

## **NSLS Policies & Regulations**

### **A. GENERAL PRINCIPLES AND CONDITIONS**

#### 1. Mission Statement

NSLS enhances the power of member libraries through effective leadership, learning, partnership, visibility and advocacy. NSLS seeks innovation and embraces change that provides opportunities for growth.

2. It is the System Director's responsibility to initiate an annual work plan to focus System activities on the attainment of the System's Mission.

3. NSLS recognizes the importance of standards to guide and shape System service. Standards developed by the American Library Association, the Illinois Library Association, the Illinois State Library and other similar organizations and agencies are carefully considered by the System's leadership.

### **B. Requirements for System Membership**

Any academic, public, school, or special library within the geographic boundaries of the North Suburban Library System (NSLS), that meets the appropriate provisions and requirements of the System and of the Illinois State Library and through the governing authority, is eligible for NSLS membership.

1. A library applying for membership in the System shall be a library of one of the types as authorized in Paragraph 112 of the Illinois Library Act:
  - a. "Public Library" - A tax-supported public library established by a governmental unit which either is authorized to levy a tax for library purposes, or which supports the library at least in part from local tax revenues other than federal revenue sharing. Such a library is established by a city, village, incorporated town, township, county or library district under Illinois Revised Statutes, chapter 81, paragraphs 2-, 2-2, 17, and 1001-02. This definition excludes free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a governmental unit.
  - b. "School Library" - The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority.
  - c. "Academic Library" - The library or libraries of an institution of higher education which is authorized to operate in the State of Illinois and which is accredited by a regional accrediting association.

d. "Special Library" - Any other library meeting the further requirements set forth herein and so authorized by the Illinois Library System Act, Chapter 81, Section 119.

2. To be a member, a library or the library's governing authority, as is appropriate, must:

a. Recognize that NSLS is a cooperative membership organization, that the System and the Illinois Library and Information Network (ILLINET) services are supplementary library resources and that considerations of equity require members to provide an acceptable maintenance of effort level, as further set forth in 2.c. below.

b. Understand that the governing authority will meet its current, ongoing, and basic library needs from the governing authority's own resources. As evidence of this recognition and understanding, the library or governing authority shall have for its library a written statement of the library's purpose, indicating its responsibilities to its primary constituency, NSLS, and the Illinois Library and Information Network (ILLINET).

c. Provide maintenance of effort; i.e., a constant or increasing level of financial support and understand that maintenance of the level of support is a condition of continuing membership. In cases of mitigating circumstance, the requirement that the established level of effort be maintained may be waived by NSLS until the mitigating circumstance ceases to prevail.

d. House a readily identified, centrally located collection of books and other media, or, in lieu thereof, a centrally accessible information base in electronic form, of sufficient size to be significant and substantial in relation to the current and prospective library needs of the library's constituency.

All applicants for membership in NSLS shall be considered and evaluated on the basis of their individual merit and potential contribution to the regional and statewide system of interlibrary cooperation and resource sharing.

e. Be bibliographically organized, preferably according to LC MARC II standards, with the lists, catalogs or other instruments identifying the library's holdings and their specific locations accessible to NSLS and its members.

f. Upon the request of NSLS or the Illinois State Library, add the bibliographic records of its resources, when available in appropriate electronic format, to those of WorldCat and/or ILLINET Online.

