THE HAYNER PUBLIC LIBRARY DISTRICT
OPERATIONS POLICY

CIRCULATION POLICIES

Patrons may check out materials at Hayner Library using a public library barcode issued from an Illinois Heartland Library System member library. Patrons may also use a photo ID to check out materials. Patrons using a photo ID to check out materials at Hayner Library must have an unexpired public library account in the Polaris computer system and a library record free of any overdue materials and outstanding fines and fees over $5.00.

CHECKOUT LIMITS FOR MATERIALS

- Books: No limit—do not take everything on one subject
- Audios and Music CDs: Five per card of each format
- DVDs and Blu-rays: Any combination of ten per card
- Magazines: No limit
- Software, kits, games: Five per card
- Library of Things: Three items per card
- Videogames: Two per card

CHECKOUT PERIODS FOR MATERIALS BY FORMAT

The initial checkout period for all Hayner Library materials is two weeks. Items checked out through interlibrary loan are subject to the loan periods of the owning library.

RENEWALS

Borrowers may renew all Hayner Library items, with the exception of items from the Library of Things, as long as there are no outstanding holds on the items. The renewal period is two weeks. All materials, except telescopes, may be renewed twice, for a maximum checkout period of six weeks. Telescopes may be renewed once for a maximum checkout period of four weeks. Items from the Library of Things may not be renewed. Patrons must initiate renewals. Once returned, items must sit on the shelf for twenty-four hours before being checked out again by the same borrower.

Items checked out through interlibrary loan are subject to the renewal periods of the owning library.

VACATION LOANS

Patrons may check out most Hayner Library items on a six-week vacation loan. Items checked out as a vacation loan cannot be renewed. The vacation loan rule does not extend to telescopes, software, items from the Library of Things, and materials designated as “new.” Patrons must request a vacation loan.

TEACHER LOANS

Teachers may check out bulk loans or teacher book boxes on a six-week loan for classroom use. Such bulk loans generally cannot be renewed beyond the initial six-week loan. Teachers are responsible for the materials checked out in bulk loans and teacher book boxes, including all fines and fees associated with late, lost, or damaged materials. Teachers may not check out more materials until any missing or damaged items have been paid for and cleared from their account. Telescopes and items from the Library of Things, and computer software are ineligible for teacher loans.

TELESCOPE AND LIBRARY OF THINGS CHECKOUT

Telescopes and Library of Things items may only be checked out by Hayner Library cardholders at a Hayner Library facility; these items will not be sent through interlibrary loan delivery. The patron for whom these items are on hold must also be the patron who picks them up from the library. Patrons must sign a User Agreement before checking out telescopes and items from the Library of Things. Patrons must have a Hayner Library card for a minimum of two weeks before telescopes and items from the Library of Things may be checked out. Patrons who return these items damaged, with missing parts, in the book drop, or late may have their usage of these items temporarily or permanently revoked. These items are also subject to the rules listed in each of their User Agreements. The checkout process for these items must conclude fifteen minutes before the library closes.

SHARE HOLDS—PATRON NOTIFICATION AND PICK UP

Per SHARE guidelines, the library will retain on-hold items for six days. The library will only check out on-hold items to the record of the patron who requested the item. Patrons who wish to pick up on-hold items for another patron must have linked library accounts or present the library card for which the item is on hold.

OBTAINING, RENEWING, AND REPLACING LIBRARY CARDS

ADULT RESIDENT LIBRARY CARDS

The library issues adult resident library cards for three years. Per state law, patrons must renew adult resident library cards every three years. To obtain, renew, or replace an adult resident library card:

- Patrons must be eighteen or older.
- Patrons must reside within The Hayner Public Library District's boundaries.
- Patrons must reside at a permanent residence within the District (see definition below).
- Patrons must show an acceptable form of ID to verify residency within the District.
    - Patrons must verify their residency with a street address. Patrons may not use Post Office Box numbers to verify their residency. Patrons may list a Post Office Box number on a Polaris account along with a street address.
- A patron's library card may not have fines or fees over $5.00.
- Adults listed as a parent or legal guardian may not have fines, fees, or overdue materials

over $5.00 on their library card.
- There is a $1.00 fee for replacement library cards.

