	C	15.59	623.65	1,247.30	32,430.00
38	D	16.37	654.80	1,309.61	34,050.00
38	E	17.19	687.57	1,375.15	35,754.00
38	F	18.05	721.94	1,443.88	37,541.00
39	A	15.59	623.65	1,247.30	32,430.00
39	B	15.98	639.25	1,278.50	33,241.00
39	C	16.37	654.80	1,309.61	34,050.00
39	D	17.19	687.57	1,375.15	35,754.00
39	E	18.05	721.94	1,443.88	37,541.00
39	F	18.95	758.03	1,516.07	39,418.00
40	A	16.37	654.80	1,309.61	34,050.00
40	B	16.78	671.19	1,342.38	34,902.00
40	C	17.19	687.57	1,375.15	35,754.00
40	D	18.05	721.94	1,443.88	37,541.00
40	E	18.95	758.03	1,516.07	39,418.00
40	F	19.90	795.94	1,591.88	41,389.00

MAY 20 1976

ARTICLE IV

Organization of Resources
and Extension of Services

- A. General organization of materials by function and age level
 - Section 1. Use of Dewey Decimal Classification
 - Section 2. Treatment of ephemeral and inexpensive materials
 - Section 3. Organization of non-print materials

- B. Provisions for and limitations on staff services
 - Section 1. Ready reference
 - Section 2. Guidance in use of resources
 - Section 3. Bibliographical assistance for home use
 - Section 4. Telephone service
 - (a) Regulated by City Librarian
 - (i) For optimum use
 - (ii) To prevent misinterpretation
 - (iii) To insure against invasion of privacy
 - (b) Restriction on amount and establishment of priority
 - Section 5. Special Services
 - (a) Interlibrary loan
 - (i) Through inter library loan network
 - (ii) Through direct interlibrary loan from another library
 - (b) Photocopy facilities
 - (c) Reserve requests
 - (d) Hard copy of microforms
 - (e) Public typewriters
 - (f) Authorization of fee for special services

C. Provision for public programming

Section 1. Representative types of programming

Section 2. Extra mural presentation of programs

Section 3. Co-sponsorship of programs with other community groups

D. Meeting Rooms in the Library & purpose and scope

Section 1. Prohibition of fee for programs

Section 2. Availability and use by community groups for private purposes

(a) Provision for regulations

(i) Political and religious restrictions

(ii) Conflicts with Library programming

(iii) Individually scheduled

(iv) Time limits for scheduling

(v) House of availability

(vi) Prohibition of food or drink

(vii) Availability of equipment

(b) Fee schedule

(i) Day time use

(ii) Auditorium

(iii) Board Room

(iv) Penalty for violation of regulations

E. Relationships with patrons: intent and purposes

Section 1. Equitability in services

Section 2. Public information service to patrons and community

Section 3. Bulletin boards and exhibits: scope and purpose

(a) Length of time material is posted

(b) Restrictions on length of time loaned exhibit material is kept

Section 4. Confidentiality of internal records

- (a) Cooperation with official agencies and others with legitimate need

Section 5. Prohibited acts and penalties for such. Specifications and inclusions.

- (a) Solicitation or proselytization
- (b) Loitering
- (c) Excessive noisiness
- (d) Abuse or theft of Library materials, equipment or facilities.

F. Relationships with organizations and institutions: intent and scope

Section 1. Equitability in treatment

Section 2. Library resources and services designed as supplementary to those of other institutions

Section 3. Special relationship with the Friends of the Library

Section 4. Affiliation with Rolling Prairie Libraries

- (a) Administrative agreements authorized within limits
 - (i) Agreements are to be consistent with policy
 - (ii) Agreements not to result in financial obligation of the Library
- (b) Authorization for cooperative acquisitions and acceptance of material on indefinite loan.
- (b) Authorization for reciprocal borrowing within the Rolling Prairie Libraries system

G. Provision for extension of Library resources and materials beyond the central library.

H. Provision for organization, scope and function of Technical Services

I. Circulation Department: scope and function

J. Authorization of the City Librarian to establish organizational relationships within the Library

K. Hours of Service

Section 1. Central Library

(a) Exceptions for Children's Department and Local History Room

(b) Authorization for closing on holidays

Section 2. Extension Services Division

Section 3. Authorization for closing in event of an emergency

Article IV
Organization of Resources
and Extension of Services

A. The Library's materials consist of both printed and non-printed materials and shall be organized into specialized collections reflecting the function of the collections and the needs of broadly defined age groups.

Section 1. Printed materials, when practical, are organized by the Dewey Decimal classification system.

Section 2. Inexpensive and ephemeral materials, when practical, will be assigned subject descriptors and filed alphabetically in vertical files.

Section 3. Organization of audio-visual and other non-printed material will be determined by the City Librarian.

B. Staff services appropriate to the specific requirements of users of these specialized collections shall be developed and provided within the practical limits of staff strength.

Section 1. Factual answers to simple questions which are available in ready reference sources shall be provided.

Section 2. Guidance to the Library's resources, catalogs and indexes is provided to patrons seeking extensive information or the answers to complex questions.

Section 3. Bibliographic guidance is provided to patrons seeking suitable materials for home use in furtherance of their educational, civic, occupational, spiritual, avocational, or recreational objectives.