- g. Be serviced by a staff of one or more persons specifically identified as the library staff, which has as a primary responsibility the provision of library service to its constituency, with one of the staff designated chief librarian.
  - h. Provide release time for the designated chief librarian (or the chief librarian's designee) at least once in every 6-month period to attend NSLS meetings for chief librarians called by the System. Such meetings shall be of half-day or less duration.
  - i. Be staffed and open for use by its constituents and accessible by NSLS and its members at least 30 fixed and publicized hours over 5 days per week unless otherwise authorized by the NSLS Board of Directors. Holidays, other schedules and emergency closures are expected.
  - j. Be accessible, at least by telephone and other electronic communication devices (i.e., fax, computer with modem, etc.), to other members of NSLS and of ILLINET. (The access telephone must be in the library or immediately adjacent thereto.)
  - k. Honor the Illinois Interlibrary Loan Code (latest version), lend and/or otherwise permit reasonable and significant use of the library's non-restricted resources in NSLS and in ILLINET.
  - l. Provide (if the member is not a designated delivery point on the System's regular or next day delivery vehicular delivery service) for at least twice weekly regular pickup of the materials addressed to that member and delivered by the System to the designated delivery drop-off point at another System member, and which drop-off point is mutually agreed to by the System and the member. In addition, subject to the mutual agreement of the member and the System, the member agrees to serve as a drop-off point for deliveries to other System members, should the System so request.
  - m. Supply an annual report of its library's activities and other data on a form supplied by the System, and provide from time to time such other library data as the System or the Illinois State Library reasonably may require for the purpose of evaluation or planning.
  - n. Designate a representative in accordance with NSLS bylaws.
3. Applications for membership must be made over the signature of an official duly authorized to (a) enter into a membership contract on behalf of the library or the organization whose library desires membership in the System, as is appropriate, and (b) commit the organization to the fulfillment of the stated or implicit obligation of the cooperative condition.

4. Any NSLS member library that falls below or fails to meet any of the membership requirements duly adopted by NSLS agrees to notify the System Director.
5. If a library participating as a full member should become noncompliant with the obligations of membership, including but not limited to submission of annual reports, the NSLS Board of Directors will have the option of:
  - a. Moving the library's status from full to developmental membership with the understanding that the library will be given five years to become fully compliant, or
  - b. Suspend such member's participation in all NSLS services until such time as the member again is in compliance. Suspended members will submit a written request and agree to an on-site visit by NSLS staff to be considered for reinstatement.

In both instances, the Board will notify the governing authority of the change in membership status.

Developmental membership is extended to those libraries which currently do not meet all the criteria for full membership, as defined by Section B.2 of NSLS Policies and Regulations, but is working toward this goal. Members in this category are given five years to be fully compliant. After five years, they may request to extend their status for an additional year upon approval by the NSLS Board of Directors.

As stated in section 23 IL ADC 3030.35 of the Administrative Code Regulations, libraries identified as developmental members are entitled to utilize the NSLS consulting services, participate in all NSLS continuing education opportunities, receive NSLS communications, and apply for school or public library Per Capita Grants.

Libraries identified as developmental members are not eligible to use existing system delivery service, access the electronic resources provided by the Illinois State Library, apply for LSTA grant funding, or hold an NSLS board seat.

During the period of developmental membership, System staff will work with the developmental member to create a written plan, including goals, objectives and a projected timeline for compliance. A short report describing accomplished goals and/or deviations from goals and timeline should be included with their annual report. If at any annual review period, the NSLS Board of Directors determines that the library is not making sufficient progress toward the goal of meeting the minimum standards of full membership, the institution's developmental membership may be terminated and the appropriate governing authority of the that member will be notified.

6. NSLS for reasons of a member's non-compliance with the obligations of membership, including but not limited to submission of annual reports, may suspend such member's participation in NSLS services and of ILLINET until such time as the member again is in compliance.
7. Discontinuance of its academic, school, or special library by a corporate authority automatically terminates the NSLS membership of the member institution.
8. An academic, school, or special library may, upon written notice and upon the satisfaction of any and all obligations to NSLS and to ILLINET, if any, terminate its membership in NSLS.
9. Public library service may be provided by a local public library for persons residing on a U.S. military installation located within NSLS, which installation operates and maintains a non-library that is a member of the NSLS, by agreement of the installation and of the local public library providing the service. Such agreement shall be developed by the local public library or libraries providing the service. It shall at a minimum:
  - a. Provide that the use of the service is upon the presentation of the military installation's identification form (ID);
  - b. Provide that the use of the local public library by the military installation's residents under the agreement is limited to the local public library or libraries party to the specific agreement;
  - c. Specify the local public library services to be provided;
  - d. Specify that the services are limited to the residents of the installation; and
  - e. Designate a representative of the military installation library in accordance with NSLS bylaws.
10. The NSLS Board of Directors shall, unless there be substantial reason not to do so, approve for NSLS membership the application of a library which cannot immediately meet one or more of the requirements of Section B.2 of [NSLS Policies and Regulations](#).

