**Section 3030.490 Rules of Evidence; Official Notice**

a) Irrelevant, immaterial or unduly repetitious evidence shall be excluded. The rules of evidence and privilege as applied in civil cases in the circuit courts of this State shall be followed. Evidence not admissible under those rules of evidence may be admitted, however, if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs. Objections to evidentiary offers may be made and shall be noted in the record. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced, any part of the evidence may be received in written form.

b) The library or library system bears the burden of showing by clear and convincing evidence that the matter should have been handled in the opposite manner.

c) All items submitted into evidence shall be typewritten or printed and shall not exceed a width of 8½ inches and a length of 11 inches. All items submitted into evidence shall be clearly marked with the name, address and telephone number of the party submitting the item.

d) Official notice will be taken as authorized by Section 10-40(c) of the Illinois Administrative Procedure Act [5 ILCS 100/10-40(c)].