

COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

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TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

BACKGROUND

MISSION STATEMENT: Town and Country Public Library District serves its residents as a gateway to knowledge by providing access for children, teens, and adults to a wide range of materials, opportunities and community meeting space. As a result, the quality of life for our community is enhanced and enriched, and our residents can develop their potential to become better-informed citizens.

VISION: Town and Country Public Library staff, Board, and community envision a future where all individuals and families are eager and engaged lifelong learners.

The materials collection, one of Town and Country Public Library 's major assets, is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library patrons in its district. Library staff builds and maintains a patron-focused collection by anticipating and responding to needs and expectations. Library District Administration recognizes the necessity of balancing budget, staffing, and building concerns when making decisions either to acquire or to provide access to materials and information. Materials budget allocation is set annually. Acquisition decisions are based on factors including demand, cost of materials, publishing trends, and changes in the marketplace.

GOALS: Town and Country Public Library District has based the Collection Development and Management Policy on the following goals:

- To develop and offer quality collections for patrons.
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.
- To insure that all parts of the collection are up-to-date and well maintained through established acquisition and retention priorities.
- To continually evaluate present formats and to identify new formats that will make the collection more valuable to our patrons.

PURPOSE

This policy guides the staff and informs the public of the principles upon which collection development and management decisions are based. It serves as a staff reference for policies and procedures related to collection development and management. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making the decision on inclusion or retention. This policy describes the role of collection development and management in achieving the Library's mission and strategic goals and objectives. It defines the scope of the collection, provides a plan for the continuing development of resources, and identifies collection strengths. It outlines the relationship of collection development and

management to the Library's goals and to the intellectual freedom principles as set forth in American Library Association guidelines.

SCOPE OF COLLECTION

The collection offers materials in choices of format, treatment, language, and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Collection" is defined as materials that are selected for the Library District. Those selected materials may be physically owned by the Library District or may be accessed via the Internet. "Selection" refers to the decision that must be made to add a given item to the Library District collection and made accessible either in a physical location or via electronic means. Not all materials and information found via the Internet are part of the collection. Only web-based resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

The Library District collects, organizes, and makes available materials of both contemporary significance and long-term value. The collection is reviewed and revised on an ongoing basis. Collections are current and popular but also include materials of local historical relevance. Collections provide general coverage of subjects and reflect the characteristics of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance. Withdrawn materials may be sold, donated, or discarded.

The Library District will accept gifts of library materials within the framework of the policy on such donations, as adopted by the Library Board of Trustees. These gifts and donations are subject to the approval of the Library Director. The Library District reserves the right to refuse any gifts and donations deemed inappropriate for any reason. (see: **Policy on Gifts, Donations and Memorials**, for the full text of the policy)

SPECIAL COLLECTIONS

THE LOCAL HISTORY COLLECTION

Purpose and Scope: The purpose of the Local History collection is to collect and preserve materials that document the history of Elburn and the surrounding area and to make these materials available to researchers and the general public. The collection houses materials in a variety of formats including but not limited to books, pamphlets, photographs, maps, audiovisual materials, and physical artifacts. Materials in a foreign language are not necessarily excluded from acquisition if they meet other criteria. The Collection is maintained as a non-circulating special collection. Materials are acquired through both purchase and donation.

The following criteria are used to select items for inclusion in the local history collection:

- Relevance to local history
- Quality and condition of the material
- Authority and authenticity of the material

- Available provenance and documentation of clear title to the material
- Cost of the item

The following items are generally not accepted for inclusion:

- Items which show damage from mold, mildew, water, insects, smoke or dirt
- Materials that would be too costly or difficult for the Library District to preserve, process or store
- Items whose use would be restricted by the donor
- Items or materials that do not have a clear provenance
- Items that more properly belong in a museum

Gifts and donations to the Local History Collection are accepted following the Library's **Policy on Gifts, Donations and Memorials**. Once accepted, the items become the property of the Library District. The Library District has the right to decide how donated items are displayed or stored and how long items are retained in the collection. No items will be accepted without a legal transfer of title, deed of gift, or other official transfer of ownership to the Library District.

Co-operative agreements: Occasionally the Library District may enter into co-operative agreements with other organizations in order to preserve historical materials and/or to make them more widely available. In general, the Library District does not accept items on loan. However, items from the collection may be loaned to other organizations upon request and if proof of proper insurance is provided to the Library District.

Weeding and deselection: Although items in this collection will not be selected for weeding based only on age, the Library District has the right to weed materials no longer appropriate to the collection.