Section 4. Telephone service to patrons is provided when such service is practicable, but

B. Section 4 (Contd)

- (a) The City Librarian may regulate the kinds of information and the conditions under which such service is provided in order to
 - (i) provide optimum use of telephone facilities;
 - (ii) insure that complex types of information subject to misunderstanding are not conveyed orally;
 - (iii) insure that information supplied by library staff does not result in the invasion of privacy of individuals.
- (b) The City Librarian may limit the amount of service supplied in order to provide that telephone service does not adversely affect the needs of patrons seeking service in the library. To provide such priority of service Library Staff may when necessary offer to return calls to telephone patrons.

Section 5. Special Services

- (a) The Library will seek to provide materials not in its collections by requesting the loan of such materials from other libraries.
 - (i) Routinely such material will be requested through the Illinois Information Network (Illinet).
 - (ii) Materials not available through Illinet will, in cases of serious need, be requested directly from a library holding such material, in accordance with the ethical guidelines promulgated by the American Library Association.
- (b) Photocopy facilities are provided where feasible for patrons requiring reproduction of Library material.

B. Section 5 (Contd)

- (c) Pre-emptive reserving of materials currently in circulation is provided for Library patrons.
- (d) The Library seeks to provide hard copy of material held in microfilm format.
- (e) Public typewriters are provided where feasible.
- (f) The City Librarian is authorized to institute a reasonable fee for any special service in order to defray postage and expense of handling.

C. Public programming appropriate to the specific needs and interests of the users of the various collections of the library shall be developed by staff.

Section 1. Typical of such programs are lectures, book reviews, story hours, film programs, and the like.

Section 2. Such programs are also presented extramurally in the community to civic, cultural, religious, and educational groups, organizations and clubs.

Section 3. Library staff will cooperate with other appropriate groups in co-sponsoring public programs of a civic, cultural, or educational character in the Library and elsewhere in the community.

D. Meeting Rooms in the Library are maintained for the purpose of providing facilities for the public programming services of the Library and for public programs co-sponsored by the Library, and as otherwise provided hereinunder.

Section 1. No fee may be levied against attendants of programs in the Library.

Section 2. Effective September 1, 1976, meeting rooms are available, upon payment of a fee, to civic, cultural, and educational groups, organizations, and institutions for membership meetings or to

D. Section 2 (Contd)

conduct other public or private business of such organizations.

(a) The regulations for such use are as follows:

- (i) Such meetings, if political in nature, shall be non partisan and if religious in nature, shall be non sectarian.
- (ii) Such meetings shall not conflict with public programming of the Library.
- (iii) Such meetings shall be individually scheduled.
- (iv) Requests for the use of meeting rooms must be submitted not less than three weeks nor more than six weeks prior to time of proposed use.
- (v) Facilities are available only during regular hours of service.
- (vi) Service of food or drink is prohibited.
- (vii) Library equipment available to users consists of chairs, tables, lectern, chalkboard, and orientation screen.

(b) Fees for use of meeting room facilities are as follows:

- (i) Day time use: \$5 prepaid for each two hour period or fraction thereof between the hours 9:00 a.m. through 5:00 p.m. Normally each period will begin on the hour for each two-hour period following 9:00 a.m.
- (ii) Auditorium: \$10 prepaid for each two-hour period or fraction thereof between the hours 5:00 p.m. through 9:00 p.m. Normally each period will begin on the hour for each two-hour period beginning at 5:00 p.m.

D. Section 2 (b) (Contd)

(iii) Board Room: \$5 prepaid for each two hour period or fraction thereof between the hours 5:00 p.m. through 9:00 p.m. Normally each period will begin on the hour for each two-hour period beginning at 5:00 p.m.

(iv) Violations of regulations and policies governing the use of meeting rooms or abuse of facilities may result in abrogation of an organization's privilege of renting such facilities.

E. The Library's relationship with patrons is administered with the goal of providing equitability in access to the Library's resources and in the distribution of staff services, of stimulating and facilitating the public's use of the Library, and of providing for the confidentiality of patron's use of Library materials.

Section 1. No service will be provided to one patron that is not provided to all patrons.

Section 2. A public information service is maintained in Library facilities and through extramural media to alert patrons and other members of the public to the resources, services and programs of the Library.

Section 3. In Library facilities where it is feasible, bulletin boards will be maintained and exhibits may be developed to alert patrons to community activities and programs sponsored by civic, cultural and educational institutions and organizations.

(a) Bulletin board material may be posted for a reasonable length of time.

(b) Exhibit material loaned to the Library may not be kept more than ninety days.

E. (Contd)

Section 4. Internal records of the Library are confidential and are not available for public access.

- (a) The Library, however, will cooperate fully with official agencies and others with a legitimate need for access to internal library records upon presentation of a subpoena or court order granting such access.

Section 5. The following specific acts or other acts not consistent with the purposes of the Library or resulting in the disturbance of Library patrons are prohibited and may result in exclusion from the Library or legal action against offenders.

- (a) Solicitation or proselytization on Library premises.
- (b) Loitering
- (c) Excessive noisiness
- (d) Mutilation, defacement, destruction, or theft of library materials, equipment, or facilities.

F. The Library's relationship with community organizations and institutions is administered with the goal of maximization of the Library's involvement in the community, of keeping informed of special needs of the public as evidenced by the concerns of various and diverse institutions, agencies, clubs, and other organizations, and of providing information regarding library resources to such organizations.

