

**Carlock Public Library District
Public Use of Library Policy**

Carlock Public Library District	
Policy Title	Public Use of Library Policy
Draft or Final	2025 Final
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Date Reviewed/Approved	Board of Trustees: 9/16/25; October 2022

The Public Use of Library Policy includes the following sections:

- Days and hours of service
- Borrowing privileges
- Circulation
- Reference
- Service to patrons with disabilities
- Confidentiality of library/patron records
- Library property
- Use of meeting rooms
- Behavior in the library
- Public access internet

PUBLIC USE OF LIBRARY POLICY: DAYS AND HOURS OF SERVICE

The Carlock Public Library District is open 6 days a week:

Monday, Tuesday, and Thursday	9:00 a.m. to 7:00 p.m.
Wednesday and Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.
Closed Sunday	

The library is closed on major holidays. A list of holidays on which the library is closed can be found on the library’s website: carlocklibrary.com.

PUBLIC USE OF LIBRARY POLICY: BORROWING PRIVILEGES

Eligibility/Registration/Reciprocal Borrowing

Residents of Dry Grove, Kansas, and White Oak townships are eligible for a Carlock Public Library District library card. There is no charge for a resident card.

Patrons age 18 or above can visit the library with a photo ID and proof of current address. After completing a short registration form, the patron will receive a library card, valid for three years. Acceptable forms of photo identification and proof of address include: driver’s license, state ID, passport or green card. Other acceptable proof of address include: utility bill, signed lease agreement, personalized checks, proof of property ownership within any of the three townships served by the library, or mail postmarked within the past 30 days.

Patrons under 18 will need to bring a parent or legal guardian to the library to obtain a card. The parent/guardian will need to show a photo ID or proof of current address. By agreeing to a library card in the child’s name, parents/legal guardians acknowledge responsibility for the items borrowed, fees incurred, and children’s access of content in any form.

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The library card allows full borrowing privileges at the Carlock Public Library District, including books, magazines, DVDs, CDs, and audiobooks, as well as electronic books (ebooks) and audiobooks that may be downloaded and accessed on a smart phone, tablet, or computer.

The Carlock Public Library District is a member of the Resource Sharing Alliance (RSA). A Carlock library card may be used to check out materials at any library that is a RSA member library, including the public libraries in Normal, Danvers, Eureka, Heyworth, Hudson, and Towanda. Patrons may also be able to checkout materials from non-RSA libraries (including the Bloomington Public Library) by presenting their Carlock Public Library District library card and a photo ID.

Lost or Stolen Card

Lost or stolen library cards must be reported immediately to library staff. There is a \$2 charge to replace a library card. Cardholders are responsible for items charged to a library card until it is reported lost or stolen.

Nonresident Fees

Those who do not live in or own property within Dry Grove, Kansas, or White Oak townships, may call or visit the library to determine which library is considered their home library based on their place of residence. If they live in an area that is not served by a public library, they may be eligible to purchase a nonresident card from a nearby library. In general, patrons will be directed to the library that most closely aligns with the school district in their area.

PUBLIC USE OF LIBRARY POLICY: CIRCULATION

Length of Loan

Books, magazines, DVDs, CDs, and audiobooks may be checked out for 21 days.

Most ebooks and audiobooks on Libby by Overdrive (through the Alliance Digital Media Library) can be checked out for 7, 14, or 21 days; the patron can generally choose the length of loan that is most convenient for him or her.

Ebooks and audiobooks on Boundless (eRead Illinois) can be checked out for 14 days.

Hoopla materials circulate for 3 – 21 days, depending on type of material.

Limits on Number of Items

Each patron may have up to 25 physical items on their account at any time. Exceptions may be approved by the Library Director.

Each patron may check out 5 ebooks or audiobooks on Libby/Overdrive, 5 ebooks or audiobooks on Boundless (eRead Illinois), and/or 5 items on hoopla.

Renewals

Materials will automatically renew for 21 days if there aren't other patrons waiting for those materials.

Library staff may grant an additional 21-day renewal if other patrons are not waiting. The second renewal must be requested by visiting or calling the library.

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Interlibrary Loans

Materials that are not held within the collection of the Carlock Public Library District may be requested from other libraries. If an RSA member library has the material, the item can be routed to Carlock (or any other RSA member library) for pick up. Patrons will be notified when the item is available to be picked up.

Materials that are not available from other RSA member libraries may be requested via OCLC interlibrary loan. It may take several weeks to obtain materials requested through interlibrary loan. Materials borrowed through interlibrary loan must be returned to the Carlock Public Library District by the lending library's due date. Patrons are responsible for any lost or damage charges incurred while using materials borrowed through interlibrary loan. Habitual failure to return materials on time may result in individual loss of interlibrary loan privileges.