ARCHIVES

Purpose and scope: The purpose of the archives is to provide in-house storage for items in the general collection that have been judged too valuable or fragile to remain in general circulation. Items in this collection are shelved in the staff area and are available to the public upon request. This is a non-circulating collection. Items are used only under staff supervision.

Criteria: Materials are not purchased for the Archives. Only materials already in the collection are considered for archiving.

Gifts and Donations: Gifts and donations will not be placed in the Archives.

Weeding: Items in the Archives are rarely weeded. Some materials may be transferred to the Local History Collection, if appropriate.

COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA

To build a collection of merit, materials are evaluated according to one or more of the following criteria: **(An item need not meet all of these criteria in order to be acceptable)**

GENERAL CRITERIA:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Budget considerations
- Space considerations
- Importance as a document of the times
- Professional reviews and critiques
- Potential user appeal
- Requests by the public
- Staff recommendations
- Collection usage statistics
- Works by local authors
- Materials of local interest or focus
- Memorial gifts

CONTENT CRITERIA:

- Authority
- Comprehensiveness
- Skill, competence, and purpose of author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

SPECIAL CONSIDERATIONS FOR ELECTRONIC RESOURCES:

- Ease of use of the product
- Availability of the information to multiple, concurrent users
- Technical requirements to provide access to the information
- Technical support and training

COLLECTION DEVELOPMENT RESPONSIBILITIES

The authority and responsibility for the selection of library materials are delegated to the Library Director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law (75 ILCS 5/4-7.2). These staff members have the specific responsibility to prepare proposed line-item recommendations for the budget preparation process annually. Funds for materials are included in the Library District's annual budget process.

INTELLECTUAL FREEDOM

The Library District provides an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements are included in this policy and serve as guides to collection development and management.

Collection development and management decisions are based on the merit of the work as it relates to the Library District's mission and its ability to meet the expressed or anticipated needs and interests of the community. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered, except for the purpose of protecting them from damage or theft.

The Library District recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

ACCESS TO COLLECTION MATERIALS

All library materials are available for use by all patrons, within the framework of current circulation policy. To ensure equitable and efficient access, materials may be subject to use limitations. Access to materials is ensured by the way materials are organized, managed, and displayed.

The Library District organizes its collection through a standards-based cataloging and classification system. Staff is available to assist patrons in the selection and location of materials

of interest. The Library District participates in interlibrary loan networks to make materials not in the collection available for patrons. Electronic resources are made accessible through web-based environments. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

RECONSIDERATION OF LIBRARY MATERIALS

Residents of the Town and Country Public Library District may request reconsideration of a selection decision of library material by submitting a written **Request for Reconsideration** to the Library District, using established Library procedures and guidelines available at the Circulation Desk. The Library Director responds in writing to an individual's written request.

The Town and Country Public Library Board, upon request, will hear appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board of Trustees. Decisions on appeals are based on careful review of the objection, the material, and Town and Country Public Library Board policies including: this policy, the Library Bill of Rights, the Right to Read and the Right to View and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Library Board of Trustees.

WEEDING POLICY

Weeding, or de-selection, is an integral part of collection management. An active and continuous weeding program is essential in maintaining a viable and useful collection. Decisions on whether to retain or remove items are made on an individual basis. Worn and damaged items are weeded on a continuous basis. In addition, comprehensive weeding of at least two sections of the collection by Dewey Decimal classification is done annually on a rotating schedule. The following considerations may apply when considering materials for removal or retention:

- Worn or damaged items
- Duplicate copies of seldom used titles
- Materials which contain outdated or inaccurate information
- Superseded editions of specific titles
- Local relevance or interest

While the Library District tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn. Titles given as memorials or gifts are kept as long as they are still relevant to the collection, but may be withdrawn when no longer useful. Decisions on replacement of materials are made on an individual basis and may include the following considerations:

- Demand for the specific item
- Number of copies held
- Availability of the title through interlibrary loan
- Existing coverage of the subject in the collection
- Availability of title for reorder
- Inclusion of the title in standard bibliographies

The Weeding Process:

- Identify items that are candidates for weeding
- Physically prepare items to be withdrawn
- Remove items from the database
- Order new and/or replacement titles as necessary

Approved: February 8, 2010

APPENDIX

American Library Association Library Bill of Rights

The Town and Country Public Library District subscribes to the *American Library Association Bill of Rights* which follows:

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

Date approved: 11/11/02

AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The Town and Country Public Library District subscribes to the *American Library Association Freedom to Read Statement* which follows:

American Library Association Freedom to Read Statement

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Date approved: 11/11/02

AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT

The Town and Country Public Library District subscribes to the *American Library Association Freedom to View Statement* which follows:

American Library Association Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship in any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Date approved: 11/11/02

TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT

POLICY ON GIFTS, DONATIONS AND MEMORIALS

Library Materials

The Town and Country Public Library District welcomes gifts of new and used books, audio-visual materials, and other library materials. Items will be added to the collection in accordance with the selection policy of the Library.

