

**ELMHURST PUBLIC LIBRARY
POLICY MANUAL**

INDEX

Adaptive software 7.5
Adult collection management plan 6.2.1
Adults in the Kids' Library 3.15.2
Art 4.3
Assignment alerts 7.3
Board of Trustees – Annual Meeting 2.1.-5
Board of Trustees – Appointments 2.1.-2
Board of Trustees – Duties of Officers 2.1.-4
Board of Trustees – Meetings 2.1.- 5
Board of Trustees – Membership 2.1.-2
Board of Trustees – Objectives 2.1.-1
Board of Trustees – Officers 2.1.-3
Book sale room 6.3
Borrowing privileges, Elmhurst College students 5.1.1
Borrowing privileges, preschool teachers 7.4-III.B.
Borrowing privileges, suspension 5.5
Borrowing privileges, teacher 7.3
Bulletin Board 3.5
Business community, service to 7.2
Business stickers 7.2
Censorship 6.1.4.4
Children, parental responsibility for library materials' suitability 5.1.1, 5.2
Children, supervision of 3.15
Claimed returned materials 5.5
Classroom collections 7.3, 7.4-III.B.
Classroom visits 7.3
Closings, emergency 4.2
Collection Management Plan 6.2
Commemorative gifts 4.3
Community groups, service to 7.1
Community information 3.5
Complaints from patrons 3.7
Conduct, public 3.17
Confidentiality of patron records 3.8
Contractors, liability insurance 4.1
Contracts 4.5
Damaged materials 5.3
Disabilities, service to persons with 7.4, 7.5
Displays 3.9
Disposition of library material 6.3

Policy Manual

Index

p. 2

Disruptive behavior 3.17
Donations, art 4.3
Donations, materials 4.3
Donations, sale of 6.3
Dress code, public 3.17
Eligible borrower, definition 5.1.1, 5.4
Elmhurst College students, borrowing privileges 5.1.1
Elmhurst College, interlibrary loan 7.6.3
Elmhurst schools, service to 7.3
E-mail communications, Board 2.1.2
Emergency closings 4.2
Ethics, Trustees 2.2
Exclusion from the library 3.17
Exhibits 3.9
Fees – Lost/damaged materials 5.3
Fees, class 3.16.1
Fees, photocopy 5.4.1
Fees, reference service 7.6.5
Filtering, Internet 3.13
Fine art 4.3
Fines 5.5
Freedom of Information 3.10
Freedom to Read Statement 3.3
Freedom to View Statement 3.4
Gift materials 4.3
Gift materials, sale of 6.3
Group residential facilities, outreach to 7.4-2
Group study rooms 3.11
Holidays 3.12
Homebound delivery 7.4, 7.5
Homebound individuals, service to 7.4
Homework assignments 7.6.4
Hours of service 3.12
Identity Protection 3.6
Indemnification 2.1.-10
Insurance, contractors' 4.1
Interlibrary loan 5.4
Interlibrary loan, teachers 7.3
Internet access 3.13
Invoice payment 4.4
Kids' Library, Adults in 3.15.2
Kids' Library collection management plan 6.2.2

8/8/05; 1/19/10; 11/10; 3/11

Policy Manual

Index

p. 3

Librarian – Duties and Responsibilities 2.1.-8
Library Bill of Rights 3.1
Library cards, eligibility 5.1.1
Library cards, lost or stolen 5.1.2
Library cards, nonresident 5.1.1
Library materials reconsideration form – AV 6.1.4.6
Library materials reconsideration form-print 6.1.4.5
Library of Congress Talking Book program 7.4, 7.5
Library records, public access 3.10
Loan periods 5.2
Lost materials 5.3
Lost or stolen library cards 5.1.2
Low vision 7.5
Materials selection criteria 6.1.4
Materials selection policy 6.1
Materials selection responsibility 6.1.1
Meeting rooms 3.14
Mission Statement 3.2, 6.1.2
Motion pictures, parental responsibility for 5.2
Newspapers, display of free 3.5
Non-Elmhurst patrons, reference service to 7.6
Nonresident library cards 5.1.1
Outreach services 7.4
Overdue materials 5.5
Pamphlet rack 3.5
Parental responsibility 3.15.1
Petitions 3.18
Petty Cash 4.4
Photocopies 5.4.1
Physically Handicapped, service to 7.5
Power failure 4.2
Preschoolers, services to 7.4-3
Printing fees, reference 7.6.5
Privacy 3.6, 3.8
Programs for adults 3.16
Programs for children 3.16
Programs, attendance 3.16.3
Programs, presenters 3.16
Programs, registration 3.16.3
Public comment at Board meetings 2.3
Publicity for programs 3.16.2
Policy Manual

8/8/05; 1/19/10; 11/10; 3/11

Index

p. 4

Purchasing 4.5
Reciprocal borrowing 5.4
Reconsideration of library materials 6.1.4.4
Reference service 7.6
Reference service to non-Elmhurst patrons 7.6.5
Reference service, after hours 7.6.1
Reference service, priorities for 7.6.2
Reference sources 7.6.3
Refunds – Lost/damaged materials 5.3
Requests for materials 5.4
Research 7.6.3
Sale of library material 6.3
Sale of merchandise by speakers 3.16.4
Sales in the library 3.18
Schools, service to Elmhurst 7.3
Selection of materials 6.1.4
Severe weather 4.2
Smoking 3.17
Social Media 3.19
Social Security Numbers 3.6
Solicitation in the library 3.18
Study rooms 3.11
Talking Book program 7.4, 7.5
TDD 7.5
Theft of library materials 4.7
Transportation of patrons 4.8
Values of the library 3.2
Vision of the library 3.2, 6.1.3