Section 1. The Library's relationship with any institution or organization is governed by the principle of equity with respect to all organizations.

Section 2. The Library's resources and services are intended to supplement rather than replace the resources and services of other institutions.

F. (Contd)

Section 3. The Library recognizes a special relationship with the Friends of the Decatur Public Library. Use of Library facilities and resources by the Friends of the Library will be regarded as being used by the Library itself.

Section 4. The Decatur Public Library affiliates itself with the Rolling Prairie Libraries, a cooperative library system serving central Illinois.

- (a) The City Librarian is authorized to enter into administrative agreements facilitating the exchange of information, resources, and services, providing
 - (i) Such agreements shall not be inconsistent with the stated policy of Decatur Public Library, and,
 - (ii) Such agreement shall not result in incurring a direct financial obligation on the part of the Decatur Public Library.
- (b) The Decatur Public Library shall participate in the selection of materials for the Rolling Prairie Libraries to be housed in the Decatur Public Library and will accept such materials on permanent or indefinite loan as provided in the Article in this Code governing book selection.
- (c) The Decatur Public Library will honor borrower's card issued by the Rolling Prairie Libraries or its affiliates as provided in the Article in this Code governing circulation of library materials.

- G. The Extension Services Division extends the Library's resources and services into the various neighborhoods of the City by means of mobile library service, deposit stations, and the like.
- H. The Technical Services Division operates as a service to the Library Staff and the public it serves by ordering, receiving, cataloging, classifying, subject assignment, processing and maintenance of library materials; and by maintenance of records relating to these functions and to the control of materials inventory and to the access to the Library's collections. Resources in Technical Services normally will not be available for public use but materials and staff service when possible will be provided as technical assistance to other libraries.
- I. The Circulation Department provides for the registration of patrons and circulation of library materials in accordance with policies established in this code, and with the administrative directives of the City Librarian.
- J. The City Librarian is authorized to organize the relationship among the various divisions or departments, and to establish within the foregoing divisions or under his direct supervision such departments and organizational units as he deems necessary for the effective management of the Library and the provision of good service.
- K. Hours of service are as follows:
- Section 1. The Central Library will normally be open to public service Monday through Friday, from 9:00 a.m. until 9:00 p.m., and Saturday, from 9:00 a.m. to 5:30 p.m. except that
- (a) Shorter hours of public service may be set by the City Librarian for the Children's Dept. and the Local History Room, and
 - (b) The Library will be closed on authorized staff holidays at the discretion of the City Librarian.

K. (Contd)

Section 2. The public service hours of the agencies in the Extension Services Division are set by the City Librarian to provide the most hours of service consistent with good operational practice.

Section 3. The City Librarian is authorized in the event of an emergency or extreme inclement weather to close the Library.

ARTICLE V

Materials Selection
and Collection Development

A. Collection organization and objectives

Section 1. Provision for a number of collections to serve
multifarious needs.

Section 2. Goals of collection development

B. Responsibility for selection

C. Selection criteria by clientele served

Section 1. Adult collections: scope and criteria

- (a) Community or individual interest
- (b) Subject coverage
- (c) Quality of content, expression, and manufacture
- (d) Accuracy and responsibility of opinion
- (e) Role of non-print material
- (f) Belletristic material

Section 2. Young Adult Collections: definition, scope, and criteria

- (a) Appeal to interests and provision for reading levels
- (b) Limitation of scope
- (c) Relationship to other adult collections.

Section 3. Children's Collections: scope and criteria

- (a) Appeal to majority needs and provision for needs
of the exceptional child
- (b) Provision for developmental needs and varying reading
abilities
- (c) Quality of expression, content, and manufacture
- (d) Belletristic materials
- (e) Suitability of content and vocabulary

Section 4. Patrons and limitations

- (a) Provision for the functionally illiterate
- (b) Provision for the visually handicapped

D. Selection criteria by format

Section 1. Importance of format and aspects of consideration

- (a) Suitability
- (b) Appropriateness and effectiveness
- (c) Demand
- (d) Relationship of material to other material

Section 2. Books

- (a) Casebound books
- (b) Spiral-bound and loose-leaf assembly
- (c) Paperback books
- (d) Textbooks and other instructional materials
- (e) Synopses and outlines

Section 3. Newspapers: scope and retention

- (a) Acquisition of foreign newspapers
- (b) Retention of local newspapers and the New York Times

Section 4. Periodicals: selection and retention

- (a) Interest in subject coverage
- (b) Quality of editorial work
- (c) Inclusion in indexes

Section 5. Pamphlets

- (a) Applicability of general selection criteria
- (b) Avoidance of certain materials
- (c) Sales catalogs

Section 6. Maps

Section 7. Government Documents

Section 8. Rare books or manuscripts

Section 9. Films

(a) 8mm films

(b) 16mm films

Section 10. Filmstrips

Section 11. Phonodiscs and tape recordings

(a) Musical recordings: standards and scope

(i) Areas of principal acquisition

(ii) Areas of limited acquisition

(iii) Areas of exclusion

(b) Spoken language recordings: standards and scope

(c) Instructional recordings: standards and scope

(d) Areas of limited subject representation

(e) Reel-to-reel tape recordings

Section 12. Fine arts reproductions

Section 13. Mounted pictures and posters

Section 14. Materials in microform

(a) Microfilm editions of newspapers

(b) Microfilm editions of periodicals

(c) Microfiche

E. Selection criteria by subject of material

Section 1. General considerations

Section 2. Fiction: scope and selection procedures and standards

(a) Overall standards of style, characterization, etc.