JUVENILE RESIDENT LIBRARY CARDS

The library issues juvenile resident library cards for three years. Per state law, patrons must renew juvenile resident library cards every three years. To obtain, renew, or replace a juvenile library card:

- Patrons must be seventeen or younger; there is no minimum age limit.
- A patron's parent or legal guardian must meet the standards listed above for an adult resident library card.
- A parent or legal guardian must sign the authorization statement on the back of the library card application.
- The juvenile's library card, and the parent or legal guardian's library card, may not have any fines, fees, or overdue materials over $5.00.
- The child must be present for the library card to be issued (but not renewed).
- When the minor becomes of age, the parent's responsibility is to for the child to obtain individual library status or be responsible for any fines incurred on the child's card.

DEFINITION OF RESIDENT

The Illinois Library Law (75ILCS 16/1-5) provides the definition of *resident* to be: "A person residing within the geographic area in which a tax is imposed to support a public library." Regarding The Hayner Public Library District, this means anyone residing within the geographic boundaries of Alton, Godfrey, or Foster Township. The law defines a residence as a permanent place of abode compared to temporary living quarters subject to a limited duration. Examples include, but are not limited to, the following addresses:

1400 State Street	**Catholic Children's Home***
525 Alby Street	**Salvation Army****
101 and 111 Market Street	**Oasis Women's Center**
2615 Edwards Street	**Centerstone** (offers services but not permanent residency)
300 Alby Street	**Post Commons** (people can receive mail here, but it's not a residence)

***Patrons eighteen and older who reside at the Catholic Children's Home as part of the LIFT program may be eligible for a one-year Hayner Library card. LIFT participants must supply the library with a letter from the Catholic Children's Home listing 1400 State Street as their residence and indicating their participation in LIFT. A photo ID is also required.

Local hotels are not considered permanent addresses according to Illinois Library Law. The library will not issue library cards to persons living in such lodgings. However, in some instances, hotels rent rooms as "apartments," making those who live in such apartments eligible for a Hayner Library card. The library reserves the right to contact the hotel to determine whether the patron's address within the establishment is long-term or short-term.

Some examples of such addresses include, but are not limited to, the following:

407 East 12th Street	**The Beall Mansion**
11 Crossroads Court	**The Comfort Inn**
3559 College Avenue	**Best Western Premier**
1800 Homer Adams Parkway	**The Super 8 Motel**
5609 Godfrey Road	**The Redwood Motel**
1900 Homer Adams Parkway	**The Best Western Parkway Hotel**
1904 Homer Adams Parkway	**Hampton Inn & Suites**

**Patrons residing in hotels, motels, "safe houses," homes, etc. as part of the Salvation Army's shelter program (since the closing of the Booth House) are not eligible for library cards.

REQUIRED DOCUMENTS TO VERIFY RESIDENCY

To verify residency within The Hayner Public Library District, patrons must present a photo ID. If the patron's photo ID is expired or does not list a current address, the patron must also provide a proof-of-residency document in addition to their photo ID.

Proof-of-residency documents (print or electronic) must be dated within the last sixty days and include the patron's current street address. Proof-of-residency documents include, but are not limited to:

- Utility bills: water, sewer, gas, electric, trash, cable, internet, cell phone, etc.
- Property tax bill
- Lease or rental agreements or mortgage bills
- Occupancy permit
- Public aid Mediplan card
- Credit card bill

The library does not accept checks as proof of residency.

NON-RESIDENT LIBRARY CARDS

The library only issues non-resident library cards to patrons who live outside of The Hayner Public Library District's boundaries and pay taxes to the Alton Community Unit School District 11. The fee for a non-resident library card is $188.00 per address. Each person living at the address may be issued a library card. Non-resident applicants must follow the same rules as residents (regarding ID, fines, and fees) when applying for a library card. Non-resident library cards are good for one year.