Once donated, items become the property of the Town and Country Public Library District, and may be given to other libraries and non-profit agencies, sold, traded, or discarded, if they are not added to the collection. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift.

The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value, or obtain expert assistance in establishing any value.

It is the responsibility of the Library staff to determine if a donated item will be added to the collection. The Library staff also reserves the right to decide when a gift added to the collection will be withdrawn.

Memorial and Honorary Gifts

The Library is happy to accept gifts in memory or in honor of individuals, groups, or organizations. Forms are available for the donor to fill out, which will aid the staff in selection of materials. Upon receipt of the item, the Library will send an acknowledgement of the gift to the donor and to whoever the donor has requested be informed of the gift. A bookplate is placed on or inside the item, recognizing the donor and the person being honored.

The Library staff will make every effort to order particular items requested by a donor. If a requested title is not available, the staff will inform the donor and arrange for an alternate selection.

Ordinarily, the Library staff will purchase the requested item through one of its vendors. If the donor wishes to purchase the item on behalf of the Library, it must first be approved by the Library Director or other designated staff member.

All library materials donated as memorials or gifts must meet the selection criteria of the Town and Country Public Library District.

The Library District cannot guarantee that every item donated will be kept forever. The collection is evaluated periodically, and items deemed no longer useful are discarded. The Library is not responsible for informing donors or other interested parties of the withdrawal of any donated materials.

Other Gifts

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, and large monetary gifts will be determined by the Library Board, based on their suitability to the purposes and needs of the Library, laws and regulations that govern ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with such donations.

ALL GIFTS AND DONATIONS ARE SUBJECT TO THE APPROVAL OF THE BOARD AND STAFF OF THE TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT. THE LIBRARY DISTRICT RESERVES THE RIGHT

**TO REFUSE ANY GIFTS AND DONATIONS DEEMED INAPPROPRIATE
FOR ANY REASON**

Date Approved: 2/10/03

**TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT
PROGRAM POLICY**

Programs sponsored by the Library will support the stated mission, vision, and strategic plan of the Library. Programs strengthen the Library as a vital part of the community, enhance the library experience for its patrons, and help the Library reach out to new and diverse constituencies. The Library offers both educational and entertaining programs.

Planning Programs

1. Program development is the responsibility of the Adult Services and Youth Services Department Heads. Other staff and members of the community are welcome to submit ideas for programs. The Library Department Heads and the Director have the option to implement ideas or not, as they deem appropriate.
2. Library staff may plan programs in co-operation with other community groups in order to better serve the community.
3. It is the responsibility of the Department Heads to inform the Library Director of programs under consideration.
4. The merits of any program are weighed against the needs, interests, and demands of the public and the budget constraints of the Library District.
5. The Library Director has the ultimate responsibility for the approval or disapproval of proposed programs.
6. Programs should be planned and presented as appropriate to the needs of the target age groups.
7. Programs should be planned as far in advance as possible in order to secure space.
8. The scheduling of Library District programs takes precedence over programs and meetings of outside groups.

General Guidelines

1. Fees are not generally charged for Library District residents to attend Library programs; however, the District reserves the right to charge a fee for consumable materials and for non-residents to attend programs.
2. Authorized Library staff may cancel or terminate a program if necessary.

3. Certain programs might require registration. The Library District has the right to refuse entrance to these programs to those who did not register.
4. The Library has the right to set age limits for attendance at certain programs, due to space limitations or the nature of the program.
5. Library sponsorship of a program does not constitute or imply endorsement of a presenter's viewpoint.
6. Library programs are non-commercial in nature. Exceptions to this may include: Library fundraisers, and visiting authors, artists, or entertainers who may offer their works for sale.