(b) Genre and other recreational fiction

(c) Inclusion of vulgar or sexually frank episodes

(d) Exclusions

Section 3. Non-fiction materials: general considerations

- (a) General selection criteria and procedures
- (b) Technical books: alternate standards and selection procedure
 - (i) Editorial strength of publisher
 - (ii) Authority of writer
 - (iii) Currency of publication
- (c) Popular non-fiction: alternate procedure and standards
 - (i) Authority of writer
 - (ii) Comprehensiveness and depth of treatment
 - (iii) Organization and lucidity
 - (iv) Accuracy
 - (v) Style
 - (vi) Demand
- (d) Waiver of review requirement for selected items

Section 4. Special subject considerations and criteria

- (a) Politics, current events, and public affairs:
general considerations and variations from general
selection criteria
 - (i) Alternate standard for documentation and factual
argument
 - (ii) Variety in points of view
 - (iii) Importance of writer for materials in demand
 - (iv) Exclusions
- (b) Occult sciences, recently established disciplines, and
revolutionary hypotheses in traditional disciplines
 - (i) Criteria of historical and descriptive surveys
 - (ii) Criteria for arguments regarding the validity
of the discipline or theory
 - (iii) Practical manuals
 - (iv) Latitude in selection of original hypotheses

- (c) Religious and ecclesiastical material:
 - The Library's position and other considerations
 - (i) Proselytizing materials
 - (ii) Attacks on religion or religious groups
 - (iii) Presentations of beliefs, practices, and points-of-view of religious groups, denominations and sects
- (d) Treatments of Sex
 - (i) Factual material
 - (ii) Fictional or imaginative treatments
- (e) Diet, nutrition, and health
- (f) Local history

Section 5. Areas of limited acquisition

- (a) Professional or technical material in the field of medicine, health, pharmacology, etc.
- (b) Legal publications
- (c) Foreign language materials
 - (i) Language limitations
 - (ii) Subject limitations
 - (iii) Bi-lingual editions
- (d) Treatment of sex in juvenile materials
- (e) Genealogy
- (f) Combative techniques

F. Tentativeness of all acquisitions

Section 1. Re-evaluation by staff

Section 2. Challenges by patrons: procedures to be observed

- (a) Referral of patron to professional staff member:
 - explanation of policy and reasons therefor

- (b) Form and requirements for submission of formal complaint
- (c) Staff re-evaluation of challenged material and recommendation for action
- (d) Notification of decision sent to patron with advice of option for further action

Section 3. Objections to materials selection policy by patrons: procedure for submission.

Section 4. Provision of copy of this Article to complainants

G. Gifts

H. Duplication, replacement, retirement, and care and repair of materials

Section 1. Duplication and timely availability of materials

Section 2. Outdated materials: retirement and replacement

Section 3. Withdrawal of ephemeral or other material

Section 4. Withdrawal of worn or dilapidated materials

Section 5. Repair of worn or damaged materials

I. Relevance of materials held in other institutions in collection development

J. Materials held on indefinite loan from the Rolling Prairie Libraries

Article V

Materials Selection
and Collection Development

A. Collection organization and objectives

Section 1. The Library, as provided in Article IV of this Code, is organized into a number of inter-related collections designed to extend and facilitate service in a number of locations for patrons of different age levels, interests, and needs.

Section 2. Materials are selected with the goal of satisfying patrons as individuals and in their various community identifications, and to accommodate the needs of patrons of widely varying educational attainments, social and cultural perspectives, and vocational backgrounds or aspirations.

B. Book selection is the responsibility of the professional staff under the direction of the City Librarian, and is performed in accordance with the objectives, considerations, and criteria set forth in this Article.

C. Selection criteria by clientele served

Section 1. Adult Collections are chosen for patrons 14 years of age or older and items selected include both print and non-print materials in accordance with the following general criteria.

- (a) Materials should be of immediate or anticipated interest to individuals or groups in the community.
- (b) Subject coverage should be as broad in scope as the interests of the community and, within the constraints of budgetary considerations, provide such variety and depth as demand may indicate.
- (c) Materials should meet acceptable standards of quality with respect to content, expression, and manufacture.

- (d) In general, materials should meet commonly accepted standards with respect to accuracy and responsibility of opinion.
- (e) Non-print material is acquired to illustrate and extend the value of printed material in the library and to extend the general usefulness of the Library to all segments of the community.
- (f) Belletristic material of enduring artistic merit are sought for and purchased.

Section 2. Young Adult Collections are organized as a separately identified section of the Adult collections. Materials are limited to printed materials and are selected in accordance with the following criteria in addition to those listed for the Adult Collection.

- (a) Materials selected should appeal to interests and rapidly growing reading ability and sophistication of the age group, 14 - 18.
- (b) The collections are for browsing rather than for reference and are designed for the self-motivated recreational, emotional, and information needs of the young adult rather than for his school reference needs.
- (c) The Young Adult Collections do not attempt to meet all needs of this age group inasmuch as the more extensive adult collections are at hand to satisfy the less common and peripheral needs.