CARDS FOR KIDS ACT LIBRARY CARDS

In accordance with the Cards for Kids Act (Public Act 101-0632), the library will issue non-

resident library cards to children ages prekindergarten (ages 3-5, as defined by the legislation) through twelfth grade who are served by the Alton Community Unit School District 11, but who do not reside within The Hayner Public Library District's service area, and who are not eligible for a library card at another Illinois Heartland Library System member library. Cards for Kids non-resident applicants must follow the same rules as residents (regarding parent/guardian authorization, appropriate ID, fines, and fees) when applying for a Cards for Kids Act non-resident library card. No non-resident fees will be collected for these cards. The cards will be issued for one year and may be renewed annually as long as the juvenile still meets the criteria for the card.

The Cards for Kids Act legislation does not extend to adults (please see the Non-Resident Library Cards section above).

NON-RESIDENT LIBRARY CARDS FOR DISABLED VETERANS

Veterans with a service-connected disability of at least seventy percent, who are exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities (35 ILCS 200/15-169 (b-3) (3)), are entitled to a non-resident Hayner Library card without paying a non-resident fee if their primary residence is located outside of a library service area but within the boundaries of the Alton Community Unit School District 11. Unmarried surviving spouses of a veteran who previously qualified for the exemption, as well as an unmarried surviving spouse of a service member killed in action are also entitled to a non-resident card without payment of a non-resident fee. This also applies to veterans with a service-related disability of at least seventy percent who rent residential property outside of a library service area but within the boundaries of the Alton Community Unit School District 11.

In addition to their photo identification, the qualifying veteran or surviving spouse must present documentation from Madison County that indicates their residence is exempt from paying property taxes (35 ILCS 200/15 (c) (c-1)). This primary residence must fall outside of a library service area but within the boundaries of the Alton Community Unit School District 11.

NON-RESIDENT PROPERTY OWNERS

Any person who owns property within The Hayner Public Library District's boundaries and pays property tax to the District is eligible for a non-resident property owner library card. Each person living at the address of the person who owns the property may be issued a card. Non-resident property owner applicants must provide proof of property ownership (tax bill, bank paperwork, mortgage receipt, etc.) for the District address dated within the last year and follow the same rules as residents (regarding ID, fines, and fees) when applying for a library card. Non-resident property owner library cards are good for one year.

RECIPROCAL BORROWERS

Under the terms of the reciprocal borrowing agreement, Hayner Library acknowledges two types of reciprocal borrowers in Illinois:

- Patrons with public library cards issued by other IHLS public libraries
    - Home library expiration dates apply to these cards
- Patrons with library cards issued by Illinois public libraries outside of IHLS
    - These cards are good for one year or the patron's home library expiration date, whichever comes first

Reciprocal borrowers may check out materials at Hayner Library; however, reciprocal borrowing privileges do not extend to database access, e-book/digital collections, or interlibrary loan services (SHARE or OCLC). The library will not issue PINs to reciprocal borrowers.

Staff will affix a Hayner Library barcode to another non-expired Illinois public library card provided that the reciprocal borrower's home library card is in good standing and the patron's record is not already in the Polaris database. Reciprocal borrowers must follow the same rules as residents (regarding ID, fines, and fees) when applying for a Hayner Library barcode. Some library programs and services may be limited to Hayner Library cardholders at the library's discretion due to limited space and resources.

LINKED ACCOUNTS

To establish linked accounts in Polaris, the requesting patron must present all library cards to be linked. Linked patrons may present their library card or photo ID to pick up on-hold materials or renew materials checked out to another linked account only. Staff members will not assume responsibility for checking linked accounts for overdue materials or on-hold items. It is the responsibility of the patron to request a transaction for a linked account. The library and patrons may terminate a link at any time.

DUPLICATE LIBRARY RECORDS AND TRANSFER OF LIBRARY DISTRICTS

SHARE cardholders who move into The Hayner Public Library District should apply for a Hayner Library card as soon as possible. The library will update the patron's previous SHARE-issued library record to reflect the change in their library service area. The patron must pay all fees and fines on their previous library account before a Hayner Library card will be issued.

