**Section 3010.40 Library Stacks Area**

a) The book stacks area of the State Library is closed except to the following persons:

1) State Library employees.

2) Maintenance personnel.

3) Patrons who have been approved for a stacks pass under this Section by a Library Operations manager or reference librarian.

b) In granting stacks access privileges, consideration will include whether the collection will meet the needs of the patron. Patrons must be in good standing with the State Library to receive stacks privileges. No briefcases or other containers are allowed in the book stacks areas. No food or drink is permitted in the stacks areas.

c) The Circulation Desk staff shall keep an up-to-date list of persons who have been approved for stacks passes. All stacks access privileges shall have appropriate expiration dates assigned (maximum of three years). The privileges may be revoked at any time for violation of the State Library's rules or operating procedures.

d) Authorized stacks pass users must sign in and out at the Circulation Desk and wear the stacks pass at all times in the stacks. Any patron not wearing the stacks pass will be asked to vacate the stacks immediately. Secretary of State Security will be notified if the patron fails to comply with this request.

e) Each person with approved stacks access will be given a short orientation. Orientation includes review of written information in the sign-in book, information on running the compact shelving, and location of emergency exits.

f) Stacks pass users must report problems with the compact shelving to stacks staff or the staff member at the Circulation Desk. Patrons are not to ratchet the shelving units.

g) Library materials should not be re-shelved; the materials should be placed on the counter next to the stacks elevator.

h) The map storage rooms and Folio Room are not available to stacks pass users.

(Source: Amended at 39 Ill. Reg. 5119, effective March 20, 2015)