Section 3. Children's collections are designed to make available materials to satisfy the recreational, cultural, and informational needs of children from pre-school age to age 14. Children's Collections are developed in accordance with the following criteria:

- (a) Materials are selected which meet the demands and needs of the majority of children, along with those whose special qualities make them valuable to the exceptional child with particular talents or problems.
- (b) Materials which meet the developmental needs and interests of children of various ages are sought for and acquired, while providing for varying reading abilities of children of the same and different ages.
- (c) All juvenile materials should meet acceptable standards of quality with respect to expression, content, and manufacture.
- (d) Literary materials of enduring literary and artistic merit are to be actively sought and acquired.
- (e) Juvenile materials are selected with a view to their suitability of content and vocabulary to the age of their intended readers.

Section 4. Readers with limitations are served by materials which seek to minimize such limitations.

- (a) The Library attempts to meet the needs of those who do not read well or who tend toward functional illiteracy through the provision of materials which seek to improve reading skills and which offer recreational reading and practical information on a simple reading level and on an interest level geared to the intended user.

- (b) The needs of the visually handicapped are met by provision of reading materials printed in large type. The Library assists by referral to other agencies those patrons unable to use conventional material and who require Braille materials and talking books.

D. Selection Criteria by format

Section 1. The format of materials is important in the development of a well rounded collection which meets the needs of a broad spectrum of users. Among the general criteria to be considered in the selection of material by format are the following:

- (a) Suitability of physical form, such as binding, for library use.
- (b) Appropriateness and effectiveness of medium with respect to content.
- (c) Demand for material in a given format or medium.
- (d) Relationship of material to other material in some collection or to material in other forms in the Library.

Section 2. Books

- (a) Casebound books, by reason of durability, are the principle format in which book material will be acquired.
- (b) Spiral-bound and loose-leaf forms of assembly will not normally be considered except for useful or significant books not otherwise available.
- (c) Paperback books are acceptable as economical substitutes for casebound editions for less-used material and for duplicate copies and in cases where casebound editions are not available.

- (d) Textbooks, laboratory manuals and other instructional materials are purchased when they are the best organized or most useful format for presentation of content, but such materials under adoption in local schools or colleges will not normally be acquired.
- (d) Synopses and outlines of subjects or books are frequently useful approaches in the educational process and as such will be added in limited amounts.

Section 3. Newspaper subscriptions include all local newspapers, a strong representation of those published in nearby cities and selected newspapers from large cities in the United States.

- (a) Foreign English language newspapers may be added if their method of distribution permits timely receipt by the library.
- (b) Permanent files of local newspapers and the New York Times will be maintained in the Reference Department as newspapers of record.

Section 4. Periodical literature of considerable subject variety is an important element in the Library's collections. Selection and retention of periodicals is based on two or more of the following criteria:

- (a) Immediate or anticipated interest in the subject coverage.
- (b) Overall quality of editorial work
- (c) Inclusion of title in Library owned indexes.

Section 5. Pamphlets are defined as relatively brief, free or inexpensive printed materials of unbound or paperback format, generally of ephemeral nature which are not cataloged and are normally organized by subject in a vertical file.

- (a) General selection criteria apply to pamphlets.
- (b) Pamphlets distributed by commercial firms or special interest groups that are characterized by distortion of facts, misleading statements, or undue emphasis upon a commercial message are not acquired.
- (c) Sales catalogs of manufacturing firms, jobbers and mail-order houses frequently are a source of useful information with respect to availability, pertinent characteristics, price range, etc., of tools, equipment, supplies and other materials and, as such, are acquired by the Library. Although acquisition by the Library does not constitute endorsement of the business firm issuing nor products listed in such catalogs, care is to be exercised that catalogs of purveyors of obviously shoddy or questionable merchandise are not included in the pamphlet collections.

Section 6. Maps are acquired in limited number for circulation to meet general or specifically defined interests of the community in the areas of travel, history, economics, and topography. A more extensive map collection is maintained in the Reference Department which seeks broad coverage of the United States as well as extensive, detailed and specialized maps of Illinois.

Section 7. Government documents represent an important special collection within the Reference Department. The Library is a partial U.S. government document depository and is subject to government regulations with respect to the depository collection. In addition, the Library actively solicits state and local documents as well both for current information and for its local historical files.

Section 8. The Library does not normally purchase or seek to acquire rare books or manuscripts but does solicit and welcome rare graphic materials of local interest and significance.

Section 9. Films

- (a) A limited number of 8mm films of a recreational nature will be held by the library.
- (b) 16mm films, beyond the small collection now owned, will not normally be purchased by the Library, except insofar as they may relate to special collections such as Local History. Such films will be provided for patron use from the resources of the Rolling Prairie Libraries.

Section 10. Filmstrips for filmstrip and ceiling projectors are acquired in limited amounts primarily for public programming in the library and for use in the Library's hospital and social services program, although such materials may be made available for the use of other groups or institutions.

Section 11. Phonodiscs and tape recordings in cassette format have an important place in the Library's collection as illustrative adjuncts to printed materials as well as having value and being useful in their own right.

- (a) Acquisitions in musical recordings shall represent good standards of composition and artistic expression. Scope of various musical genre is as provided hereinunder.
 - (i) Principal acquisitions in the field of music are in the areas of opera, classical forms of instrumental music, serious jazz by artists of immediate or anticipated historical significance, and authentic folk music.