SHARE policy states that a patron may have only one account within the SHARE Polaris database. However, there are instances in which a patron may have duplicate SHARE records:

- Multiple property owners: Patrons who own property in two library service areas are entitled to resident library cards in both service areas if requested. The patron must provide proper documentation.
- Children of divorced parents exception: Juvenile patrons are allowed duplicate library records. Each card is independent of the other, and the same rules above apply to each record when the card is issued, renewed, or replaced.

PARENT AUTHORIZATION FOR A MINOR

The Hayner Public Library District follows a policy of unrestricted access for all library users, as the American Library Association recommends. Please understand that when you authorize the library to issue a library card to your child, that child will have the same access to all public areas of the library and all materials in the library collection as any other library user. You are responsible for supervising your child's use of the library and its resources. The library staff cannot act as substitutes for parents concerning their children's use of the library. Very young children should never be left unattended in the library.

The person who signs the authorization statement for a minor applicant's library card is held liable for all fees and fines incurred by the child using that card, even if the person is not present at check out.

If you wish to restrict your child's access to parts of the library or parts of the library collection, you have the right to do so. But you must monitor your child's usage and enforce the restrictions yourself. The library staff cannot enforce restrictions for you. Parents and guardians have a right to raise their children according to their own beliefs and values. The library supports this right. You alone have the right to determine which library resources are appropriate for the use of your child. The library staff is happy to help you and your child by showing you the materials available in the library, but the final decision rests with you. The library staff does not try to tell you what you should or should not allow your child to read or view from the library collection.

If your child borrows materials from the library that you feel are unsuitable or are not in accord with your family's beliefs and values, we urge you to return the materials to the library immediately. The library staff will be happy to help you and your child select alternative materials better suited to your needs, beliefs, and values.

For this reason, the library tries to provide a wide variety of viewpoints on many different subjects. We are happy to take suggestions from our library users about materials you would like to see added to the library collection.

LIBRARY SERVICES

SERVICE PRIORITIES

Our first priority is to assist patrons in the library.

Our second service priority is to provide telephone assistance to patrons. In general, telephone assistance is limited to questions that staff can answer briefly. If a staff member cannot respond to a telephone inquiry immediately, we will ask for the caller's contact information. Staff will call back with the requested information as soon as possible. The library staff is unable to provide in-depth research over the telephone at the Circulation Desk. In such instances, staff will transfer the caller to the Reference Department and a Reference librarian will provide service to the patron.

It is not the library's function to inquire into the reasons why a caller is requesting information. All patrons are entitled to the same level of service.

Our third service priority is to respond to requests for information received in writing by mail, fax, or e-mail. Again, the assistance we can provide in such cases is limited. If necessary, staff should call or write the person inquiring and explain that the greatest amount of information can be obtained only by a personal visit to the library.

Library staff will refer all local history and genealogy questions to the Genealogy & Local History Library.

ONLINE RESOURCE ACCESS (DATABASES AND E-BOOKS)

The Hayner Public Library District provides remote online access to databases and e-books to all its resident, non-resident, and non-resident property owner cardholders. A valid Hayner Library card barcode number and PIN are required to access these materials. Access to these materials does not extend to reciprocal borrowers.

DIGITAL SERVICES - FAXING, PRINTING AND PHOTOCOPYING, SCANNING

The library provides several digital services for patron use—faxing, printing and photocopying, and scanning. These services are primarily self-service use. Staff may offer limited assistance with these services. For security and privacy reasons, staff cannot handle patrons' devices (such as cell phones or tablets) when assisting with these services.

FAX SERVICE

The library provides self-service faxing from the copy machines at the Downtown Library and Hayner Library at Alton Square Mall. There is no charge for faxing.

PRINTING AND PHOTOCOPYING

The library charges fifteen cents per page for black and white documents. The library charges thirty cents per page for color documents. Wireless printing is also available at the Downtown Library and Hayner Library at Alton Square Mall.