Such a library shall:

  - a. Identify and document those requirements which are met.
  - b. Identify those requirements which cannot be met immediately and provide a specific plan enumerating when and how those requirements will be met.

The library's membership will be considered "developmental" until the requirements of Section B.2. have been met. A library admitted under this provision will be limited to the rights and services extended to developmental members described in number 5, however, and have all of the responsibilities of membership in the System. If at any time during this period, the NSLS Board of Directors determines that the library is not making sufficient progress toward the goal of meeting the minimum standards of full membership, the institution's developmental membership may be terminated.

If all requirements have not been met within five years from the date of membership, the Board may renew the subject library's membership for an additional year.

11. The North Suburban Library System Board of Directors shall, approve applications from organizations for affiliate status in NSLS unless there is substantial reason for denying the application. Such affiliate organizations of NSLS shall:
  - a. Be an organization that shares some aspect of vision or services with NSLS.
  - b. Offer services or value to NSLS and/or be willing to compensate for services or value received.
  - c. Receive services from NSLS.
  - d. Not be an established library in Illinois
  - e. Follow all applicable policies and procedures related to any services received.
  - f. Affiliate members may or not be physically located within the boundaries of NSLS. Affiliate members will not appoint representatives and, therefore will not serve on the NSLS Board of Directors.

### **C. SYSTEM RELATIONSHIPS/RESPONSIBILITIES**

1. The North Suburban Library System (NSLS) may become a member of any organization, membership in which will contribute to the achievement of the objectives of the System.
2. Should NSLS have voting privileges in an organization of which it is a member, the President of the Board of Directors is authorized to cast the System's votes, with the provision that if any representative makes a suggestion regarding

candidates or issues on which the vote is being cast, such suggestion(s) will be considered in the casting of that vote.

3. In an effort to provide an effective, efficient, and economical operation, NSLS will use the expertise, services, materials, or facilities of other governmental corporations or agencies when such use is in the interest of the System.

4. NSLS actively will explore, initiate, foster, and participate in cooperative plans, programs and activities among NSLS members, libraries outside of NSLS, other library systems, other governmental units or other institutions or individuals whenever benefits to the System or its members are promised or indicated by such cooperation.

5. NSLS will not subsidize in whole or in part those responsibilities for staff, building, library materials, or other resources which traditionally are the responsibility of the member library.

6. NSLS services are provided to (a) its member libraries for their service to their respective constituencies, (b) those individuals residing in an area in which an NSLS supported demonstration of extended library service is in effect, or (c) another system, unit of government, organization or individual with whom it has an agreement for the sharing of the provision of services.

7. A responsibility of NSLS is the establishment of local tax supported public library service for every resident of the area within the System's boundaries. In discharging this responsibility, NSLS shall encourage efforts to establish a local tax supported library by provisions of legal advice, public relations assistance and such other service as may be appropriate.

8. NSLS participates in appropriate legislative action to establish or repeal laws or its regulations to facilitate the operation and further the purposes of the System and its member libraries.

9. The System Director, in the name of NSLS, is authorized to prepare and submit without further action by the NSLS Board, pro forma amendments to NSLS application for establishment on file with the Illinois State Library. The officers of NSLS are authorized to sign such amendments.

#### **D. RESPONSIBILITIES OF THE REPRESENTATIVES OF MEMBER LIBRARIES**

1. Each member library's designated Representative to NSLS is the official channel of communication between NSLS Board and the member library. The Representative is the official voting delegate for the member library.

