

personally know the person whose document is being notarized and must be in possession of valid photo identification.

Library notaries are not permitted to communicate with a notary service patron through a translator.

Library staff who serve as a Notary will:

- follow the notary laws of the State of Illinois;
- not give professional advice on legal matters pertaining to notarizing documents; and
- reserve the right to refuse notary service if State requirements are not met.

Items Notary staff are unable to notarize:

- Real estate transactions, including mortgage-related documents
- Visa and immigration paperwork
- Documents from foreign governments
- Vital records, including birth, death, marriage, or divorce certificates and citizenship or naturalization certificates
- Military IDs
- Certified copies of identification
- I-9 Employment Eligibility Verification forms

Certified copies of vital records must be requested from the county clerk, local registrar, or state Department of Public Health/Vital Records.

While Notary staff cannot certify copies of identification, they can notarize a copy that has the information contained in Appendix 1 - Sample Passport/ID Authentication.

5.15 Meeting Rooms

The Downers Grove Public Library meeting rooms support library functions, meetings, programs, and partnerships. When not being used for library functions, these rooms are available for use by community groups, organizations (both non-profit and ad-hoc), and businesses.

The meeting rooms are a limited public forum, in the legal and practical context. The library will not regulate the content of programs or meetings, but it may regulate activities in the limited public forum under the traditional rubrics of time, place, and manner. Presentation of a program or holding of a meeting does not constitute library endorsement of the views of the persons holding the meeting, program speakers, or other participants. Use of the meeting room and approval of individual meeting situations not described here will be determined by the Library Director or the Library Director's designee.

Individuals or groups presenting and attending meetings, programs, and events are subject to all library policies, rules, and regulations. The library reserves the right to suspend or revoke permission to use the meeting room for any violation of library policies, rules, or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission. Failure to comply with library policies, rules, and regulations (including this policy) will be grounds for suspension of meeting room privileges for up to one year.

5.15.1 Reservations

- I. Downers Grove Public Library cardholders over 18 years of age or groups that include Downers Grove Public Library cardholders over 18 years of age are eligible to reserve library meeting rooms.
- II. Reservations must be made at least three days in advance.
- III. Reservations are accepted on a first-come, first-served basis. The time of completion of the meeting room application and payment of applicable fees will determine priority among community users.
- IV. Reservations are restricted to two per month per group. This includes different subgroups of the same group. If the participants of a meeting are substantially the same as the participants of a subsequent meeting, this will count as the same group or subgroup.
- V. Reservations may be up to four hours long.
- VI. Reservations may be made up to six months in advance.
- VII. The maximum capacity of the meeting room is 100. When halved to make two separate rooms, each room's capacity is 50. Certain layouts of the room may reduce this number and maximum capacity is determined by the library in its sole discretion.
- VIII. A fee, based on the room reserved, is required.
- IX. Priority is given to the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation for use of meeting rooms.
- X. Library staff review each request for compliance with this policy after the reservation has been submitted online. The applicant will receive approval or denial of most requests within three business days.
- XI. Additional equipment may be available and must be requested at the time of reservation.
- XII. Reservations for musical programs or other noisy activities must book the full meeting room. Staff may define activities that are too noisy for a divided room booking.
- XIII. The library reserves the right to change, relocate, or cancel meeting room reservations.
- XIV. Meetings canceled by an individual or group at least seven days before the meeting will receive a full refund of any fees paid. No refund will be given for meetings canceled with less than seven days' notice. Notice must be given to the Administration Office.