SCANNING

The library provides self-service scanning from the copy machines at the Downtown Library and Hayner Library at Alton Square Mall. Documents may be scanned to a flash drive or email. Patrons must provide their own flash drive; flash drives are available for sale at the library. There is no charge for this service (except if patrons choose to purchase a flash drive from the library).

PROCTORING

The library observes the following guidelines when proctoring:

- The Reference librarian performs all proctoring. The Reference librarian may designate another staff member to proctor in their place if needed.
- Patrons must make appointments with the Reference librarian at least one week in advance.
- The Reference librarian reserves the right to refuse to proctor exams due to scheduling conflicts or other circumstances.
- The Reference librarian does not grade tests.
- The Reference librarian will only proctor one student at a time.

Exams for students in academic programs:

- The library will not charge to proctor tests for academic programs.
- The library will proctor only one class per patron per semester.
- The library will not proctor classes that give more than four tests per semester.
- Students must provide stamped manila envelopes for mailing.
- Students must make all arrangements with the schools themselves.
- The library is not responsible for contacting schools or tracking down lost tests.
- The library is not responsible for tests not sent on time.
- Parents or guardians of students under the age of thirteen should remain in the library while the student is taking their test.

VOTER REGISTRATION

Hayner Library offers voter registration. Patrons are encouraged to call the library to ensure that a Deputy Voter Registrar is on duty before visiting.

HAYNER LIBRARY DELIVERY SERVICE

The library offers delivery service to patrons living within the District boundaries who are homebound. The term “homebound” is defined as being confined to one’s residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. The service is open to all ages. Please see the Delivery Services Policy for a complete list of policies governing this service.

MICROFILM READER

The Genealogy & Local History Library offers a microfilm reader and printer for public use. Patrons must sign up at the Service Desk to use the machine. There is a one-hour time limit for using the machine when someone is waiting. Printing from the machine is fifteen cents.

FEES AND FINES

Patrons must pay all outstanding fines and fees over $5.00 before charging more items to their library card or renewing or replacing their library card.

FEES

The Hayner Public Library District provides a limited number of services that are not strictly library-related. Such fees help the library recover the cost of providing these services to the public. Patrons must pay the fee at the time of service.

- Photocopies and printing:
    - Black and white copies: Fifteen cents per page
    - Color and large format copies: Thirty cents per page
- Microfilm copies:
    - Fifteen cents per page

FINES

The library charges overdue fines on a per-day basis. Polaris calculates overdue fines. Hayner Library does not charge fines on holidays or days the library is closed. A patron's home library determines their overdue fine schedule in IHLS. This fine schedule follows a patron to other IHLS/SHARE libraries. The Hayner Public Library District's fine schedule determines the fines assessed to all Hayner Library patrons when checking out items at Hayner Library or another IHLS/SHARE library.

Patrons may return library materials checked out from any SHARE member library to any other SHARE member library. Patrons may pay for lost, missing, or overdue items at any other SHARE library. Library materials are checked in at the point of return and sent back to the owning agency through the IHLS courier.

FINE SCHEDULE

- For Hayner Library patrons:
    - All overdue SHARE items checked out at any SHARE library, except telescopes, and items from the Library of Things: Ten cents per item per day, not to exceed $10.00 per item. Telescopes and items from the Library of Things: $1.00 per item per day, not to exceed the price of the item.
    - OCLC and Illinet items: Ten cents per item per day, not to exceed the cost of the item.
- For non-Hayner Library patrons:
    - All overdue SHARE items checked out at any SHARE library: A patron's home library determines the patron's fine schedule.

LOST OR DAMAGED ITEMS

The charge for a lost or damaged Hayner Library item is equal to the cost of replacing the item. Once a patron has paid for a lost or damaged item, the item becomes the patron's property. Lost items subsequently found remain the patron's property. The library does not issue refunds for lost-and-paid-for items.

