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Appendix 1 Sample Passport/ID Authentication

5 Library Services

The Library Services Policy addresses specific services provided by the Downers Grove Public Library.

5.1 Access to Library Materials

The Downers Grove Public Library is committed to providing free and equitable access to its collections and services to all residents. This includes, but is not limited to, individuals of any age, race, ethnicity, national origin, gender, gender identity, sexual orientation, appearance, neurodiversity, physical or cognitive abilities, and socioeconomic or housing status.

Library staff are dedicated to facilitating access to the library's resources by assisting patrons in locating materials and responding to their information requests. The library respects the rights and responsibilities of parents or legal guardians to determine and supervise their children's use of library materials and services. Neither the Board of Library Trustees nor library staff will assume the role of parent or legal guardian for any child.

5.1.1 Ethics and Standards

Library services shall be provided to all patrons on an equitable, nondiscriminatory, and nonjudgmental basis. All requests are treated confidentially and courteously, regardless of residency, age, race, ethnicity, national origin, gender, gender identity, sexual orientation, appearance, neurodiversity, physical or cognitive abilities, personal views of the patron making the inquiry, and/or socioeconomic, housing, or economic status. Patrons' use of library collections and services is confidential and, except as may be required by law, will not be discussed outside a professional context.

The Downers Grove Public Library adheres to the American Library Association's Code of Ethics and Core Values of Librarianship.

5.2 Library Cards

Library cards providing access to the materials and services of the Downers Grove Public Library will be issued to all eligible borrowers under the policies and guidelines set forth by the Board of Library Trustees, following Illinois law. Proof of residency is required at the time of application. As some types of library cards do not expire, proof of residency will be required periodically for verification purposes. Registration for cards for minor children requires that a parent or legal guardian accept responsibility for monitoring the selection of items borrowed by their minor child and accept financial responsibility for all materials borrowed on their minor child's card, except for teens who obtain a Restricted Use Card.

5.2.1 Resident Card

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A Resident Card will be issued without charge to any person who lives within the municipal boundaries of the Village of Downers Grove. A parent or guardian must sign the application for children under 18 and provide proof of residency on the child's behalf. The Resident Card is valid as long as the person remains a resident within the municipal boundaries of the Village of Downers Grove. Resident Cards grant access to the full services of the Downers Grove Public Library and offer reciprocal borrowing privileges at other libraries.

5.2.2 Temporary Resident Card

A Temporary Resident Card will be issued without charge to residents who plan to live within the municipal boundaries of the Village of Downers Grove for less than one year. Residents living in hotels, motels, rooming houses, or other types of temporary housing, who do not have proof of long-term residency, must provide proof of short-term residency within the municipal boundaries of the Village of Downers Grove. Temporary Resident Cards grant access to the full services of the Downers Grove Public Library and offer reciprocal borrowing privileges at other libraries.

The Temporary Resident Card is valid for three months and may be renewed every three months upon proof of continued short-term residency.

Students living in student housing within schools located in Downers Grove will receive a Temporary Resident Card, valid for the current school year. Proof of residency and enrollment are required.

5.2.3 Restricted Use Card

A Restricted Use Card will be issued without charge to any person without a fixed address upon verification of temporary residence at a shelter within the municipal boundaries of the Village of Downers Grove. Additionally, a Restricted Use Card will be issued to teens aged 13-17, who reside within the municipal boundaries of the Village of Downers Grove, present a valid photo ID, but do not have a parent or legal guardian present. Restricted Use Cards provide access to most services of the Downers Grove Public Library and allow a maximum checkout of two items at any time.

Restricted Use Cards may not be used to check out equipment for at-home use, place holds, or participate in reciprocal borrowing privileges at other libraries.

The Restricted Use Card is valid for one year and may be renewed upon verification of either continued temporary residence at a shelter within the municipal boundaries of the Village of Downers Grove or continued teen status.

5.2.4 Non-Resident Taxpayer Card

A non-resident who is an individual, partner, principal stockholder, or senior administrative officer of a business or organization owning taxable property within the municipal boundaries

of the Village of Downers Grove is eligible for a Non-Resident Taxpayer Card. The most recent property tax bill showing the owner's name and property address is required at the time of application. Only one Non-Resident Taxpayer Card will be issued per parcel of taxable land owned. Proof of home address is also required. Non-Resident Taxpayer Cards grant access to the full services of the Downers Grove Public Library and offer reciprocal borrowing privileges at other libraries.

Non-Resident Taxpayer Cards are valid for one year and may be renewed as long as eligibility continues.

5.2.5 Business, Government, and Organization Card

Businesses, governmental entities, and non-profit organizations located within the municipal boundaries of the Village of Downers Grove are eligible for a Business, Government, and Organization Library Card without charge. By submitting a business card, letterhead, or other documentation indicating ownership or management, and accepting financial responsibility for all materials borrowed on a Business Library Card, the owner or manager may request cards for up to five employees. Proof of address, such as a current utility bill or property tax bill, is required at the time of application. The owner or manager of the business is responsible for notifying the library if an employee cardholder is no longer eligible for card use.

Business, Government, and Organization Library Cards are valid for one year and may be renewed as long as eligibility continues

5.2.6 Non-Resident Fee Card

Individuals or families who do not live within the municipal boundaries of the Village of Downers Grove and who are not eligible for service from another public library may purchase a Downers Grove Public Library Card. According to Illinois State Library Laws and Rules, Section 3050.25 Applying for a Non-Resident Library Card:

“A non-resident shall apply for a Non-Resident Library Card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.”

The fee is determined annually by the Board of Library Trustees according to the formula mandated by the Illinois law. This fee provides cards for all immediate family members residing in the same household.

Non-Resident Fee Cards are valid for one year after payment is received. No refunds will be issued for non-use. Payment plans may be available.

The non-resident fee is waived for children under the age of 18 who do not live within the municipal boundaries of the Village of Downers Grove and who are not eligible for service from another public library. These cards are valid until the child turns 18 or becomes ineligible for a non-resident card.

5.2.7 Staff Cards

A Staff Card may be issued to staff members of the Downers Grove Public Library who reside outside the municipal boundaries of the Village of Downers Grove. The Staff Card will be canceled upon termination of the staff member's employment with the library.

5.2.8 Reciprocal Borrowers

Any person holding a valid library card from a library participating in the "Illinois Reciprocal Borrowing Program" will be granted reciprocal borrowing privileges at the Downers Grove Public Library.

5.3 Cardholder Responsibilities

Cardholders are responsible for all materials borrowed on their cards and are expected to return the materials on time and in good condition. Parents or legal guardians are responsible for monitoring the selection of items to be borrowed by their minor children and are financially responsible for materials checked out on their minor children's cards, except for teens who obtain a Restricted Use Card. Cardholders are also responsible for materials checked out on their cards by other individuals. To protect and ensure library privileges, cardholders should notify the library immediately if their card is lost or stolen. Materials checked out on a card up to the time the card is reported lost or stolen remain the responsibility of the cardholder.

Cardholders are required to report a change in address, phone number, or email address.