- (ii) Limited acquisitions of representative pieces are made in the areas of hymns, military marches and band music, holiday songs, selections from well known musical plays, and the like.
 - (iii) Normally the Library does not add current popular music to its collections, but does add popular material retrospectively as merit warrants.
- (b) Spoken language recordings are added in the fields of drama, poetry, and musical plays, and criteria of selection provided for similar material in printed form shall apply also.
 - (c) Instructional recordings are added to supplement printed materials in fields where such recordings are useful such as language, instrumental music, shorthand dictation and the like. Criteria for selection of printed material in these areas shall also apply.
 - (d) Limited acquisitions are made in the field of sound effects, bird calls and other representations of acoustic phenomena.
 - (e) Reel to reel tape recordings may in special cases be purchased for conversion to cassette format providing copyright is not violated.

Section 12. Fine Art reproductions will be added as budget permits, in frames or mountings appropriate for circulation to provide representation of the work of major artists and various historical or contemporary schools of expression.

Section 13. Pictures and posters on a variety of subjects are selected to supplement or^{to} duplicate illustrations in books and magazines. Such pictures will generally be organized by subject in picture files.

Section 14. Materials in microform consist primarily of microfilms of back issues of newspapers and periodicals.

(a) Microfilm editions of newspapers are limited to local publications and to a few nationally important newspapers.

(b) Microfilm editions of periodicals are limited to materials indexed in Library-owned indexes.

(c) Microfiche acquisitions are limited to materials not in strong demand for which the same material in paper format is not available or would be unduly bulky or expensive.

E. Selection Criteria by subject of material

Section 1. In selection of material by subject, consideration should be given to such matters as likely demand for the item, the relationship of the material to the existing collection and to other material on the subject, the likely attention of critics, opinion makers, and the public to the item, its importance as a document of our times, the cost of the item as compared with comparable material on the same subject, and the cost-benefit ratio compared with an alternative expenditure.

Section 2. Fiction is broadly collected by the Library and includes representative novels, novellas, and short stories notable

for literary excellence and cultural value and also, within budgetary constraints, a sufficient representation of genre and recreational fiction such as biographical and historical novels, mysteries and detective stories, science fiction, and western novels to meet popular demand. In the selection of fiction, the Library depends upon citations in standard bibliographies and lists of award winning fiction and upon favorable critical reviews in standard book selection tools such as the American Library Association's Booklist, Library Journal, and Publisher's Weekly; in periodicals of general interest such as the Atlantic Monthly, Harpers, and Newsweek; literary magazines such as Saturday Review; and in book review sections of major newspapers. Occasionally, in response to demand for a fiction book for which no review can be found, fiction is reviewed by a qualified member of the professional staff: in such cases the criteria listed hereinunder apply to fiction selection.

- (a) While failure in any single element need not be cause for rejection, each work of belle-lettristic fiction overall must meet excellent standards of style, structure, characterization, credibility, and authenticity of setting.
- (b) Genre and other recreational fiction is to be judged in terms of the author's intention and his success in achieving it. While failure in any one element need not necessarily lead to rejection, considerations of narrative drive and credibility are important and acceptable standards of style, characterization, and authenticity of background should be met.
- (c) If an author, in seeking realistic representations of the human situation, includes material normally considered

vulgar or sexually frank, it will not be considered reason for rejection if the book otherwise meets standards for selection; however,

- (d) Writing that is weak, incompetent, intentionally sensational, morbid, or erotic, or that otherwise seeks cheap exploitation of human emotions is excluded.

Section 3. In selection of non fiction materials, consideration is given to such diverse matters as the Library's role in the transmission of culture and the mediation of the past into the future; the informational needs of the residents of Decatur in their practical and occupational concerns; the aesthetic, religious and inspirational needs of the community; and the place of the Library in the provision of materials for avocational and recreational purposes.

- (a) In the selection of non-fiction material, the Library normally depends upon citations in standard bibliographies and lists of award-winning books, and upon favorable critical reviews in standard book selection tools such as the American Library Association's Booklist and Reference and Subscription Books Bulletin, Library Journal, the Review New York Public Library's Technical Book/ Index, and Publishers Weekly; in periodicals of general interest such as Harper's Magazine, The Atlantic Monthly and Newsweek; in literary and special interest magazines, such as Saturday Review, Antiques Journal, and Business Week; and in book review sections of major newspapers.

- (b) Occasionally, in response to demand for a book of a technical nature for which a citation or review cannot be found, the Library will add a technical or scientific work to its collection on the basis of the criteria listed hereinunder.
- (i) The material should be issued by a publisher with demonstrated editorial strength in the subject area under consideration.
 - (ii) The credentials and authority of the author must be established.
 - (iii) The date of publication must be sufficiently recent as to preclude the likelihood that the contents of the book are outdated.
- (c) Occasionally, in response to demand for a non-fiction book intended for the general reader for which a bibliographic citation or review cannot be found, non fiction of a popular nature is reviewed by a qualified member of the professional staff: in such cases the criteria listed hereinunder apply to non-fiction selection.
- (i) Consideration is given to the author's authority in the subject area.
 - (ii) The comprehensiveness and depth of treatment should be consistent with the intended readership.
 - (iii) The material should be logically organized and clearly presented.
 - (iv) Acceptable standards of accuracy must be maintained.
 - (v) A readable and flowing style is desired.
 - (vi) A potential demand for the book should be expected.