2. Newly designated Representatives to NSLS are provided with copies of the current long range plan, NSLS bylaws, and those other publications which contain the basic information about the System.
3. NSLS will provide an orientation for Representatives.
4. NSLS Representatives may not profit from personal special privilege or enrichment arising out of the position occupied.

## **E. FINANCE**

### 1. General policies

- a. All contracts, pay plans and wage rates, and purchases involving NSLS funds will be made in accordance with the concept of fiscal prudence.
- b. Employee dishonesty liability coverage shall be purchased in an amount of no less than \$50,000 for NSLS employees.
- c. A bond shall be purchased for the Treasurer in the amount designated in the Library System Act.
- d. The fiscal records of NSLS shall be maintained and kept at NSLS headquarters, except in those cases where the temporary removal of such records is required by law or for book keeping purposes or auditing procedures.
- e. For the purpose of inventory of the NSLS capital assets, a capital asset is defined as real property or as equipment whose cost per unit at the time of purchase is \$5,000 or more.
- f. After the budget is adopted by the Board of Directors, the monies may be expended by the System Director. However, expenditures from any individual fund may not exceed the budget of that fund without prior approval of the Board.

### 2. Deposits, investments, and financial procedures See Investment Policy

- a. Those System funds not currently needed for operating expenses shall be invested as permitted by law unless otherwise prohibited by a state or federal law or regulation.
- b. The Board shall designate as the depository or depositories for its funds a governmental agency or agencies and/or a state or nationally chartered bank or banks, or any other financial institution or institutions whose funds are federally insured.

c. In adopting a resolution designating a depository for NSLS funds and specifying the appropriate signatories on the account or accounts for such funds, the reading of a pro- forma resolution may be waived, provided that the copy of the signed resolution is incorporated into the minutes of the meeting of the Board at which the resolution was adopted.

d. NSLS is authorized to participate in the Illinois Public Treasurer's Investment Pool, now Illinois Funds, established by 15 ILCS 505/17."

e. The total amount of NSLS funds deposited in a bank, savings and loan association or other financial organization or facility shall not at any one time be in excess of the amount insured by such institution against such loss of such funds with the exception of periods of up to 24 hours several times a year when a check larger than \$200,000 is deposited in the account for a brief (less than 24 hour) period. Unless secured otherwise.

f. All cash and checks received by the system will be logged and secured by two or more individuals in accord with appropriate internal control procedures.

g. Expenses incurred in the conduct of NSLS business by the President of the Board, or by an employee of NSLS, or by any authorized person, shall be reimbursed by NSLS.

h. Unless otherwise indicated, all financial transactions of \$10,000 or more, including the issuing of checks, involving the withdrawal or transfer of NSLS funds from a depository of System funds require the signatures of two (2) NSLS officers. The officers authorized as signatories are, by title, the President, Vice President, Treasurer, and System Director. Paychecks, employee benefit premiums, and related checks for personnel purposes require the signature of only one (1) authorized signatory.

i. Upon oral or written notice of one of the authorized signatories named in 2.h) above, the Manager of Operations or the Office Supervisor are authorized to reinvest NSLS funds or transfer funds from one NSLS account to another.

j. Upon Resolution of the Board, for the purpose of meeting temporary shortages of cash for NSLS operations, any two designated NSLS signatories may execute the documents needed to borrow such authorized sums on behalf of NSLS from a financial institution designated by the Board. Such sums of money shall not exceed seventy-five percent (75%) of the total appropriation approved for NSLS by the State Librarian and not yet received by the System, for such times and upon such terms as may appear to the Board to be necessary to provide cash flow for authorized expenditures.