Interlibrary loan requests must originate from a patron's home library.

Reserve (Holds)

Patrons may reserve materials that are not immediately available, but are in the collection of the Carlock Public Library District. When the reserved materials are available, the library will contact the patron who placed the reserve (hold).

Patrons may place holds by accessing their library account on the Carlock Public Library District website (carlocklibrary.com) or through the RSAcat mobile app. Holds may also be placed by visiting or calling the library.

There are no limits to the number of holds a patron may place for items within the library's physical collection. Libby by Overdrive and Boundless (eRead Illinois) each allow patrons to place up to 5 holds for ebooks or audiobooks.

PUBLIC USE OF LIBRARY POLICY: REFERENCE

Reference service is available to all persons who reside within the library district. Staff trained to provide reference service are available during all hours the library is open. Reference questions may be directed to staff in person, by email, or by telephone.

Staff treat all questions with equal respect and will respond in a timely manner to all requests. Reference questions that cannot be answered with onsite resources may be referred to a different resource for resolution.

Staff can assist patrons in using in-library reference material or using onsite computers to access online reference material. Staff cannot evaluate or interpret reference materials, including but not limited to: legal, medical, investment, and tax-related information. Staff cannot provide legal, medical, investment, financial, or tax advice or guidance.

PUBLIC USE OF LIBRARY POLICY: SERVICE TO PATRONS WITH DISABILITIES

Carlock Public Library District is ADA (Americans with Disabilities Act) compliant and strives to serve all patrons of varying abilities and needs. Patrons in need of special accommodations should contact the library.

Service animals are welcome in the library. Service animals are permitted under the [Americans with Disabilities Act](#).

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PUBLIC USE OF LIBRARY POLICY: CONFIDENTIALITY OF LIBRARY/PATRON RECORDS

The Library abides by the Library Records Confidentiality Act [75 ILCS 70/1] which indicates that registration and circulation records of a library are confidential and cannot be published or made available to the public except by a court order, or the rare case when information is needed by a sworn law enforcement officer for the sake of someone's personal health or safety.

Article VII of the American Library Association (ALA) [Library Bill of Rights](#) states that "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as email notifications, closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, websites visited, reserve notices, or research notes.

Libraries, librarians, and library workers have an ethical obligation, expressed in the [ALA Code of Ethics](#), to preserve users' right to privacy and prevent any unauthorized use or disclosure of users' personally identifiable information or the data associated with their use of the library's resources. Article VII of the [Library Bill of Rights](#) counsels that libraries should "advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information." This requires libraries and all those who work in libraries to maintain an environment that is respectful and protective of the library user's privacy. This includes the adoption of policies and practices that treat patron data as confidential.

Library staff may request a patron's library card and photo ID prior to releasing information about the patron's account, including: items checked out, overdue items, fees due or hold/reserve information. Parents or legal guardians who have signed for and present a minor's library card, may be provided information about the minor's library account.

PUBLIC USE OF LIBRARY POLICY: LIBRARY PROPERTY

Patrons are expected to treat all library materials and property with care and respect. Food and drink are allowed in the library as long as it doesn't damage equipment or materials or disturb other people. Patrons are expected to clean up after themselves and to immediately report spills or accidental damage to library staff.

Patrons should avoid congregating around computers or in groups that disrupt others.

PUBLIC USE OF LIBRARY POLICY: USE OF MEETING ROOM

Introduction

The Carlock Public Library District's meeting room may be reserved for use by adult residents of the Carlock Public Library District. Permitted uses of the meeting room shall be consistent with the Library's mission of providing educational, informational and recreational services to the residents of the Carlock Public Library District.

Limitations and Conditions

Use of the meeting room does not constitute the Carlock Public Library District's endorsement of the viewpoints expressed by those using the meeting room.

Use of the meeting room will not be denied to any person or organization because of race, color, religion, national origin, ethnic origin, gender, marital status, sexual orientation, or any other characteristic protected by law.

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The Carlock Public Library District, its Trustees, and its staff shall be held harmless and indemnified by users of the meeting room for any and all damages, costs, or injuries which may arise from the use of the Library's premises.

The Carlock Public Library District shall not be responsible for equipment, supplies, materials, or any other personal property owned by those using the meeting room.

No illegal activities are permitted anywhere on the Carlock Public Library District's property. No firearms, smoking, vaping, alcohol, illegal drugs, or cannabis in any form are permitted anywhere on the Carlock Public Library District's property.

Occupancy of the meeting room is no more than 50 people.