5.4 Lending of Materials

The library circulates materials in a variety of formats. Most library materials circulate for a three-week loan period and may be automatically renewed for up to five additional loan periods unless another cardholder has requested the item, or the cardholder's account is blocked. A vacation loan period of six weeks with no renewal may be available for materials that regularly check out for three weeks. Items with a two-week loan period include cameras, Anything Emporium items, Lucky Day materials, wireless hotspots, Roku, and some items designated as "New." Some two-week loan items may not be eligible for renewal. Items that are in-library use only include Media Lab Equipment, Microfiche, Microfilm, Newspapers, and

Reference materials.

Downers Grove cardholders, except those with a Restricted Use Card, may have up to 200 items checked out on their cards at any one time. All library card types are subject to the same loan periods and fees. Library users with an account in good standing may check out materials by presenting a library card, library card number, or valid photo ID with address on file.

5.5 Home Delivery Services

The Downers Grove Public Library offers home delivery services to cardholders residing in the Village of Downers Grove who are unable to visit the library. To qualify, the resident must be generally confined to their residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility issues. There is no fee for the home delivery service. Deliveries will be scheduled depending on the availability of library resources, staff, and volunteers, and the preference of the patron. Home delivery service users will not be charged overdue fines, but may be charged for borrowed items that are lost or damaged. The library may adopt additional rules and/or operational guidelines for home delivery services.

The library is committed to ensuring that all patrons receiving home delivery services are treated with dignity, respect, and impartiality. In addition, the library is committed to ensuring that the staff and volunteers of the library are treated with dignity and respect, and that they are safe while serving the public. To that end, the library has established a set of guidelines that delivery recipients must follow:

1. Patrons must be punctual at delivery time. Library staff and volunteers reserve the right to leave after waiting for five minutes, or such other longer or shorter time as deemed appropriate by library staff or volunteers, for any patron to answer the door.
2. Patrons and persons at patrons' homes where deliveries are made must speak and act courteously to library staff and volunteers at all times. Any words or acts of intimidation or abuse will not be tolerated and may lead to the library suspending access to home delivery services for that patron.
3. Patrons requesting home delivery services must provide a safe and appropriate environment for library staff and volunteers who made deliveries to their homes. Staff or volunteers may choose not to enter a home, leave a home immediately, and/or recommend suspension of a patron's home delivery services if any of the following conditions exist:
 - a. Any person in the home uses abusive or obscene language, makes obscene gestures, or displays obscene images
 - b. Any person in the home harasses the library's staff or volunteers

- c. Any person in the home exhibits threatening behavior
- d. Any person in the home is not dressed properly and/or is dressed in revealing attire
- e. Any person in the home exhibits signs of illness that may jeopardize the health or safety of the library's staff or volunteers
- f. Any person in the home is engaging in illegal activity at the time of the delivery
- g. Pets are not confined (with the exception of service animals trained to assist a person with disabilities, so long as the service animals are behaving in a safe manner)
- h. There is not a clear and safe pathway to the home (for example, snow must be shoveled and ice removed)
- i. Conditions in the home or on the property are unsafe or unsanitary
- j. Other conditions or circumstances in which the library's staff or volunteers are not being treated with dignity or respect or feel unsafe

If library staff or volunteers must leave the home, deny service, or recommend suspension of service due to the occurrence of any of the above, the library staff member or volunteer shall provide the Library Director with notice of why such action occurred together with any recommendation for length of suspension of service.

The following procedure will be followed in cases where the Library Director determines that a patron's home delivery services should be suspended for a period beyond one (1) visit:

1. The Library Director or their designee will prepare a written description of the offending behavior and provide a copy to the patron. Suspension of home delivery services shall be for a definite period of time stated in the written description. Patrons shall be given the opportunity to discuss the basis for the suspension with the Library Director.
2. Suspensions may be appealed by the affected patrons to the Library Board by a written request submitted to the Library Director within fourteen (14) calendar days of receipt of the notice of suspension. The suspension shall be reviewed by the Board of Library Trustees at the next regular monthly Board of Library Trustees meeting and will be subject to the provisions of the Open Meetings Act. The Board of Library Trustees may, at its discretion, uphold the suspension or reinstate the patron's privileges. The decision of the Board of Library Trustees is final.

5.6 Reciprocal Borrowing

The Downers Grove Public Library will provide reciprocal borrowing privileges to

patrons presenting a valid library card that qualifies for reciprocal borrowing privileges from another library. Reciprocal borrowers are subject to the responsibilities listed in Section 5.3. Cardholder Responsibilities.

The Downers Grove Public Library is part of a library services platform called SWAN Library Services. Over 100 libraries share a catalog to provide access to a collection of over 1.2 million items. Account status for cardholders from any SWAN member library is available in the SWAN database.

Borrowers from libraries not participating in the SWAN consortium who are using the Downers Grove Public Library for the first time will be limited to a maximum of five items checked out on their library card until staff can verify that the borrowers are in good standing at their home library. Reciprocal borrowers are governed by any limits set at their home libraries or by the SWAN consortium.

Reciprocal borrowing privileges will not be provided to any patron whose card has been blocked for outstanding fines or other obligations at another library.

5.7 Holds

Cardholders from any SWAN member library may request any holdable item owned by any SWAN library by placing a hold through the SWAN catalog. The hold may be placed by the cardholder directly or by library staff. Holds lockers may only be used by Downers Grove Public Library cardholders.

5.8 Fines and Fees

The Downers Grove Public Library does not charge fines for overdue items. Patrons will be sent notices regarding overdue items. A patron's card will be blocked if one or more items is 21 days overdue or more. After an item is 42 days overdue, it is considered lost and the patron will be billed for the replacement cost.

A patron's card will be blocked for bills totaling \$10.00 or more. Downers Grove cardholder accounts with outstanding bills of \$50.00 or more may be sent to a material recovery agency. For accounts sent to a material recovery agency, a service charge will be added to the patron's account and must be paid in full before borrowing privileges are restored. Accounts of reciprocal borrowers, both cardholders of other libraries borrowing Downers Grove materials or Downers Grove cardholders borrowing materials owned by other libraries, may be handled by the SWAN consortium and are subject to additional fees.

Some services, including printing, photocopying, 3D printing, faxing, and out-of-state interlibrary loans, are available subject to a fee.

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5.8.1 Lost or Damaged Materials

Patrons will be charged the current replacement cost of any lost or damaged item, as indicated in the library's system records.

If an essential component (e.g. CD, DVD, or booklet) of an item is lost or damaged, the charge will be the full replacement cost of the item.

Charges for a lost or damaged non-essential component will be a flat fee of \$5.00.

The library will not accept replacement copies of materials from patrons in lieu of payment for lost or damaged items. If a lost Downers Grove Public Library item is returned within 90 days of the original due date, the replacement cost will be refunded in full. After 90 days, no refund will be issued, even if the item is returned.

5.9 Confidentiality of Circulation and Registration Records

As required by the Illinois Library Confidentiality Act, the registration and circulation records of individual library patrons are confidential. No patron's registration or circulation records, relating to borrowing of library materials or use of library services, will be released to any individual or agency, except pursuant to that Act. Information about the identity of a suspect, witness, or victim may be released under certain circumstances as described in the Act. Because of their financial responsibility, parents and legal guardians may be informed of overdue material borrowed on their minor child's library card.