### 3. Purchases

a. For purchases of goods or services of less than \$10,000 for which there is authority and sufficient funds in the approved budget no prior approval or special regulations apply.

b. For purchases of goods or services of \$10,000 or more, the intent to purchase shall either be advertised and bids solicited or be brought to the attention of three or more possible vendors by letter or other personal contact and written competitive bids secured.

c. When purchase is required to be on the basis of competitive bids, the purchase will be made on the basis of the lowest bid or quotation received from a supplier whose product or service meets the bid or quotation specifications and whose record of service indicates satisfactory performance. Further, NSLS reserves the right to reject any or all bids.

d. In the event purchases are made through the joint purchasing program of the Department of General Services, State of Illinois, or other Intergovernmental cooperative purchasing activity, which activity awards its purchases on the basis of competitive bids or quotations, the above requirements are waived.

e. Bids or quotations are not required for the following purchases:

Salaries and wages of employees

Library materials

Goods or services which are economically procurable from only one source

Professional, technical, or artistic skill service

Maintenance or service contracts for equipment where the work will be best

performed by the manufacturer or installer, or by the authorized agent

of the manufacturer or installer

Computer equipment, software and related materials

f. Other purchasing provisions of NSLS notwithstanding, in the event that a purchase is deemed to be required by an emergency, as determined by the available officers of the Board, a purchase may be made on the basis of three informal competitive quotations.

g. Any purchase or service contract, the cost of which has been approved in the budget by the Board, may be renewed following review by the Management Affairs Committee of the Board. Thereafter, the NSLS bid procedure is waived.

#### 4. Fees and charges

- a. Except as otherwise may be indicated, no charges may be made without the approval of the Board.
- b. All established fee schedules shall be reviewed when appropriate by the Management Affairs Committee, which shall recommend any changes to the Board.
- c. At the discretion of the System Director, fees may be charged to support continuing education activities.
- d. Upon the adoption or amendment of the NSLS budget, any imposition, charge, or elimination of a charge or of charges, upon which the budget was predicated and so publicized, will be effective without further specific action by the Board.

#### 5. Selection of auditors

Every fifth (5th) year, or sooner, if the annual review of the service performance so indicates, the System Director shall solicit quotations from at least three (3) auditing firms meeting the legal requirements for the provision of the NSLS annual financial audit.

#### 6. Policy Prohibiting the Solicitation and Acceptance of Gifts See State Gift Ban Act

Section 100. General Policy: It is the policy of the North Suburban Library System to comply with the State Gift Ban Act (the Act) (5 ILCS 425/1 et seq.) through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act nor the policies of the North Suburban Library System in furtherance of those Acts are applicable to proceedings, meeting or document exempt from such Acts.

Section 101. Adopting of Act: The State Gift Ban Act (5 ILCS 425/1 et seq.) is adopted as required by Section 83 of the Act and all terms and conditions of the Act are adopted.

Section 102. Scope: The solicitation or the acceptance of gifts prohibited to be solicited or accepted under the Act is prohibited by any elected or appointed official or any employee of the North Suburban Library System. All non-salaried appointed or elected officials (which includes the Library Trustees) are exempted from the Act and the provisions of this policy as permitted by the Act.

Section 103: Exceptional Gifts: The restrictions in this Policy do not apply to the following:

- a. Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- b. A contribution lawfully made under the Election Code or attendance at a fund raising event sponsored by a political organization;
- c. A gift from a relative as defined in the Act;
- d. Anything provided by an individual on the basis of a personal friendship unless there is reason to believe that, under the circumstances, the gift was provided because of the employee's position and not because of personal friendship;
- e. A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- f. Payments to a legal defense fund established for the employee that is otherwise lawfully made;
- g. Intra-office and inter-office gifts meaning any gifts from an employee of the Library to an employee of the Library;
- h. Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer or provided in connection with a fund raising or campaign event sponsored by the organization;
- i. Pensions and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
- j. Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communications;
- k. Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;
- l. Honorary degrees (and associated travel, food, refreshments and entertainment provided in the presentation of degrees and awards);

- m. Training (including food and refreshments furnished to all attendees as an integral part of the training) if the training is in the interest of the Library;
- n. Educational missions, including meetings with government officials intended to educate them on matters of public policy;
- o. Bequests, inheritances and other transfers at death;
- p. Anything that is paid for by the federal government, the State or the Library or secured by the government under a government contract;
- q. A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal including hospitality extended for a non-business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;
- r. Free attendance at a widely attended event permitted under Subsection 24 below;
- s. Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members which is unrelated to employment or official positions, offered to members such as an employees' association or credit union, offered to a group that is not defined in a manner that specifically discriminates on the basis of branch of government or type of responsibility or on the basis that favors those of higher rank or pay, in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participation in organization activities offered to all government employees;
- t. A plaque, trophy or other item that is substantially commemorative in nature and that is extended for presentation;
- u. Golf or tennis, food or refreshments of nominal value and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased;
- v. Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value;
- w. An item of nominal value such as greeting card, baseball cap or T-shirt;
- x. Attendance at events: an employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event

provided by the sponsor of the event if the employee participates as a speaker or panel participant or by performing a ceremonial functional appropriate to their employment or position or attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of a free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event except reimbursement for transportation and lodging may not be accepted in connection with the event. This "free attendance" may include waivers of all fees and unless otherwise stated the provision of transportation, food, refreshments, entertainment and instruction materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees except as permitted under Subsection 21 above.

Section 104. Ethics Officer: The President of the Board of Library Trustees is authorized to appoint an Ethics Officer as required by the Act. The Ethics Officer's duties shall be to review Statements of Economic Interests and disclosure forms for members, officers and employees before they are filed and to provide guidance in the interpretation and implementation of the State Gift Ban Act. The Ethics Officer may seek the advice of the Library Attorney as and when necessary to aid in the execution of said duties.

Section 105. Complaints. All complaints for violations of the State Gift Ban Act and this Policy shall be filed with the State Legislative Ethics Commission created by the Act.

## **F. MEMBER SERVICES**

### **Mission Statement**

NSLS enhances the power of member libraries through effective leadership, learning, partnership, visibility and advocacy. NSLS seeks innovation and embraces change that provides opportunities for growth.

1. Services follow from the mission statement and change over time in response to the needs of member libraries.
2. A framework for service is provided by Standards for the Services of Illinois Multitype Library Systems.
3. From time to time NSLS will engage in a planning process which will result in an outline or plan for services for the next period.

4. In general, NSLS member services facilitate cooperation and communication among System members and with other libraries, with the Illinois State Library and with the national library community. Broad categories of services include:

- To support services in local libraries such as interlibrary loan and reference service through CE and other means as appropriate.
- To provide information for member libraries through van service, fax service and electronic mail
- To facilitate resource sharing through such projects as LIAison, an online database of member library holdings, "NorthStarNet, a community information network," the periodicals directory of member library holdings, and the reciprocal borrowing program.
- To undertake other projects for the cooperative good of the members, such as negotiating discounts or providing for cooperative purchases.
- To research the continuing education and training needs of staff and member libraries, providing appropriate programs, courses, workshops, and seminars.
- To offer education and encourage life-long learning
- To provide and encourage advocacy for library services
- To increase public awareness of the services of NSLS and its member libraries

### **Continuing Education/Cancellation Policy**

A refund of NSLS continuing education class fees will be made to those canceling five business days in advance of the program. Any cancellations less than five business days (for purposes of this policy, the business day is 8:30 a.m. to 4:30 p.m.) in advance will result in a registrant to be liable for all fees.

### **Priorities for use of the NSLS Rooms and Equipment**

- a. NSLS sponsored meetings, programs or continuing education opportunities
- b. Library systems or Illinois State Library sponsored meetings or programs.
- c. Other state and local government-sponsored meetings or programs; NSLS member library events, Chicago-area library association events, and academic library school and information sciences programs.
- d. Meetings or programs of other public or non-profit organizations similar to those described above and meetings of organizations operated for the benefit of or performing functions similar to the organizations described above, including organizations whose purposes relate to and/or are not in conflict of the purposes of NSLS.

e. Meetings or programs of for-profit organizations. In determining whether or not a request from such an organization may be granted, the NSLS Executive Director shall ascertain from the requesting organization such information as is appropriate to determine whether its purposes relate to and/or are not in conflict with the purposes of NSLS.

5. The System's policy with regard to reciprocal borrowing among member libraries is described in the Reciprocal Borrowing Program: Goals and Policies.

6. With regard to reciprocal borrowing between member libraries and libraries outside NSLS, the System has adopted the Illinois Intersystem Reciprocal Borrowing Covenant. Borrowers registered at any NSLS library electing to participate in the Illinois Reciprocal Borrowing Program (RBP) may borrow circulating materials from any other library in Illinois, which has agreed to participate in the agreement. As part of this program, NSLS has given notice that it will accept responsibility for negotiations with other systems for the recovery or payment for materials lost or damaged in loans under the provisions of the Illinois Intersystem Reciprocal Borrowing Covenant.

a. The Illinois Intersystem Reciprocal Borrowing Covenant is an agreement between systems. Claims should be submitted to NSLS by the system in which the lending library is a member and NSLS will make claims to other systems on behalf of its members. NSLS will forward the claims to the member libraries who are responsible for making payments directly to the other systems

b. NSLS will not forward claims for materials that are more than one year overdue.

c. NSLS will not forward claims for materials that are less than six months overdue.

7. NSLS adopts the latest editions of National Interlibrary Loan Code and the ILLINET Interlibrary Loan Code for Illinois.

8. NSLS uses a variety of mechanisms to deliver and distribute information to member libraries. These include van delivery, fax, electronic means, and delivery via U.S. Mail or other similar services.

## **G. SYSTEM OPERATIONS**

1. The North Suburban Library System (NSLS) Center will be open for the general business of the System Monday through Friday, 8:30 a.m. to 5:00 p.m. For special circumstances, evenings or weekend meetings/classes, a NSLS staff member must be on the premises.

2. In the event of an emergency, the System Director or the Director's designee, close NSLS facilities.
3. All NSLS assets shall be protected by adequate insurance against their loss.
4. Equipment purchased by NSLS with state or federal funds will be disposed of in accordance with the regulations of the State of Illinois.
5. All appropriate capital property belonging to the System shall be marked and inventoried.
6. The System Director may offer any excess equipment on a long-term basis to member libraries.
7. Unless otherwise indicated, NSLS records will be kept and maintained at the System Center, according to the Illinois State Archives Records Retention and Storage Policy.
8. Unless otherwise authorized by the Board, no vehicle owned by NSLS shall be used for personal purposes by any member of the Board or by an employee.
  - a. A passenger vehicle owned by NSLS is available to the System staff to use in the conduct of NSLS business on a first come, first served basis. The system will provide appropriate insurance.
  - b. In the case of an emergency occurring during the period in which a member of the Board is engaged in an activity connected with the office of Director, or in which an NSLS employee is performing scheduled work or is discharging an official responsibility for NSLS, and the temporary use of the NSLS vehicle is necessary to the safety, welfare, or well being of the Board member or employee, that person may use a System vehicle for personal use.
9. The System Center is a smoke-free workplace.
10. The use, distribution, dispensation, sale, unlawful manufacture or possession of any drugs or other controlled substances for non-medical reasons on System premises or in any NSLS work environment (including parking areas) is prohibited (see Drug Free Workplace Policy).
11. A person who is not an employee of NSLS may not be in the System Center at times other than the hours of general business unless (1) they are in the company of an NSLS staff member who has accepted the responsibility for the meeting or the activity involving the non-employee, (2) an emergency or unusual circumstance exists, or (3) the person is a repair person, maintenance person, or

service person for whose unattended presence specific permission has been given by the System Director or his/her designee.

12. NSLS intends to comply with the Americans with Disabilities Act in the delivery of services, programs, and activities by making reasonable accommodations. A resolution to this effect along with a grievance procedure may be found in Appendix G.