Hayner Library will accept replacement items for lost or damaged items if:

- The replacement copy is new and free of any defects.
- The replacement copy is the same author, title, and edition of the lost or damaged item it is replacing.

The library reserves the right to refuse unsuitable replacements for lost or damaged items, including telescopes and items from the Library of Things.

The payment or replacement of non-Hayner Library items is subject to the replacement policy of the owning library.

The library will not charge a fee for Hayner Library items only slightly damaged but still usable. The library will attach a brief description of the item's condition so that subsequent users will be aware of the item's physical condition.

The Hayner Public Library District does not repair items owned by other libraries; Hayner Library will send the damaged items to the owning library for repair. The owning library will determine damage fees for these items. Non-Hayner Library items returned with missing or damaged packaging or barcodes are subject to the replacement costs of the owning library.

Staff will consult the REPLACEMENT COSTS list to determine the cost of replacement packaging charges for Hayner Library items.

REPLACEMENT COSTS FOR HAYNER LIBRARY SUPPLIES

The library does not charge for barcode replacement or the replacement of CD, DVD, Blu-ray, or Playaway cases.

- Plastic tubs for kits: $5.00

LOST AND DAMAGED ITEM CHARGES

- Hayner Library items: Cost of the item.
- SHARE library items: Cost of item plus the owning library's service charge.
- Items obtained through Illinet or OCLC: Price determined by loaning library.

DAMAGED PATRON MEDIA EQUIPMENT

The library is not responsible for any damage occurring to patrons' home media equipment during the playing of library-owned audios, DVDs, software, or other types of media. Such equipment includes, but is not limited to, videocassette players, DVD players, automobile and home audio equipment, and computers. The Hayner Public Library District does not clean media owned by other libraries in our disc buffing machines.

BED BUG INFESTATION

So as not to jeopardize the health and cleanliness of library facilities, collections, and users, if a patron returns library materials on two separate occasions, or has two or more items on one occasion that show evidence of bed bugs, the library will suspend the patron's borrowing privileges (of physical library materials) until the patron provides the library with written proof that their residence has been treated, re-inspected, and that the bug infestation has been eradicated. The documentation must come from a licensed pest control company or the patron's landlord. It must list the address of the residence treated and provide contact information for additional follow-up if needed. The suspension of privileges will extend to all other members of the household. Patrons may continue to access digital collections while their borrowing privileges of physical materials are suspended.

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within ten business days of the suspension notice. This appeal should be sent to the President of the Library Board in care of the Library's Executive Director. The Library Board's decision is final.

FINE-EXEMPT STATUS

The Hayner Public Library District grants fine-exempt status to the following individuals:

- Employees of the District are granted a personal fine-exempt status during the term of their employment. This status does not extend to family members.
- The District's Board of Trustees are granted personal fine-exempt status during their term of office. This status does not extend to family members.
- All Jennie D. Hayner Library Association members are granted personal fine-exempt status during their term of office in the association. This status does not extend to family members.

Fine-exempt status means the borrower is not charged daily fines for overdue materials. The borrower is still responsible for paying the replacement cost of lost or damaged library materials but is not charged the additional service charge to cover reprocessing costs.

LOST AND FOUND ITEMS

The library will retain lost and found materials in a secure location. When possible, the library will attempt to notify patrons of materials left behind in the building or book drop; the library holds no responsibility for these items. The library will hold all unclaimed items for thirty days, after which we will destroy any remaining identification cards, credit cards, etc., per the recommendation of the Alton Police Department. The library will mail Social Security cards back to the Social Security Administration per their guidelines. The library will mail school IDs back to schools. The library will recycle personal electronic devices. The library will donate other items to a local charity.

COMMUNITY BULLETIN BOARD

The purpose of library bulletin boards and other designated display areas is to provide space for local non-profit and non-commercial organizations and individuals involved in educational, civic, cultural, or charitable activities to display notices and flyers that promote awareness of services and events of interest to the community. After library-related services and programs, preference will be given to organizations based in The Hayner Public Library District's service area. The community bulletin board is used to inform the public of events of an educational, cultural, or civic interest that are open to all members of the community.