5.10 Reference and Readers' Advisory

Reference and readers' advisory services provide responses to patron inquiries without bias or judgement and facilitate access to the library's collections and resources. Trained staff provide accurate information, materials, and responses to questions during all library hours, within the limits of available resources and the library's policies, practices, and guidelines.

Reference services aim to ensure patrons receive reliable information during their visit, phone call, or electronic inquiry. Whenever possible, responses to questions will be provided during the patron's visit or call. If more time is required, library staff will inform the patron. If the requested information is not available within the library, an appropriate referral will be made to local or regional resources. Inquiries are accepted in person, by telephone, by electronic means, and through the mail. Requests will generally be handled in the order in which they are received, with priority given to in-person inquiries.

Readers' advisory services help patrons find enjoyable materials that match their needs, interests, and reading levels. All materials, across all formats, are available to all patrons, regardless of the intended audience.

When responding to legal, medical, financial, or tax-related inquiries, library staff can only guide patrons to the available materials on these topics. Staff may not evaluate or interpret information, define terms, offer financial advice, select tax forms, or act as substitutes for professionals in these fields. Patrons needing further assistance will be directed to consult with qualified professionals.

An additional role of reference services is to educate patrons on how to use library resources effectively. One-on-one instruction may be offered depending on staff availability and service desk demands, and classes or workshops on using library resources may also be available.

Reference services do not include tutorial assistance, such as proofreading, editing, correcting, or performing mathematical computations. Referrals for these services may be provided, but such tasks are outside the scope of reference services.

Additionally, the Reference Services Department will not:

- Supply answers to students' homework.
- Do patrons' research.
- Research incomplete or inaccurate call numbers and citations for reserve items.
- Compile bibliographies (Reference staff will provide assistance and training in these cases).
- Pull more than three books or other library items off the shelf and place them on hold at the Circulation Desk for a patron.

5.10.1 Fees and Charges

Patrons are not charged for reference and readers' advisory services. However, standard printing fees apply when staff print materials from online resources on behalf of patrons. Any materials borrowed through interlibrary loan are subject to the fees outlined in Section 5.11.5 Fees.

5.11 Interlibrary Loan (ILL)

Interlibrary Loan (ILL) is a service that facilitates the borrowing and lending of materials between libraries. This service allows Downers Grove Public Library cardholders to request materials from other libraries, while also making the Downers

Grove Public Library's collection available to other libraries.

5.11.1 Standards

The Downers Grove Public Library adheres to established ILL standards, including the Reaching Across Illinois Library System (RAILS) Resource Sharing Policy, Illinois Library and Information Network (ILLINET) Interlibrary Loan Code, ILLINET Online Library Resource Sharing Code, and the National Interlibrary Loan Code for the United States.

5.11.2 Eligibility

Requests for materials from SWAN member libraries are accepted from any cardholder registered in the SWAN system. Requests for materials from non-SWAN libraries are accepted only from Downers Grove Public Library cardholders. The Downers Grove Public Library will lend materials to other libraries that follow the ILLINET Interlibrary Loan Code or a similar interlibrary loan agreement.

5.11.3 Requesting

Cardholders may request materials not available in the SWAN catalog in person, electronically, by mail, or by telephone. The library accepts up to 25 out-of-system interlibrary loan requests per cardholder per month. As the requesting library, the Downers Grove Public Library abides by the lending library's loan conditions, including any special handling requirements. If a requested item is owned but unavailable for interlibrary loan, staff will provide the patron with the name of the holding library. The library cannot guarantee or predict when requested materials will arrive. Requests for materials outside the United States are not processed. All requests are subject to applicable copyright restrictions.

5.11.4 Supplying

The Downers Grove Public Library accepts interlibrary loan requests from any library within the United States. However, requests will not be filled for items designated as new, digital materials, video games, items in special collections, microfilm, periodicals (except photocopies of individual articles), or reference books.

Copyright restrictions apply to the filling of all requests.

5.11.5 Fees

Downers Grove cardholders will be charged a fee of \$5.00 for each interlibrary loan request filled by an out-of-state library within the United States.

Out-of-state libraries that participate in LVIS (Libraries Very Interested in Sharing or

libraries that do not charge for loans) will not be charged for interlibrary loans of materials from the Downers Grove Public Library's collection. Non-LVIS out-of-state libraries will be charged a reciprocal fee equal to what they charge for loaning materials or providing photocopies when borrowing from the Downers Grove Public Library collection.

5.12 Public Internet Access

The Downers Grove Public Library is committed to providing resources that meet the cultural, informational, recreational, and educational needs of its patrons. This includes access to electronic information, such as the Internet, which serves as a valuable resource tool. All patrons with a valid Downers Grove Public Library card, as well as authorized guests, are entitled to use the library's computers. Use of another person's library card for Internet access is not allowed and may result in a loss of Internet privileges for both the cardholder and the unauthorized user.

The library supports the First Amendment of the United States Constitution, which guarantees individuals the right to access information freely, including via the Internet. The Board of Library Trustees has adopted the Library Bill of Rights, affirming every individual's right to access to information without censorship or governmental interference. While the library does not filter content on public computers, filtering software is used on computers in the Kids Room in an effort to block sexually explicit material. However, even with filtering, no system can guarantee that all content will be appropriate for every age group. The library encourages responsible Internet use and provides resources to help patrons navigate the web safely.

The library cannot control the content, availability, or accuracy of information accessed on the Internet. Patrons use these resources at their own discretion and assume any risks involved, including potential privacy violations or damage to personal data. The library is not liable for any direct or indirect damages that may occur from the use of its electronic resources.

Parents or guardians are responsible for supervising their children's Internet use. The library does not act in place of parents and will not monitor or restrict children's access beyond the filtering provided on Kids Room computers. The library encourages parents to guide their children's use of the Internet and offers online safety resources.

All patrons are expected to use the library's electronic resources responsibly. Illegal activities, such as viewing or distributing prohibited content, hacking, or violating copyright laws, are now allowed. Patrons are also expected to use library resources in a way that does not interfere with others' ability to access services. Activities that disrupt other users, including harassment or overuse of equipment, will not be

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tolerated.

The library respects the privacy and confidentiality of its patrons. Staff will not monitor Internet use unless required to ensure compliance with library policies or in response to legal directives. All records of Internet activity are treated as confidential, but the library may be required to disclose information if directed by law enforcement or a court order.

While the library strives to provide high-quality information, it does not guarantee the accuracy, timeliness, or reliability of information obtained via its electronic resources. The availability of information on the Internet does not imply an endorsement by the library. The library is not responsible for any damages or liability resulting from the use of its computers or Internet services, and patrons should exercise caution when downloading files from the Internet.

The library reserves the right to suspend the use of its computers, equipment, and/or the library by anyone who uses library computing equipment, electronic devices, or network for an illegal purpose or for a purpose in violation of the standards outlined in the library's Code of Conduct, General Policy Section 2.9.