5.15.2 Use

- I. No admission charges, collections, tuition, sales, or other money-raising activities are permitted, except those sponsored by the library, Friends of the Downers Grove Public Library, or Downers Grove Public Library Foundation. All meetings must be open to the public.
- II. Permitted uses include educational, cultural, recreational, informational, religious, political, commercial, or other programs or meetings of interest to members of the community.
- III. Meeting rooms may not be used for private social gatherings, commercial purposes, sales, fundraising, marketing, or personal and/or financial gain, including presentations of products or services, or activities that disrupt the normal operations of the library or involve a threat to public safety.
- IV. Time limits are enforced. Meeting preparation and take down must be made within the approved reservation time period. Groups using the meeting rooms must end programs at least 15 minutes prior to the library's closing time, or at such other time as directed by staff.
- V. Room setup must be requested at the time of meeting room application. Several standard setups are available. Staff will not be made available to change the arrangement if a non-standard setup is required or if changes not on the application are requested. Groups are expected to rearrange the room to their own needs.
- VI. Refreshments that do not require on-site preparation or warming may be served, such as pizza, prepared sandwiches, and other similar refreshments. Refreshment supplies (cups, paper goods, coffee, tea, etc.) must be provided by the group. Alcoholic beverages are prohibited.
- VII. The library meeting room is physically accessible to people with disabilities. Users of meeting rooms are responsible for complying with the provisions of the Americans with Disabilities Act and all other Federal, State and local laws, ordinances, regulations, and directives.
- VIII. The booking cardholder is responsible for cleanup at the conclusion of a program or meeting. The library may charge an additional fee to a user who does not perform this responsibility.
- IX. Publicity for any event in the meeting rooms must include the disclaimer, "This event is not sponsored by the Downers Grove Public Library." The library's telephone number is not to be included in any news releases or flyers publicizing the event. The name, address, and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation. No publicity will be done by the library for groups booking the meeting room.
- X. Non-library equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.

- XI. The library may adopt additional rules and/or operational guidelines for the use of the meeting room.

5.15.3 Damages and Liability

The library is not responsible for possessions left in a meeting room. Any individual, group, or organization using the meeting room shall be held responsible for damage to the meeting room, building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its meeting. All individuals, groups, or organizations shall indemnify, defend, and hold harmless the library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group, or organization's use of the meeting room.

5.16 Conference Rooms

The Downers Grove Public Library conference rooms support library functions, meetings, programs, and partnerships. When not being used for library functions, these rooms are available for use by individuals, community groups, organizations (both non-profit and ad-hoc), and businesses.

The conference rooms are not a public forum, in the legal and practical context. The presentation of a program or holding of a meeting does not constitute library endorsement of the views of the persons holding the meeting, program speakers, or other participants. Use of the conference rooms and approval of individual meeting situations not described here will be determined by the Library Director or the Library Director's designee.

Individuals or groups presenting and attending meetings, programs, and events are subject to all library policies, rules, and regulations. The library reserves the right to suspend or revoke permission to use a conference room for any violation of library policies, rules, or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission. Failure to comply with library policies, rules, and regulations (including this policy) will be grounds for suspension of conference room privileges for up to one year.

5.16.1 Reservations

- I. Downers Grove Public Library cardholders are eligible to reserve library conference rooms in advance.
- II. Reservations may be up to four hours long.
- III. Reservations are accepted on a first-come, first-served basis.
- IV. Reservations are restricted to two per month per user.
- V. Reservations may be made up to six months in advance.
- VI. The maximum capacity of Conference Room A is 16. The maximum capacity of Conference Room B is 10.

- VII. Priority is given to the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation for use of conference rooms.
- VIII. Library staff review each advance reservation for compliance with this policy after the reservation has been submitted online. The applicant will receive approval or denial of most requests within three business days.
- IX. The library reserves the right to change, relocate, or cancel conference room reservations.

5.16.2 Use

- I. No admission charges, collections, tuition, sales, or other money-raising activities are permitted, except those sponsored by the library, Friends of the Downers Grove Public Library, or Downers Grove Public Library Foundation.
- II. Permitted uses include educational, cultural, recreational, informational, religious, political, commercial, or other programs or meetings of interest to members of the community.
- III. Conference rooms may not be used for private social gatherings, commercial purposes, sales, fundraising, marketing, or personal and/or financial gain, including presentations of products or services, or activities that disrupt the normal operations of the library or involve a threat to public safety.
- IV. Time limits are enforced. Meeting preparation and take down must be made within the approved reservation time period. Groups using the conference rooms must end programs at least 15 minutes prior to the library's closing time, or at such other time as directed by staff.
- V. Each room is equipped with a table, chairs, and whiteboard.
- VI. Beverages in covered cups and limited refreshments, such as cookies or packaged snacks, are permitted. Alcoholic beverages are prohibited.
- VII. Conference rooms are not soundproof. Everyone is expected to show consideration for those using adjoining rooms. Loud or disruptive behavior will result in everyone being asked to leave the room and possibly the library.
- VIII. The conference rooms are physically accessible to people with disabilities. Users of conference rooms are responsible for complying with the provisions of the Americans with Disabilities Act and all other Federal, State and local laws, ordinances, regulations, and directives.
- IX. The booking cardholder is responsible for cleanup at the conclusion of a program or meeting. The library may charge an additional fee to a user who does not perform this responsibility.
- X. Publicity for any event in the conference rooms must include the disclaimer, "This event is not sponsored by the Downers Grove Public Library." The library's telephone number is not to be included in any news releases or flyers publicizing the event. The name, address, and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Friends of the Downers Grove

Public Library and Downers Grove Public Library Foundation. No publicity will be done by the library for groups booking the conference rooms.