Approved: June 11, 2012

TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT

PROCTOR SERVICES

The Town & Country Public Library District will act as a site for exam proctoring, under the following conditions:

1. Anyone wishing to have an exam proctored at the Library must first secure the permission of the Library Director to do so.
2. The student is responsible for making all arrangements for the examination, including contacting the institution that administers the testing.
3. It is the responsibility of the student to verify if a test has been received by the Library. It is not the responsibility of the Library to notify a student that a test has been received.
4. The student must make an appointment with the Library for a particular time at which to take an exam.
5. The student should contact the Library at least one week prior to the desired testing date.
6. No walk-ins will be accepted.
7. The student must provide all materials necessary to take an exam, such as: pens, pencils, paper, calculators, etc. The Library will not provide these materials.
8. Only the Library Director or his or her designate will be authorized to proctor exams.
9. Every effort will be made to accommodate the schedule of the student needing proctor services, but the Library Staff proctor is not obligated to provide these services outside his or her regular work schedule.
10. In general, exams are not proctored on weekends, but if it is absolutely necessary, arrangements will be made, dependent on staff availability.
11. Students must provide proper identification before they will be allowed to take an exam.
12. The Library will abide by the rules stated for the exam by the administering academic institution.
13. No monetary remuneration will be accepted from a student for the proctoring service. The Library will accept reimbursement or remuneration from the administering academic institution if it is the policy of the institution to do so.
14. The Library is not responsible for postage costs to return an exam to the administering institution. If the institution does not provide an envelope or postage, the Library will bill the student for the cost of returning the exam.

Approved: 5/12/08

Town and Country Public Library District

Use of Public FAX Machine

A fax machine is provided for public use. Public use does not extend to the staff fax machine. The following rules apply:

- The public fax is intended to be self-service, but library staff will assist when requested
- Faxes may not be received on this machine; only outgoing faxes are accepted
- The charge to fax is \$1.00 per page for faxes to U.S. phone numbers; \$2.00 per page for faxes to phone numbers outside the U.S. All fees must be paid in advance
- The fax is available for use during all Library hours; faxing must be completed before close of business
- The Town and Country Public Library is not responsible for failed or incomplete transmissions, or for any breach of patron privacy that may occur in the transmission process
- Proof of receipt of a fax transmission is the responsibility of the patron; if a fax transmission was not received, the Library will resend the fax once at no charge

Approved: February 9, 2009

Effective: February 9, 2009

TOWN AND COUNTRY PUBLIC LIBRARY DISTRICT

MEETING ROOM POLICY

Meeting Rooms

The Town and Country Public Library District has two rooms available for use by the public:

1. Meeting room (capacity: 50; can be divided in two)
2. Arnold & Mildred Erickson Conference Room (capacity: 20)

Preference will be given to Library or Library-related groups for use of these facilities. When not being used by the Library, the rooms are available to groups pre-approved by the Library Director. An application for use of the meeting rooms must be filled out and returned to the Library Director prior to a group's initial use of the meeting rooms. The application will be kept on file at the Library.

Requests for use of a meeting room should be made at least four weeks in advance.

In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting rooms based on the subject matter of the meeting, or on the beliefs or affiliations of the meeting's sponsors. Permission to use the meeting rooms in no way constitutes an endorsement of any group's policies or beliefs.

II. General Rules

1. Groups using the rooms must set up for their meeting.
2. Rooms must be left clean and in good condition. If they are not, a minimum charge of \$50.00 will be assessed, and that group's use of the meeting room may be suspended.
3. Refreshments may be served if provided by the group and all leftovers and waste are removed at the conclusion of the meeting.
4. Library furniture and equipment must be returned to its original location.
5. Use of Library equipment may be requested but cannot be guaranteed.
6. Damage to Library furniture and equipment is the financial responsibility of the group using it when damage occurred.
7. The Library will not provide consumable supplies.
8. Persons using the meeting rooms are subject to the rules governing patron behavior in the Library.
9. Persons using the meeting rooms may not leave children unattended in the Library.
10. The Library does not provide baby-sitting services for children of persons using the meeting rooms.
11. Use of the meeting rooms cannot be scheduled on days the Library is not open.

III. Restrictions

1. No admission may be charged for programs held in the meeting rooms.
2. No selling or solicitation may take place without written permission of the Library Director.
3. Smoking is not permitted at any time.
4. Alcoholic beverages and illegal drugs are not permitted at any time.
5. Excessive noise or use of hazardous materials is prohibited.
6. Groups composed of members under the age of 18 must have at least one adult chaperone in attendance for every 25 attendees.
7. Meeting rooms may not be used for social gatherings such as dances, parties, showers, etc.
8. Meetings or programs which, in the opinion of the Board of Trustees and/or the Library Director, would interfere with the work of the Library staff will not be permitted.

Date approved: 8/13/01

CONFIDENTIALITY OF PATRON RECORDS

The Town and Country Public Library District abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Town and Country Public Library District does not make available the records of patron transactions to any party except in compliance with the law. The Town and Country Public Library District does not make available lists of registered library patrons except in compliance with the law.

Approved: July 13 2009