5.12.1 Availability of Service

Internet access is available on many of the computers located in the Adult & Teen Services Department and Kids Room. The Internet may be accessed on the public computers on a walk-up basis when they are not being used. The amount of computer time available to any patron may be limited by demand. Patrons can also access the Internet with their own computers through the library's wireless network but it is an open and unsecured network. The library cannot guarantee the safety of any data transmitted over the wireless network, and patrons are encouraged to take precautions when using it. The library is not responsible for any loss of data or damage to personal devices connected to its wireless network. The library may adopt additional rules and/or operational guidelines for the use of the computers and/or public Internet access.

5.12.2 Computer Help

Staff will provide a limited amount of basic guidance to computer users. Staff may provide one-on-one, more in-depth instruction with a prior appointment. One-on-one computer instruction is dependent upon staff availability and service desk time constraints. Classes may be available for patrons who have little or no experience using computers or who are interested in improving their computer skills.

5.13 Programming

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The Downers Grove Public Library provides programs for patrons of all ages, designed to inspire discovery, growth, play, and learning. These programs align with the library's mission and support the goals outlined in the Strategic Plan. Program development and scheduling are driven by community needs and interests, popular appeal, and suitability for a general audience. Presenters are selected based on their expertise, experience, and ability to engage the public effectively. Additional factors influencing program offerings include staff availability, budget, and space limitation.

Certain programs may have restrictions based on age, room capacity, attendance requirements, or may be limited to Downers Grove Public Library cardholders. The library strives to reflect its values through programming that presents a wide range of opinions, viewpoints, and ideas. However, the inclusion of a program or presenter does not imply the library's endorsement of that presenter's views, policies, or beliefs.

All programs are expected to be free from solicitation, sales pitches, or proselytizing. The booking of a library meeting room does not equate to a library-sponsored event. Programs may be canceled due to circumstances such as severe weather, presenter unavailability, or low registration. Canceled programs are not automatically rescheduled.

5.14 Service to Special Populations, Schools, and Organizations

Library tours, instructional sessions, and special programs are available to groups of all ages. Priority is given to residents of the Village of Downers Grove, schools and organizations located in the Village of Downers Grove, and schools and organizations whose students or members are Downers Grove residents. While library staff will make every effort to accommodate requests for library tours, instruction, and programs, availability cannot be guaranteed.

5.15 Notary

The Downers Grove Public Library offers free notary services to patrons. While the library strives to accommodate requests, and notary services are offered on a first-come, first-served basis, notary availability cannot be guaranteed, and patrons are encouraged to make an appointment. Patrons seeking notary service should contact the library in advance to confirm availability. Notary services close 15 minutes before the library closes.

5.15.1 Identification Requirements

Patrons must present a current, unexpired photo ID issued by a U.S. state or federal government. Acceptable forms of identification include a valid driver's license, state ID card, or passport. The document to be notarized must be signed in front of the notary, and all signers must be present. Documents in any language other than English will not

be notarized.

5.15.2 Witnesses

If witnesses are required in addition to a notary, patrons must provide their own. Witnesses must personally know the person signing the document and present valid photo identification. The library cannot provide witnesses and witnesses may not be solicited from other library patrons.

5.15.3 Prohibited Actions

Notaries at the library will follow Illinois state law and will not:

- Provide legal advice or counseling about notarized documents
- Notarize real estate transactions, including mortgage-related documents
- Notarize visa or immigration paperwork, documents from foreign governments, or vital records such as birth, death, marriage, or divorce certificates
- Notarize I-9 Employment Eligibility Verification forms
- Certify copies of identification, though they may notarize a copy using Appendix 1 – Sample Passport/ID Authentication

Additionally, the library notary cannot communicate with a patron through a translator.

5.15.4 Service Limitations

The purpose of notarization is to prevent fraud and the notary serves as an impartial witness to the signing of the documents. Notary service is provided as a courtesy and is not guaranteed. If State requirements are not met, or if there is any doubt regarding the authenticity or completeness of the document, the library notary may refuse service.

Library notaries will not notarize documents with blank spaces and patrons are required to ensure all documents are fully completed prior to their appointment. Notaries are also prohibited from signing documents related to complex legal matters such as living trusts or property transfers, as these may require legal expertise beyond the scope of this free service.

5.15.5 Notary Journals and Liability

Library staff serving as notaries will maintain a journal of all notarial acts and adhere to the highest standards of competence and responsibility. Patrons seeking notarization agree to hold the Downers Grove Public Library and its notaries harmless from any claims arising from errors or omissions in the documents.

The library notary reserves the right to refuse service at any time and cannot provide an Apostille (a form certifying the authenticity of a document for use in another country).

Patrons requiring certified copies of documents may be referred to the official custodian of the original document or the appropriate government office.

5.16 Meeting Rooms

The Downers Grove Public Library meeting room support library functions, meetings, programs, and partnerships. When not in use for library functions, this room is available for use by community groups, organizations, businesses, and individuals.

The public meeting rooms of the Downers Grove Public Library are operated by the library as part of its community services as a limited public forum to provide for the informational, cultural, educational, and recreational needs of the community. It is expected that these rooms will be used to accomplish this goal. Library public meeting rooms will not be denied to any person or organization because of race, color, religion, national origin, ethnicity, age, gender, gender identity, marital status, sexual orientation, appearance, neurodiversity, physical or cognitive abilities, unfavorable discharge from military service, political affiliations, physical limitations, socioeconomic or housing status, or any other characteristic that is currently protected by applicable law. The library is not responsible for the content of meetings, programs, or events held on the premises. The use of the meeting room facilities does not constitute library endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees. The library is committed to supporting free speech and the diversity of viewpoints within the community. Use of the meeting room and approval of individual meeting situations not described here will be determined by library staff.

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 the library's Code of Conduct or other policies, rules, or regulations. The library may refuse meeting room use if the content could incite illegal, dangerous, or disruptive behavior. The 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 will be grounds for suspension of meeting room privileges for up to one year.

5.16.1 Reservations

- Downers Grove Public Library cardholders, 18 years of age or older, are eligible to reserve the library meeting room and must assume responsibility for the group.
- Reservations must be made at least three days in advance.
- Reservations are accepted on a first-come, first-served basis. The completion of the meeting room application and payment of applicable fees will determine priority among community users.
- Reservations are restricted to two per month per individual or group. This includes

different subgroups of the same group. If the participants of a meeting are substantially the same participants of a subsequent meeting, they will be considered the same group or subgroup. Authorization to use the meeting room is not transferable to any other individual, organization, or group.