- XI. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.
- XII. The rooms are to be left as found. If there is damage to a room or equipment, the booking cardholder will be held responsible and will promptly compensate the library for repairs, cleaning, or loss.
- XIII. The library may adopt additional rules and/or operational guidelines for the use of the conference rooms.

5.17 Study Rooms

The Downers Grove Public Library provides study rooms for use by individuals or small groups. Study rooms cannot be used for public meetings. Use of study rooms may not be publicly advertised. The library does not post meetings taking place in a study room.

5.17.1 Reservations

- I. Downers Grove Public Library cardholders are eligible to reserve study rooms in advance.
- II. Reservations may be up to two hours long.
- III. Reservations are accepted on a first-come, first-served basis.
- IV. Reservations are restricted to two per week per user.
- V. The maximum capacity of study rooms varies from two to six.
- VI. Priority is given to the Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation for use of study rooms.
- VII. The library reserves the right to change, relocate, or cancel study room reservations.

5.17.2 Use

- I. Time limits are enforced. Individuals or groups are expected to vacate the room within the approved reservation time period. Individuals or groups using the study rooms must end at least 15 minutes prior to the library's closing time, or at such other time as directed by staff.
- II. Each room is equipped with a table, chairs, and whiteboard.
- III. Beverages in covered cups and limited refreshments, such as cookies or packaged snacks, are permitted. Alcoholic beverages are prohibited.
- IV. Study rooms are not soundproof. Everyone is expected to show consideration for those using adjoining rooms. Loud or disruptive behavior will result in everyone being asked to leave the room and possibly the library.
- V. Non-library equipment, supplies, or personal effects cannot be stored or left in study rooms before or after use.
- VI. The rooms are to be left as found. If there is damage to a room or equipment, the booking cardholder will be held responsible and will promptly compensate the library for repairs, cleaning, or loss.

- VII. Use of study rooms does not constitute library endorsement of the views of the people using these rooms.
- VIII. Those who do not comply with this policy may lose their access to the rooms.
- IX. The library may adopt additional rules and/or operational guidelines for the use of the study rooms.

5.18 Exhibits and Displays

The Downers Grove Public Library hosts exhibits and displays within the library building to help provide cultural enrichment to the community. Staff is responsible for management of all exhibits and displays.

5.18.1 Kids Room Display Cases

The library provides small exhibit cases in the entrance to the Kids Room where children exhibit their personal collections of books, toys, or other items. Staff develop rules and procedures for use of Kids Room Display Cases.

5.18.2 Gallery Spaces and Lobby Display Cases

The library provides gallery spaces and lobby display cases suitable for the display of works of art. Exhibits in these spaces may promote library collections and services or may feature the work of local artists and arts organizations.

- The library is responsible for the selection of artists, as well as the hanging, labeling, and removal of all exhibits.
- There is no special security for artwork exhibits. The library is not responsible for loss of or damage to artwork on display.
- Individuals who are interested in purchasing artwork must contact the artist directly. The library provides contact information and may provide price lists.
- The library reserves the right to refuse to display any piece of artwork, the work of any artist, or the use of exhibit and display space to anyone whose exhibit is disruptive of library functions.
- Exhibits do not necessarily reflect the views of the library or the Board of Library Trustees.

5.19 Bulletin Boards

Bulletin boards, administered and maintained by staff, promote awareness of services and events of interest to community members. Organizations based in Downers Grove will be given priority. Space permitting, promotion of services and events offered by commercial entities will be posted if they are of an artistic, cultural, educational, civic, or historical nature. A public bulletin board provides space for flyers advertising the activities of local educational, cultural, civic, and government groups. Advertisements of for-profit organizations and partisan political activities are not posted on the public bulletin board. A bulletin board for job seekers provides space for job ads.