- (d) The requirement of a review or citation in a standard bibliography is waived for successive editions of a book already in the collection, including successive publications of a serial title or a continuation.

Section 4. Special subject considerations and criteria as provided hereinunder apply in certain areas which are controversial in nature or for which criteria normally used may not apply.

- (a) It is the objective of the Library to provide for great latitude and inclusiveness in the acquisition of materials relating to politics, current events, and public affairs. It is recognized that such materials are subject to partisan bias, polemical overtones, and opinionated expression. In selection of such material, deviation from general selection criteria is permitted as provided hereinunder.
 - (i) Less emphasis on documentation and factual argument is permitted.
 - (ii) More emphasis is placed upon providing variety in points of view.
 - (iii) Materials in immediate or anticipated demand may be selected because of the importance of the writer as a practicing politician, a leader of a social movement, or the like.
 - (iv) Materials that reflect inherently discriminatory attitudes, with respect to race, nationality, or social status are not added.

(b) Some subject areas represent special problems in acquisitions inasmuch as the basic assumptions of writers in these areas may not be generally accepted or their methodological standards are challenged as insufficiently rigorous. Typical of such materials are those treating of the occult sciences; those dealing with new or more recently established scientific disciplines such as parapsychology; or those promulgations revolutionary doctrines within traditional disciplines, such as the cosmological theories of Immanuel Velikovsky. Proponents of such disciplines and theories uphold the usefulness or validity of controversial doctrine on the basis that it furnishes an explanation of phenomenal data or events that are inexplicable in terms of the tenets of generally accepted scholarship or provides useful new approaches to established disciplines. The matter is not easily adjudicated since the question frequently involves contradictory positions with respect to the world-views of the opposing forces. The following criteria apply in the selection of such materials.

- (i) In the selection of historical and descriptive surveys of such fields, regular criteria for selection apply.
- (ii) For materials treating the general validity of such disciplines or theories, material on all sides of the question may be added according to the best judgement of those reviewers and critics, pro and con, knowledgeable in the particular field.

- (iii) Practical manuals in such fields as astrology are added in limited number in accordance with the best judgement of staff with respect to demand.
 - (iv) Latitude in selection is extended to original hypotheses in all disciplines and for which there is a readership, lest important new ideas not be disseminated.
- (c) The Library occupies a neutral position with respect to questions of religious doctrine, ecclesiastical polity, and related matters. The primary consideration in selection of material in this area is to provide material which attempts seriously to elucidate and discuss matters of religious concern with the objective of maintaining a collection representing all points of view.
- (i) Materials which are primarily proselytizing in nature are not added.
 - (ii) A book which attacks religion in general or a specific religion or religious group in particular may be added to the Library's collections, provided it is emotionally restrained in tone, is factually correct when factual material is appropriate, is not inherently discriminatory in its assumption, does not indulge in ad-hominem or abusive arguments, and represents a sincere attempt to discuss the issue rationally.

- (iii) In adding books which present the beliefs, practices, and point-of-view of individual religious groups or sects to the Library's collections, representation of material in approximate proportion to the size of the denomination in Decatur is attempted. Denominational magazines, except denominational magazines of general interest, such as Christian Century, Commonweal, or Commentary, are not added.
- (d) The Library includes in its adult collections both factual and fictional material which treats of sex in whole or in part.
- (i) Factual material which treats of sex from the point of view of anatomy, physiology, morality, marital or pre-marital relations, sociology, and the like will be added on the same basis as other non-fiction material. Books which explicitly describe or discuss sexual intercourse or deviant and abnormal sexuality are not excluded provided the style of presentation is objective and accurate and their objective is education rather than titillation.
- (ii) Literary material which treats sex in whole or in part is added to the Library's collections if such work is characterized by seriousness of purpose and otherwise meets the Library's conditions for acquisition.

- (e) Inasmuch as materials published in the field of diet, nutrition and health are frequently characterized by unsound or unproven approaches and recommendations, some of which may actually be deleterious to the health of some people, caution is to be exercised in the selection of such materials and preference is given to those materials favorably reviewed by professional experts or practitioners in the field or materials recommended by professional organizations such as American Dietetic Association and the American Medical Association.
- (f) The Library recognizes an especial responsibility to acquire and preserve graphic materials relating to the history of Decatur and surrounding communities. In discharge of this responsibility, it is the policy of the Library to collect extensively and inclusively in this area without regard to criteria, limitations, or exclusions set forth in other parts of this Article.

Section 5. Areas of Limited Acquisitions

- (a) Although limited acquisitions of a professional and vocational nature in the field of nursing are made, normally materials in the circulating selections treating of medicine, health and hygiene, pharmacology and the like are limited to those written for the laymen. The reference collections may contain technical material in these fields, such as dictionaries, encyclopedias, formularies and textbooks, but no attempt is made to build a comprehensive collection.

- (b) Legal publications written for the layman are added to the circulating collections. The reference collections may contain technical materials such as dictionaries, encyclopedias, compilations of statutory law, constructions of the law, and means of access to such legal publications, but no attempt is made to build a comprehensive collection.
- (c) The Library selects on a limited basis materials written in foreign languages for the use of those who have linguistic competence or who wish to improve their foreign language skills.
 - (i) Since Decatur has no large foreign-speaking population, acquisitions are limited to the principal western European languages and to those languages commonly taught in the schools and colleges of the area.
 - (ii) Acquisitions are limited to works by and about representative important writers in foreign literatures and to representative American and English writers in translation.
 - (iii) Bi-lingual editions of poets and classical writers, when available, are preferred to editions in foreign language only.
- (d) Materials treating of sex are limited in the children's collections to books dealing with human development and reproduction, and with sexual attitudes, relationships, and problems attendant on and pertinent to the commonly

accepted needs of the intended reader at his particular age. Fiction dealing incidentally or by allusion to such concerns may be added. All books treating of sex should be characterized by objective and dignified exposition. Materials characterized by explicit sexual description or crude language are to be avoided.