- Reservations may be up to four hours in duration.
- Reservations may be made up to six months in advance.
- The maximum capacity of the meeting room is between 50-100, depending on room configuration. The maximum capacity is determined by library staff. Groups shall comply with all fire and safety regulations including maintaining open aisle space and abiding by occupancy limits.
- A fee, based on full or divided use of the room, is required.
- Priority registration is given to the Downers Grove Public Library, Downers Grove Public Library Foundation, and partnership organizations.
- Library staff review each request for compliance with this policy after the reservation has been submitted and have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms. The applicant will receive approval or denial of most requests within three business days.
- Additional equipment may be available and must be requested at the time of reservation.
- Reservations for musical programs or other noisy activities must book the full meeting room. Staff may decline activities that are too noisy for a divided-room booking.
- The library reserves the right to change, relocate, or cancel meeting room reservations.
- Reservations canceled by the library will receive a full refund.
- Reservations canceled by an individual or group at least seven days before the meeting will receive a full refund. No refund will be given for meetings canceled with less than seven days' notice. Notice must be given to the Administration Office.
-

5.16.2 Use

- No admission charges, fees, collections, tuition, sales, requests for donations, or other money-raising activities are permitted, except those sponsored by the library or the Downers Grove Public Library Foundation. Nothing may be sold to the public in the library without permission from the Library Director.
- All meetings must be open to the public. The library cannot prohibit other members of the public from entering the meeting room during a reservation.
- Permitted uses include educational, cultural, informational, religious, political, or other programs or meetings of interest to members of the community.

- The meeting rooms shall not be used for purely social functions (which are defined as a function solely for entertainment through companionship with friends or associates, including but not limited to weddings, showers, anniversaries, card parties, birthday parties, and social club parties); meetings for commercial functions, including but not limited to sales presentations or any kind of meetings of or for for-profit entities; and shall not be utilized for fundraising activities or for any other activity in which the judgement of the Library Director would materially and substantially interfere with the ordinary functions of the library and/or which may cause excessive noise, safety hazards, and/or a threat to the public health, safety, or property.
- The library's Code of Conduct applies to all meeting room users. Anyone violating the Code of Conduct may be required to leave the room and/or library or may be suspended for up to one year.
- Time limits are enforced. Meeting preparation and take down must be completed within the approved reservation period. Individuals or groups using the meeting rooms must end programs at least 15 minutes before the library's closing time, or at such other time as directed by staff.
- Room setup must be requested at the time of meeting room application. Several standard setups are available. Staff will not be available for last-minute changes or variations to standard setups not reflected on the application. Groups are expected to rearrange the room to their own needs. Groups are responsible for restoring meeting rooms to the condition prior to their meeting and may not affix anything to the walls, doors, shades, windows, or other surfaces without the prior consent of the Library Director. Groups may not post signage outside of the room. Groups that wish to post signage inside the room must provide the signs and easels.
- Refreshments that do not require on-site preparation or warming may be served, such as pizza, sandwiches, etc.
- Refreshment supplies (cups, paper goods, serving utensils, coffee, tea, etc.) must be provided by the group. Alcoholic beverages and smoking are prohibited.
- The meeting rooms are physically accessible to people with disabilities. Users of meeting rooms are responsible for complying with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request, and all other Federal, State, and local laws, ordinances, regulations, and directives.
- The booking cardholder is responsible for cleanup at the conclusion of a program or meeting, including picking up all garbage and cleaning tables and chairs. All groups making crafts must cover the tables. The library may charge an additional fee to a user who does not perform this responsibility.
- Individuals and organizations reserving use of the meeting room are responsible for their own publicity. Notices of meetings, flyers, news releases, or any other

promotional materials describing an event must clearly state that the meeting is not sponsored by the Downers Grove Public Library and must include the following disclaimer statement: "Permission to use a library meeting room does not imply library endorsement of the aims, views, policies, or activities of any group or organization nor is the library a sponsor of the event or representing an individual or organization." The disclaimer must appear in the same size font as the largest font on the materials referencing the library and must appear immediately following each reference to the library. Promotion of or advertising of a program may include the library's name and address but not the library's telephone number. 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 Downers Grove Public Library and the Downers Grove Public Library Foundation. No publicity will be done by the library for groups booking the meeting room.

- Non-library equipment, supplies, or personal possessions cannot be stored or left in the meeting room before or after use.
- The library may adopt additional rules and/or operational guidelines for the use of the meeting room.
- Groups other than the Downers Grove Public Library Foundation may not receive mail at the library's address.
- Groups shall supervise all children, whether attending a meeting or accompanying an adult attending the meeting.
- Groups shall not run, fight, or yell; noise levels must be kept to a minimum. The library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal library operations or disrupt library users or staff. Groups must contain activities and materials within the meeting room.
- Groups shall not engage in gambling activities, including but not limited to bingo, raffles, and games of chance, for monetary prizes or other items of value.
- Groups shall not bring animals except for service animals assisting individuals with disabilities.

5.16.3 Damages and Liability

The library is not responsible for possessions left in the 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 Board, and its employees from and against any and all claims, suits, and actions of any kind relating to injuries or damage arising from any act or omission of the individual's, group's, or organization's use of the meeting room.

5.17 Conference Rooms

The Downers Grove Public Library conference rooms support library functions, meetings, programs, and partnerships. When not in use for library functions, these rooms are available for use by community groups, organizations, businesses, and individuals.

The conference rooms are not considered a limited public forum, in the legal and practical context. Library public conference rooms will not be denied to any person or organization because of race, color, religion, national origin, ethnicity, age, gender, gender identity, marital status, sexual orientation, appearance, neurodiversity, physical or cognitive abilities, unfavorable discharge from military service, political affiliation, physical limitations, socioeconomic, or housing status, or any other characteristic that is currently protected by applicable law. The library is not responsible for the content of meetings, programs, or events held on the premises. The use of the conference room facilities does not constitute library endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees. Use of the conference rooms and approval of individual conference room use situations not described here will be determined by library staff.

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 the library's Code of Conduct or other policies, rules, or regulations. The library may refuse conference room use if the content could incite illegal, dangerous, or disruptive behavior. Failure to comply with library policies, rules, and regulations will be grounds for suspension of conference room privileges for up to one year.

5.17.1 Reservations

- Downers Grove Public Library cardholders are eligible to reserve library conference rooms in advance.
- Reservations may be up to four hours in duration when booked in advance or two hours in duration when booked the same day.
- Reservations are accepted on a first-come, first-served basis.
- Reservations are restricted to two per month per individual or 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, they will be considered the same group or subgroup. Authorization to use a conference room is not transferable to any other individual, organization, or group.
- Reservations may be made up to six months in advance.

- The maximum capacity of Conference Room A is 16. The maximum capacity of Conference Room B is 10.
- Priority registration is given to the Downers Grove Public Library, the Downers Grove Public Library Foundation, and partnership organizations.
- Library staff review each advance reservation for compliance with this policy after the reservation has been submitted. The applicant will receive approval or denial of most requests within three business days.
- The library reserves the right to change, relocate, or cancel conference room reservations.

5.17.2 Use

- No admission charges, fees, collections, tuition, sales, requests for donations, or other money-raising activities are permitted, except those sponsored by the library or the Downers Grove Public Library Foundation. Nothing may be sold to the public in the library without permission from the Library Director.
- Permitted uses include educational, cultural, informational, religious, political, or other programs or meetings of interest to members of the community.
- Conference rooms may not be used for purely social functions (which are defined as a function solely for entertainment through companionship with friends or associates, including but not limited to weddings, showers, anniversaries, card parties, birthday parties, and social club parties); meetings for commercial functions, including but not limited to sales presentations or any kind of meetings of or for for-profit entities; and shall not be utilized for fundraising activities or for any other activity in which the judgement of the Library Director would materially and substantially interfere with the ordinary functions of the library and/or which may cause excessive noise, safety hazards, and/or a threat to the public health, safety, or property.
- Time limits are enforced. Meeting preparation and take down must be completed within the approved reservation period. Individuals or groups using the conference rooms must end programs at least 15 minutes before the library's closing time, or at such other time as directed by staff.
- Each room is equipped with a table, chairs, and whiteboard. Groups may not affix anything to the walls, doors, shades, windows, or other surfaces without prior consent of the Library Director. Groups may not post signage outside of the room. Groups that wish to post signage inside the room must provide the signs and easels.
- Beverages in covered cups and limited refreshments, such as cookies or packaged snacks, are permitted. Alcoholic beverages and smoking are prohibited.
- Conference rooms are not soundproof. Users are expected to show

consideration for those using adjoining rooms. The library's Code of Conduct applies to all conference room users. Anyone violating the Code of Conduct may be required to leave the room and/or the library or may be suspended for up to one year.

- The conference rooms are physically accessible to people with disabilities. Users are responsible for complying with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request, and all other Federal, State, and local laws, ordinances, regulations, and directives.
- The booking cardholder is responsible for cleanup at the conclusion of a reservation, including picking up all garbage and cleaning tables and chairs. All groups making crafts must cover the tables. The library may charge an additional fee to a user who does not perform this responsibility.
- Individuals and organizations reserving use of the conference room are responsible for their own publicity. Notices of meetings, flyers, news releases, or any other promotional materials describing an event must clearly state that the meeting is not sponsored by the Downers Grove Public Library and must include the following disclaimer statement: "Permission to use a library meeting room does not imply library endorsement of the aims, views, policies, or activities of any group or organization nor is the library a sponsor of the event or representing an individual or organization." The disclaimer must appear in the same size font as the largest font on the materials referencing the library and must appear immediately following each reference to the library. Promotion of or advertising of a program may include the library's name and address but not the library's telephone number. 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 Downers Grove Public Library and the Downers Grove Public Library Foundation. No publicity will be done by the library for groups booking the conference rooms.
- Non-library equipment, supplies, or personal possessions cannot be stored or left in the conference rooms before or after use.
- The rooms are to be left as found. If there is damage to a room or equipment, the booking cardholder could be held responsible for compensating the library for repairs, cleaning, or loss.
- The library may adopt additional rules and/or operational guidelines for the use of the conference rooms.
- Groups shall supervise all children, whether attending a meeting or accompanying an adult attending the meeting.
- Groups shall not run, fight, or yell; noise levels must be kept to a minimum. The library reserves the right to terminate meetings, programs, and events that

disrupt or interfere with normal library operations or disrupt library users or staff. Groups must contain activities and materials within the conference room.

- Groups shall not engage in gambling activities, including but not limited to bingo, raffles, and games of chance, for monetary prizes or other items of value.
- Groups shall not bring animals except for service animals assisting individuals with disabilities.

5.17.3 Damages and Liability

The library is not responsible for possessions left in the conference rooms. Any individual, group, or organization using the conference rooms shall be held responsible for damage to the rooms, 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 Board, and its employees from and against any and all claims, suits, and actions of any kind relating to injuries or damage arising from any act or omission of the individual's, group's, or organization's use of the conference room.

5.18 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. The library does not post meetings taking place in a study room.

The study rooms are not a limited public forum, in the legal or practical context. Library study rooms will not be denied to any person or organization because of race, color, religion, national origin, ethnicity, age, gender, gender identity, marital status, sexual orientation, appearance, neurodiversity, physical or cognitive abilities, unfavorable discharge from military service, political affiliation or physical limitations, socioeconomic or housing status, or any other characteristic that is currently protected by applicable law. The library is not responsible for the content of meetings, programs, or events held on the premises. The use of the study room facilities does not constitute library endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees. Use of the study rooms and approval of individual study room use situations not described here will be determined by library staff.

Individuals using study rooms are subject to all library policies, rules, and regulations. The library reserves the right to suspend or revoke permission to use the study rooms for any violation of the library's Code of Conduct or other policies, rules, or regulations. The library may refuse study room use if the content could incite illegal, dangerous, or disruptive behavior. Failure to comply with library policies, rules, and regulations will be grounds for suspension of study room privileges for up to one year.

5.18.1 Reservations

- Downers Grove Public Library cardholders are eligible to reserve study rooms in advance.
- Reservations may be up to two hours in duration.
- Reservations are accepted on a first-come, first-served basis. Authorization to use the study room is not transferable to any other individual, organization, or group.
- Reservations are restricted to two per week per user.
- The maximum capacity of study rooms varies from two to six. Groups shall comply with all fire and safety regulations including maintaining open aisle space and abiding by occupancy limits.
- Priority registration is given to the Friends of the Downers Grove Public Library, Downers Grove Public Library Foundation, and partnership organizations.
- The library reserves the right to change, relocate, or cancel study room reservations.
- Once a study room has been vacated for more than ten (10) minutes, the library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the study room to an available status unless notification has been given to the Kids Room Desk or Adult & Teen Services Desk.
- No person or group may assign its reservation to another person or group. Individuals are asked to inform a staff member if a study room is no longer needed so that it can be reassigned to an available status. Patrons who have not arrived within fifteen (15) minutes of the scheduled start time will be considered a no-show and the reservation will be removed. Patrons who show up late will not have an extended reservation unless there is no additional reservation for the study room. A patron with two recorded no-shows may have study room privileges suspended for a period of six months.

5.18.2 Use

- Time limits are enforced. Individuals or groups are expected to vacate the room within the approved reservation period. Individuals or groups using the study rooms must end at least 15 minutes before the library's closing time, or at such other time as directed by staff.
- Each room is equipped with a table, chairs, and whiteboard. Groups may not rearrange the library furniture. Signs and decorations may not be taped or stapled to walls or doors.
- Beverages in covered cups and limited refreshments, such as cookies or packaged snacks, are permitted. Alcoholic beverages, smoking, and gambling activities, including games of chance for monetary prizes or other

items of value, are prohibited.

- Study rooms are not soundproof and there is no guarantee of a silent atmosphere inside each study room due to their proximity to one another. Users are expected to show consideration for those using adjoining rooms. Activities such as loud discussions or media playback without headphones are discouraged to maintain a quiet study environment. The library's Code of Conduct applies to all study room users. Anyone violating the Code of Conduct may be required to leave the room and/or the library, or suspended for up to one year.
- The study rooms are physically accessible to people with disabilities. Users of study rooms are responsible for complying with the provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request, and all Federal, State, and local laws, ordinances, regulations, and directives.
- The booking cardholder is responsible for cleanup at the conclusion of a reservation. The library may charge an additional fee to a user who does not perform this responsibility.
- Non-library equipment, supplies, or personal possessions cannot be stored or left in study rooms before or after use.
- The rooms are to be left as found. Waste must be placed in the appropriate garbage receptacles. If there is damage to a room or equipment, the booking cardholder could be held responsible for compensating the library for repairs, cleaning, or loss.
- The library may adopt additional rules and/or operational guidelines for the use of the study rooms.

5.18.3 Damages and Liability

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

5.19 Media Lab

The Downers Grove Public Library Media Lab supports library functions, programs, and partnerships. When not being used for these purposes, the Media Lab is available for use by community members. The Media Lab consists of two rooms, audio and video, to support the creation of audio, video, and photographic works of art.

The library will not regulate the content created in the Media Lab. Individual use does not constitute library endorsement of the content created in the Media Lab. Use and approval of the Media Lab will be determined by library staff.

Individuals using the Media Lab are subject to all library policies, rules, and regulations. The library reserves the right to suspend or revoke permission to use the Media Lab for any violation of the library's Code of Conduct or other policies, rules, or regulations. The library may refuse Media Lab use if the content could incite illegal, dangerous, or disruptive behavior. Failure to comply with library policies, rules, and regulations will be grounds for suspension of Media Lab privileges for up to one year.

5.19.1 Reservations

- Downers Grove Public Library cardholders, 13 years of age or older, or those 12 years or younger accompanied by someone 13 years or older, are eligible to reserve the Media Lab in advance.
- Non-Downers Grove Public Library cardholders who are part of the SWAN consortium are eligible to use the Media Lab but cannot make advance reservations. Reservations may be made up to seven days in advance for one room at a time. Reservations will be held for 15 minutes after they are scheduled to begin. If there are no reservations, the Media Lab is available on a first-come, first-served basis.
- Reservations are accepted on a first-come, first-served basis.
- Reservations may be up to four hours in duration and may be extended for an additional two hours if there are no subsequent reservations scheduled.
- The maximum capacity of the audio room is two people; the video room can accommodate up to six people.
- Priority registration is given to the Downers Grove Public Library, Downers Grove Public Library Foundation, and partnership organizations.
- The library reserves the right to modify or cancel Media Lab reservations at its discretion.

5.19.2 Use

- Time limits are enforced. Users may vacate the Media Lab at the end of the approved reservation period. Sessions must end at least 15 minutes before the library's closing time, or as directed by library staff.
- The Media Lab is equipped with iMac computers, multimedia creation software, microphones, digital audio interfaces, DSLR cameras, photography lighting, and tripods and stands. Downloading, installing, or uninstalling software of any kind is strictly prohibited. The equipment is not to be modified, moved, unplugged, or changed in any way. Media Lab software and hardware are to be used for projects that are not:

- Prohibited by local, state, or federal law;
 - Unsafe, harmful, dangerous, or pose a threat to the well-being of others, including but not limited to cyber-bullying; harassment; libel; slander; destruction of or damage to equipment; software or data; disruption or unauthorized monitoring of electronic communications; attempt to break into or gain unauthorized access to any computers, networks, or secured files; or unauthorized copying of copyright-protected material;
 - In violation of the terms of use of the manufacturer of the equipment;
 - Obscene, sexually explicit, or inappropriate for the library environment; and/or
 - In violation of intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent, or trademark.
- Any personal information sent through the network could be intercepted by a third party and users are encouraged to be cautious about sending personal, financial, or legal data.
 - Food and beverages are prohibited in the Media Lab.
 - While the audio and video rooms are soundproof, users must still be considerate of others in the surrounding areas. All users must adhere to the library's Code of Conduct and violations may result in removal from the Media Lab or suspension of privileges for up to one year.
 - The Media Lab is physically accessible to people with disabilities. Users of the Media Lab are responsible for complying with the provisions of the Americans with Disabilities Act and all Federal, State, and local laws, ordinances, regulations, and directives.
 - The booking cardholder is responsible for ensuring that the Media Lab is clean and orderly after use. Non-library equipment, supplies, or personal possessions cannot be stored or left in the Media Lab before or after use.
 - The Media Lab is to be left as found. If there is damage to a room or equipment, the booking cardholder could be held responsible for compensating the library for repairs, cleaning, or loss.
 - The library may adopt additional rules and/or operational guidelines for the use of the Media Lab.

5.19.3 Damages and Liability

The library is not responsible for possessions left in the Media Lab or for any damage, loss, or security of data or work arising from the use of its hardware or software, nor for the functionality or quality of the material made using the Media Lab or for any injuries or damages that may result from the use of said materials. The library recommends that the software and hardware not be used to make things that could prove harmful or that will result in significant cost to the user if they fail. The library is not responsible for failed

projects. Supervision of the use of the Media Lab software and hardware by library staff does not constitute knowledge or acknowledgement of any apparent or unapparent final use of the software and hardware product, and the library specifically disclaims any knowledge thereof. Any individual using the Media Lab shall be held responsible for damage to the room, collections, or equipment caused by the individual. All individuals shall indemnify, defend, and hold harmless the library, its Board, and its employees from and against any and all claims, suits, and actions of any kind relating to injuries or damage arising from any act or omission of the individual's use of the Media Lab.

5.19.4 Fair Use

U.S. copyright law provisions for fair use of music, artwork, and other creative works are extremely restrictive. Each user is personally responsible for knowing the copyright status of any music or graphic material included in Media Lab projects. Numerous resources exist for fair use media materials. The Media Lab may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos, and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted. Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each user assumes all responsibility for observing copyright restrictions when using the Media Lab.

5.20 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 the management of all exhibits and displays. The library reserves the right to refuse display space to any exhibit. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

5.20.1 Kids Room Display Cases

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

5.20.2 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. The exhibitor will be responsible for delivery of the exhibits and displays. The exhibitor must

remove all packaging materials from the library once the exhibit has been installed and the exhibitor is responsible for bringing all necessary packaging materials for removal of the exhibit during de-installation. The exhibitor acknowledges that no bailment is intended by this policy.

- There is no special security for artwork exhibits. The library assumes no responsibility for the preservation, protection, loss, damage, theft, or destruction of items left for display. All items placed in the library are at the owner's sole risk. Individuals who are interested in purchasing artwork must contact the artist directly. The library provides contact information and may provide price lists if items are for sale to the public.
- 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 it deems is disruptive of library functions or inappropriate in light of the library's mission.
- Exhibits do not necessarily reflect the views of the library or the Board of Library Trustees. Granting permission to display materials does not imply library endorsement of an exhibit's content; nor will the library accept responsibility for the accuracy of statements made in such materials or the exhibit.
- The library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date. In the event that the exhibitor does not reclaim the display materials within 30 days of the end of the scheduled display, the library will give written notice to the owner that the exhibit is to be considered abandoned. The notice states a date after which the library will dispose of the exhibit in whatever manner it sees fit.
- The exhibitor hereby grants to the library the right to use the exhibitor's name, the exhibit/artwork's name, any photographs, pictures, and recordings of the exhibit/artwork and exhibitor for publication and use as the library deems appropriate.
- All displays and exhibit rules, regulations, and policies, as well as any manner not specifically covered in this written policy, are subject to final interpretation review by the Library Director. The decision of the Library Director in all matters shall be final and binding on all exhibits.