Reservations Required

A signed Reservation Request Form must be submitted to the Library Director at least one week prior to the starting time of the proposed use of the meeting room. The person submitting the Reservation Request Form must be at least eighteen (18) years of age and a resident of the Carlock Public Library District.

The Library Director shall approve or deny the Reservation Request within seventy-two (72) hours after receiving the Reservation Request Form.

Reservations for use of the meeting room will be limited to no more than two (2) hours, unless special circumstances require a longer meeting time. Reservations for meeting room use will be limited to times between 9 a.m. and 9 p.m. and only on those days the Library is regularly open for business.

Extensions of meeting room use beyond the two-hour limit will be approved at the discretion of the Library Director. Approval of a time extension will be based on the availability of Library staff and the time of day for which the meeting is scheduled.

Meeting Room Monitor

When a meeting is scheduled beyond the Library's regular operating hours, the group reserving the meeting room must appoint a Room Monitor. The Room Monitor will be entrusted with a key to the Library and will be responsible for closing and locking the Library building when the scheduled meeting concludes. The Room Monitor must meet with the Library Director prior to the scheduled meeting and receive instructions on how to properly close and secure the library building.

If no Room Monitor is designated by the group reserving the meeting room, the Library Director may be able to arrange for a Library employee to serve as the Room Monitor. A fee will be charged to the group reserving the room which is sufficient to reimburse the Library for the salary expense of Library staff.

The Library has the right to terminate the meeting if the meeting room policy is not being followed.

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Remote Meetings

Equipment for remote meetings is available for use by all users of the meeting room, if the remote equipment is requested on the Reservation Request Form. To use the remote equipment, the group reserving the meeting room must identify a Remote Operator. The Remote Operator must meet with the Library Director prior to the scheduled meeting and receive instructions on the use of the remote equipment.

If the group reserving the meeting room requests a Library staff member be in attendance to operate the remote equipment, a fee will be charged sufficient to reimburse the Library for its salary expense.

Reservation Fees

No fee will be charge for the non-commercial use of the meeting room by residents of the Library District, unless it is necessary for the Library to provide a Room Monitor and/or Remote Operator.

No fee will be charged for use of the meeting room by other governmental units within the Library District, unless it is necessary for the Library to provide a Room Monitor and/or Remote Operator.

A fee of \$25 per hour, or partial hour, will be charged for the commercial use of the meeting room by residents of the Library District. The room fee will be charged for the entire duration of the meeting, regardless of whether the Library is open or closed to the public. If the Library provides a Room Monitor and/or Remote Operator, an additional fee will be charged sufficient to reimburse the Library for its salary expense.

Commercial use of the meeting room is defined as a for-profit venture for the person or organization that is renting the Library's meeting room.

When the Library provides a staff member to perform the duties of a Room Monitor or Remote Operator, the group reserving the meeting room will be charged a fee of \$25 per hour as reimbursement to the Library for its extra salary expense.

All fees must be paid to the Library prior to the commencement of the meeting room use.

General Information

The Library will provide, upon request, meeting room users with a coffee pot, hot water pot, and access to refrigeration. Users of the meeting room may provide refreshments to participants in the meeting, if those refreshments remain in the meeting room.

Users of the meeting room will return furniture to its original placements and will do any clean-up necessary to restore the area to its original state.

Users of the meeting room will confine their activities to the meeting room and not interfere with Library patrons and the regular operation of the Library.

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PUBLIC USE OF LIBRARY POLICY: BEHAVIOR IN THE LIBRARY

Rules of Conduct

These rules of conduct are intended to assure that library patrons are able to use and enjoy the library's services, materials, and facilities without being subjected to unreasonable interference or disturbance by others. Library patrons are expected to:

- Treat library staff, other patrons, materials, furnishings, and equipment with care and respect. Accidental damage to library materials or property should be reported immediately to library staff.
- Refrain from smoking in the building, on library property, or within 15 feet of the building. This includes cigarettes, cigars, electronic cigarettes, cannabis, vaping, or any use of tobacco products.
- Avoid active use or being under the influence of drugs or alcohol while in the library.
- Not engage in any behavior that is disruptive or hinders the use of the library or endangers public safety. Patrons should not, for example, engage in loud or boisterous behavior, verbal or physical harassment, running, fighting, or congregating in large groups.
- Limit cell phone use. Extended cell phone conversations should occur in the building's vestibule or outside.
- Follow the direction and instructions of library staff.

Depending upon the offense and particular circumstances of the case, violators of these rules or any library policy may lose their library privileges and be barred from use of the library, either temporarily or permanently. Staff are authorized to ask disruptive patrons to leave the library and bar them from the library for a 24-hour period.