(e) Materials in the area of genealogy are limited to general guides to the subject and practical manuals of instruction, except insofar as such materials are of local origin and relate directly to acquisitions in the field of local history.

(f) Because of the possibility for harmful accidents from lack of supervision or mature caution, instructional materials in the fields of judo, karate, and similar combat techniques are not added to the children's collections. Limited acquisition of such materials may be made for adult collections.

F. Acquisition of a given item by the Library does not earn for that item a permanent place in the Library's collections, immune to all future challenge.

Section 1. Material is subject to constant re-evaluation by Library staff in terms of shifting requirements, adherence to policy standards and the like.

Section 2. Any item in the Library collection may be challenged by any citizen of Decatur as being in conflict with the provisions of the book selection policy as set forth in this Article. In such cases the procedure provided hereinunder is to be observed.

- (a) The person making the complaint is to be referred to the appropriate member of the professional staff, who should explain the need for breadth in acquisitions, including the addition of controversial materials, in order to provide for the varied and frequently conflicting needs, interests, and value judgements of a pluralistic public or to represent all sides in a disputed area.
- (b) If the person still wishes to enter a formal complaint, he should accomplish a form to be provided by the Library, which shall indicate the name and address of the complainant, the author, title, and subject of the challenged material, the departmental collection involved, whether he is familiar with the contents in their entirety, what the thematic thrust or intent of the material is, the specific nature of his objection, that he is acquainted with the policy provision under which the material was acquired, and the reasons for his view that the material in question does not meet the policy criteria of selection.
- (c) Upon submission of a formal complaint, critical reviews of the questioned item will be researched, the questioned material will be read or otherwise critically examined by the appropriate professional staff and a recommendation relative to continued retention of the item will be forwarded to the City Librarian.

(d) The City Librarian will notify in writing the person entering the complaint of the decision reached and advise him of his option, in the event of his dissatisfaction with the decision, to request further consideration of his complaint by the Policies, Public Relations and Personnel Committee who will bring the matter with their recommendations to the Board of Directors for concurrence or other action.

Section 3. If a person wishes to enter an objection to the policy under which an item has been acquired, he is to be referred to a professional staff member who shall advise him to write to the Policies, Public Relations and Personnel Committee of the Board of Directors, indicating the policy he is in disagreement with and detailing his reasons for desiring that it be changed.

Section 4. A copy of this Article is to be provided any person who registers a complaint in the area of book selection or collection development.

G. No item will be added as a gift or donation which does not meet the criteria for acquisition as provided in this Article.

H. The optimum use, effectiveness and physical life of the various collections of the Library is to be provided by suitable practices with respect to duplication, replacement, retirement, and care and repair of materials.

Section 1. On the principle that service delayed is service denied, the timely availability of desired materials is to be assured through adequate duplication of items in demand.

Section 2. In order that the Library not disseminate misinformation, outdated materials are to be retired and, if sufficient interest and demand continue, to be replaced by more recent editions or new publications.

Section 3. Ephemeral and other material for which demand or relevance has ceased are withdrawn and discarded.

Section 4. Worn and dilapidated materials are withdrawn and discarded from the collections provided that replacement is possible or that demand has diminished so that replacement is deemed unnecessary.

Section 5. Books worn or in need of repair are temporarily withdrawn from the collections in order that they may be mended or rebound. In making decisions relative to the repair of material, the cost-benefit ratio of such work is to be kept in mind.

- I. In the development of the Library's collections, the professional staff shall bear in mind the resources and collections available in other institutions in Decatur and in nearby communities, particularly in the collections of the Rolling Prairie Libraries and its affiliates, in order that unnecessary duplication may not occur. The Library's collections are intended to supplement rather than replace those available to clientele of other institutions.
- J. Materials selected by the Library to be held on permanent loan from the Rolling Prairie Libraries are selected in accordance with the provisions of this Article within guidelines promulgated by Rolling Prairie Libraries and agreed to by the City Librarian.

ARTICLE VI

Availability, Form, and Revisions
of the Code of Library Policy

- A. Maintenance of Code
- B. Form of revisions
- C. Accesss to Code
- D. Availability for public consultation

ARTICLE VI

Availability, Form, and Revisions
of the Code of Library Policy

- A. The City Librarian will maintain in his office in an appropriate format an official copy of this Code of Library Policy, incorporating such changes and amendments as may be adopted from time to time by the Board of Library Directors, and bearing post-scripted references to dates on which action was taken by the Board to adopt revisions or amendments.
- B. Policy revisions and amendments are to be cast in a form consistent with the general form of this policy.
- C. Access to this Code is to be provided through a synoptic outline of the contents of the Code.
- D. This Code of Library Policy is to be made available for consultation by the public in the administrative office of the Library during regular office hours.

Adopted:

Revised or amended on the following dates: