

MEMORANDUM

Agenda Item #6 a, b, c

To: **Board of Trustees**

Date: **April 19, 2021**

From: **Donna Pittman, Library Director**

Subject: **Policy Review** (Action Item)

I am not recommending any changes to the following policies:

- a. Food and Beverage Policy
- b. Literature Racks, Bulletin Boards, and Exhibit Spaces Policy

I am recommending a change to the following policy:

- c. Art Collection Policy: add wording stating that the Art Committee is an ad-hoc committee, formed as needed.

FOOD AND BEVERAGE POLICY

The Champaign Public Library strives to create welcoming, clean, and comfortable environments for the public.

- Food may be consumed only in designated library meeting rooms and at designated special events.
- Consuming non-alcoholic beverages from lidded containers is permitted in the library. Lidded containers include covered coffee, water, soda, and juice cups, glass and plastic beverage bottles, and beverage cans. Consuming beverages from open non-lidded containers is prohibited.
- Customers are expected to properly dispose of all trash and inform staff immediately of any spills, so that cleaning can be done.

Literature Racks, Bulletin Boards, and Exhibit Spaces Policy

Service.

The Champaign Public Library makes available literature racks and bulletin boards for use by individuals or community groups engaged in not-for-profit educational, cultural, intellectual, or charitable activities.

Library Bill of Rights.

The uses made of literature racks and bulletin boards shall conform to the Library Bill of Rights: Article 1 states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article 2 states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article 6 maintains that exhibit spaces should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of Display Areas by the Library.

In developing library exhibits, printed materials, and publications, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. The library should not shrink from developing exhibits, printed materials, and publications because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as the library does not endorse the viewpoints of those whose works are represented in its collection, the library also does not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits, printed materials, and publications.

Administrative Rules and Regulations.

The Library Director may establish administrative rules and regulations regarding the time, place, and manner of use of bulletin boards and literature racks. Criteria for the use of these spaces may include (but are not limited to) the size of materials to be displayed, the length of time materials may remain on display, the frequency with which materials may be displayed or posted for the same group, and the geographic area from which notices and literature will be accepted.

ART COLLECTION POLICY

Purpose

The Art Committee is an ad-hoc committee, formed as needed, to ~~will~~ recommend the acquisition of selected works of art to the Library Board.

Membership

Members will be appointed by the Library Board and will include a Library Board member, a Foundation Board member and one to three members of the public. The Library Director and Development Director will serve on the committee in an advisory capacity.

Charge

The Art Committee will meet as needed to:

1. Identify areas of the building and grounds that would be enhanced by artwork
2. Identify works of art that may be obtained through purchase or donation
3. Review works of art that may be offered to the library through purchase or donation

Criteria for Art Acquisition

1. Works of art which enhance or complement the architecture and design of the library
2. Works of art which require little or no maintenance
3. Works of art which are easy and safe to display

Funding for Art

Funding for art may be provided by the Champaign Public Library Foundation which currently has an art fund. Should additional funds be needed, the Library Board may ask the Foundation to secure private gifts for the acquisition of artwork.