5.21 Bulletin Boards

The Downers Grove Public Library provides a public bulletin board for flyers and advertising the activities of local educational, cultural, civic, and government groups. The bulletin board is not intended as a forum for personal or group expression of views or opinions. 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. In fairness to the numerous community groups, the library may limit the frequency with which materials may be posted by the same

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organization. Space permitting, services and events offered by commercial entities may be posted if they are artistic, cultural, educational, civic, or historical in nature. Advertisements for for-profit organizations or partisan political activities will not be posted on the public bulletin board. An additional bulletin board provides space for job postings and opportunities.

- The bulletin board may not be used to advertise or sell personal or commercial items or services (e.g., automobiles, used furniture, daycare house cleaning, tutoring, etc.), nor for personal or commercial solicitation or fundraising, with the exception of fundraising efforts associated with the Downers Grove Public Library Foundation and fundraising promotions by local non-profit organizations.
- Postings from outside organizations are subject to available space. The library assumes no responsibility for preserving or protecting items posted, nor for any possible damage or theft. Materials are posted at the owner's sole risk and the library will not return any items after removal.
- Material that advocates the election of or the defeat of a ballot issue, referendum, or candidate for public office will not be displayed.
- Questionable items are referred to the Library Director or the Library Director's designee. The library reserves the right to make exceptions based on existing policy and will make final decisions regarding the availability and use of the facilities. Unapproved postings will be removed.
- Specific posting durations cannot be guaranteed. Notices will remain posted as long as possible prior to the event date, depending on space availability. Staff will remove notices promptly after the event. Non-date-sensitive materials may be posted for up to three months, space permitting. Notices may also be removed if they become outdated or space is needed for more current items.
- This policy is not all-inclusive; the library may adopt additional rules and/or operational guidelines for the use of the bulletin boards.
- The public bulletin board is in a public space and all materials must be suitable for viewing by all ages. Posting does not imply library endorsement of the ideas, issues, or events promoted in the materials.

5.21.1 Disclaimers

The library does not endorse or recommend any organization, business, or potential employer. The library explicitly makes no representations or guarantees about the accuracy of postings on bulletin boards. It is the responsibility of the patron to perform due diligence in researching and/or verifying information contained in any posting.

Employers and applicants are encouraged to perform their own due diligence when offering, applying for, or accepting private employment by requesting references or
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any other information needed to establish qualifications, credentials, and overall fit between employer and applicant.

Postings may contain links to third-party websites. The library does not review content, materials, or information posted on websites so linked, and disclaims any responsibility for the contents of such sites. Links to third-party websites do not imply library endorsement or recommendation.

5.22 Gaming Systems

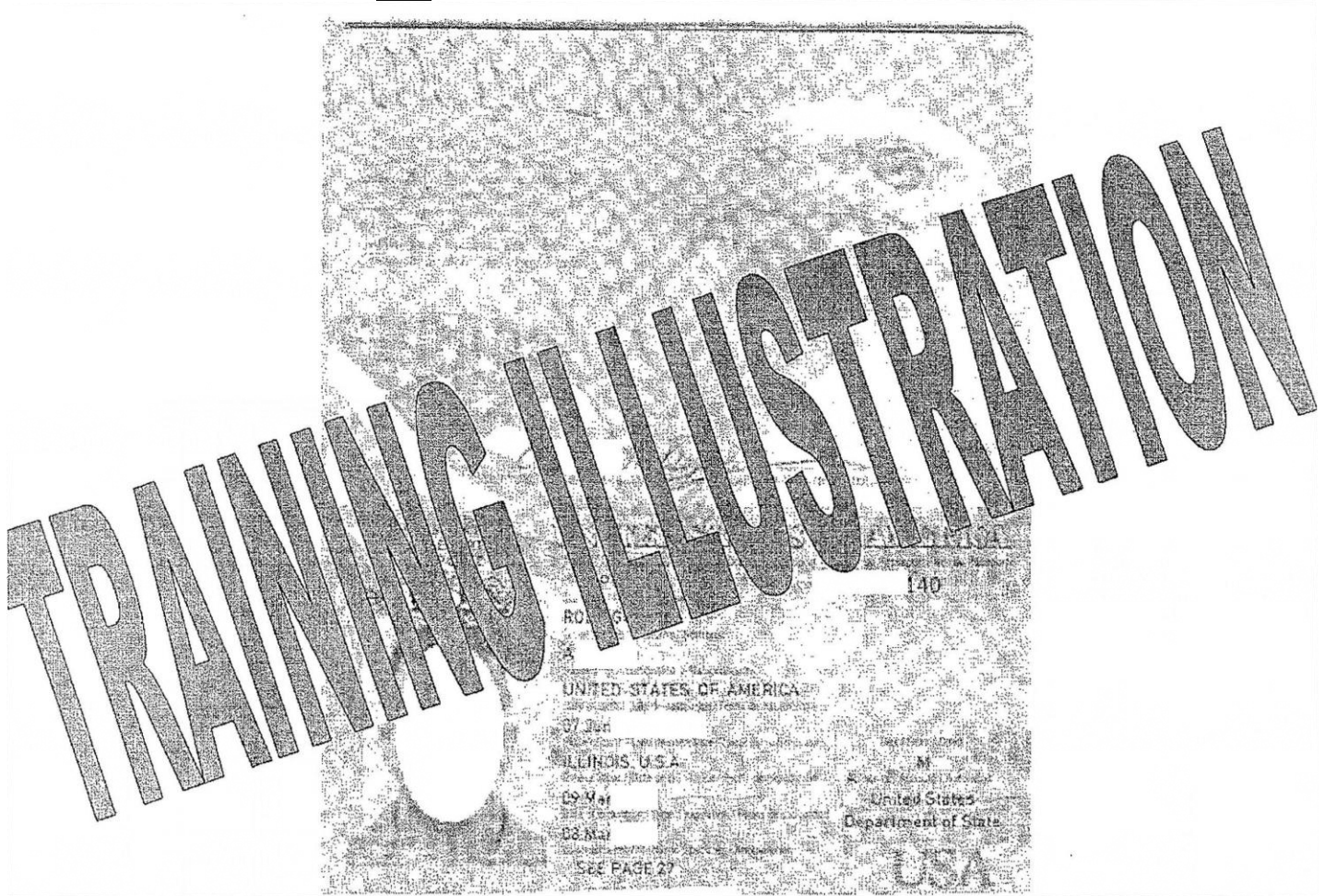
Gaming systems are available for in-house use in Teen Central and the Kids Room. Use of gaming consoles ends 15 minutes prior to closing. The library will establish rules of use for the gaming systems in the library. Programming taking place in these areas takes precedence over open gaming.

Appendix 1 - Sample Passport/ID Authentication

I, John S. Doe, certify this to be a true and authentic copy of my _____

SIGNATURE: fl s. Z'cu

(name of document)



STAMP NOTARY LANGUAGE HERE - SIGNER MUST CHOOSE WHICH STAMP TO USE