- Materials must be presented to library staff for approval and posting/display, and will be posted on a first- come, first-served basis. Material left for posting or distribution without authorization from the library will be discarded.
- All items for display or distribution are subject to the availability of space. The size and appearance of material may also be taken into consideration. Preference is given to items that are 8 ½ x 11 or no larger than 11 x 17.
- Personal, commercial, or profit-making postings are not allowed. Library facilities may not be used to advertise items or services for sale, promote political candidates or agendas, solicit business, or post legal notices. Fundraising activities of charitable organizations will be allowed. Referenda or election-related materials pertaining to the library are permitted.
- Notices or handouts accepted from outside organizations must not denote sponsorship of its activities by The Hayner Public Library or its Board of Trustees. Only program partnerships planned, developed, and posted by the library can have such designation.
- The library is not responsible for the preservation or protection of displayed items and staff are not available to answer questions about any material displayed that are not directly related to library services or material.
- Any displayed material is subject to removal by the library. The library will dispose of all signs, posters, and other publicity items when they are removed.
- The library reserves the right to refuse or remove any notice, flyer, or handout that does not comply with these policies and guidelines, or if the material infringes on a copyright, or if the material is defamatory, obscene, vulgar, or indecent.

STUDY ROOM USE

Two study rooms are available at Hayner Library at Alton Square Mall. One room can seat four to eight people and the other up to seven people. Reservations can be made at the Customer Service Desk or by calling Hayner Library at Alton Square Mall. Study rooms are locked for security purposes; they are unlocked by staff in exchange for a library card, driver's license, or photo ID.

The study rooms are equipped with smartboards, whiteboards, electrical outlets, and wireless access for computers. Dry erase markers and erasers can be checked out from the Customer Service Desk.

Patrons must observe the following rules regarding the appropriate use of the study rooms:

- Study rooms are available for study and group projects.
- When study rooms are empty and not reserved, they are available on a first-come, first-served basis.
- A group can reserve a study room for up to two hours daily. A group can make up to two reservations at a time. Reservations may not be made more than thirty days in advance of use.
- Individuals must vacate a room after two hours if others are waiting—unless they are taking a test supervised by a library proctor. Reservations for study rooms will be held for fifteen minutes. After fifteen minutes, unless the library has been notified of a late arrival, the reservation will be cancelled.
- With the authorization of the Library Director or designee, a room may be reserved for up to six hours for special purposes.
- Hayner Library reserves the right to reassign or cancel reservations to ensure the maximum and most appropriate utilization of these rooms. The Customer Service staff will monitor usage and reservations to ensure appropriate use. Study rooms are not for regularly scheduled classes or regularly scheduled meetings.
- The following activities are prohibited in the rooms: painting, practicing music, parties, using tobacco or alcohol, holding office hours and classes, or activities that are disruptive to others.
- Study rooms must be vacated fifteen minutes before the library closes.
- Behaviors that will result in expulsion from a study room include, but are not limited to: disruptive behavior, threatening behavior, vandalism, and failure to adhere to The Hayner Public Library District's Behavior Policy.

INFORMATION ACCESS POLICIES: THIRD PARTY AND LAW ENFORCEMENT REQUESTS FOR LIBRARY RECORDS AND USER INFORMATION

The legal custodian of records for The Hayner Public Library District is the Executive Director. As the legal custodian of records, the Executive Director is responsible for responding to any requests for library records or information about a library user.

The Executive Director may designate one or more library employees to serve as persons responsible for responding to any requests for library records or information about a library user when the Executive Director is unavailable.

The Hayner Public Library District will not make circulation and regulation records available to any third party nor any law enforcement agency of a local, state, or federal government, except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or person seeking the records.

No library employee may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Executive Director or the Executive Director’s designated alternate.

OPEN MEETINGS ACT AND FREEDOM OF INFORMATION ACT

The Hayner Public Library District follows all *Illinois Open Meetings Act* guidelines and those outlined in the *Illinois Freedom of Information Act.*