The library reserves the right to remove any person whose behavior on library property is disruptive, is inappropriate for a library environment, or interferes with the use of the library by others. Any behavior that does not support a welcoming environment and/or violates library rules or policies may result in cost-recovery charges, suspension of library privileges, exclusion from the library, and/or prosecution.

Children in the Library

Parents/legal guardians or caregivers age 16 or older – not library staff – are responsible for the behavior and safety of children under their supervision while they are on library property. Children must abide by all library policies.

Children under the age of 10 must be accompanied and supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, the parent or responsible caregiver cannot be located, or the library is closing, library staff is authorized to call law enforcement and stay with the child until they arrive.

Children's Room

The children's department is designed for use by children and their families or caregivers. It may also be used by people of all ages interested in materials housed in this department. People using this area for other purposes, especially during children's programs or events, may be asked to relocate to a different part of the library. Library staff will be available to assist visitors in locating or retrieving materials housed in the children's area.

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Conceal and Carry Policy

The Carlock Public Library District follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the Library building or on Library property. In conformance with State Statute, the Library will post at all entrances to the building and parking areas of the Library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

PUBLIC USE OF LIBRARY POLICY: PUBLIC INTERNET ACCESS

PUBLIC USE OF INTERNET

The Carlock Public Library District provides patron computers with Internet access for use in the library. The content of the internet is not regulated or managed by traditional rules or laws of a single entity. The library does not, and cannot, control the information available on the internet. Information found on the internet should be carefully evaluated for its reliability, accuracy and currency. Library staff may provide limited assistance to users with their internet information needs, as time and staff knowledge permits. Staff cannot provide legal, medical, investment, financial, or tax advice or guidance.

The library requires that patrons use the internet in a responsible manner that respects other individuals and protects the shared resources of the community.

- Patrons using the internet must comply with all applicable local, state and federal laws and regulations, as well as all library policies.
- Patrons using the internet must respect the rights, dignity, privacy, and convenience of others.
- Use of the library's workstations to access internet sites that are obscene, pornographic, or harmful to others is prohibited.
- Parents are responsible for supervising their minor children's use of the internet at the library.
- Activities that compromise the security, efficiency, or condition of the library's computer resources are prohibited.
- Failure to comply with the requirements of this policy will result in disciplinary action up to and including the loss of internet or library privileges.

The library disclaims any liability or responsibility arising from the access to the internet or use of information obtained through the internet, or any consequences thereof.

- The library is not responsible for internet content.
- The library cannot guarantee the confidentiality of communications or transactions made on the internet.
- The library is not responsible for any direct or indirect damages or charges incurred during the use of internet at the library.

Use of the Carlock Public Library District's computer resources signifies the user's acceptance of the library's policies and procedures related to computers and internet resources.

**Carlock Public Library District
Public Use of Library Policy**

**RESERVATION REQUEST FORM FOR
Carlock Public Library District's Meeting Room
(September 2025)**

Name of Organization _____
Purpose of Meeting _____
Type of Meeting Commercial Non-Commercial Governmental (circle one)

Name of Applicant/Responsible Party _____
Address of Responsible Party _____
Telephone # of Responsible Party _____
Email address of Responsible Party _____

Estimated # of meeting participants _____
Will coffee pot or refrigerator be needed Yes No (circle one)
Will remote meeting equipment be needed Yes No (circle one)

Meeting date _____
Meeting time _____
Meeting length _____
If room is needed for more than 2 hours, please explain why _____

Is this a one-time meeting or a recurring meeting? _____

If your meeting will extend beyond the library's normal operating hours, you will need to designate a Meeting Room Monitor, who will be responsible for locking the library and returning the key.

Monitor Name _____
Monitor Address _____
Monitor Telephone # _____

If you do not have anyone to serve as Meeting Room Monitor, the library (with advance notice) can supply a library staff member to serve as the monitor. The fee for library staff serving as monitor is \$25/hour, payable prior to the beginning of the meeting.

Estimated monitor fee _____
Fee paid (library staff initials) _____

If you will need a library staff member to assist with the remote meeting equipment, there will be a \$25/hour fee, payable in advance.

Estimated remote operator fee _____
Fee paid (library staff initials) _____

I am an adult eighteen (18) year of age or older, I have read the Carlock Public Library District's Meeting Room Policy. I, and the group I represent, agree to abide by all policies and procedures governing the use of the Meeting Room. The organization or group I represent shall indemnify and hold harmless the Carlock Public Library District, its Trustees, and its staff for any and all damages, costs or injuries which may arise from its use of the premises.

Applicant's Signature _____ Date _____
Approved by _____ Date _____