

## **BUILDING AND GROUNDS POLICY**

### **501. Library Use, Equipment Inventory and Use and Library Maintenance**

- a. The Library may be closed as recommended by the Director with the approval of the Board of Trustees. Emergency closings may be made by the Director without prior Board approval. The Board may make recommendations to the Director concerning special hours of the libraries.
- b. An inventory of capital equipment with a unit replacement value over \$1,000 shall be performed at least once each fiscal year under the direction of the Assistant to the Director.
- c. Personal use of library equipment outside of library premises, except with the Director's permission, is prohibited.

### **502. Use of Library Meeting Rooms:**

#### a. General Policy

The policies governing the use of the meeting facilities of the DeKalb Public Library are in accordance with Article 5 of the Library Bill of Rights which states that as an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting rooms should be available on equal terms to all groups in the community regardless of belief and affiliations of their members.

For profit organizations must pay \$50.00 per use of the meeting room.

#### b. Priority of Use

Priority in scheduling the use of Library meeting rooms shall be given in the following order:

1. Library sponsored programs and meetings.
2. Educational, cultural, civic and public information events of organizations within the boundaries of the City of DeKalb.
3. Meetings of official agencies, committees and boards of governmental entities located within the boundaries of the City of DeKalb.
4. Other groups, organizations, or entities.

#### c. Restrictions

The following restrictions apply to the use of Library meeting rooms:

1. Meetings must be open to the public.

2. No admission charge, collections or other money raising activities may be attached to any meeting in the Library rooms, unless all proceeds are to go to the Library.
3. Meeting rooms may be utilized by religious organizations but not for religious services. Commercial organizations may utilize the meeting room.
4. Meetings which would interfere with the functions of the Library or its users because of noise or other factors are not permitted.
5. Meetings involving the use of hazardous materials are not permitted.
6. Neither the name, address, nor telephone number of the DeKalb Public Library may be used as the address or headquarters for any group using the Library for meeting purposes.
7. Groups using the meeting room may not deny access on the basis of race, religion, gender, sexual orientation, national origin, or physical or mental disability.

d. Reservations

1. Applications for the use of meeting rooms must be made on the form provided (Appendix BG-1).
2. Applications are to be submitted as far in advance as possible. Reservations will not be more than one (1) year in advance of the date requested.
3. Application for the use of the Library facilities does not guarantee approval. Applications will be approved on a first-come, first-served basis and the priority of use as described in 502 b.
4. Confirmation or denial of applications for reservations will be made either in writing, by e-mail, or by telephone.
5. If it is necessary to cancel a reservation for a meeting room, the Library should be notified as soon as the cancellation is firm. Such cancellation notification shall be preferred in writing.
6. Applications and cancellations shall be submitted to the Head of Reference Services or designee. No group shall assign its space or reservation to another group. If a meeting room is not used and a reservation cancellation is not given to the Head of Reference Services or designee, meeting room privileges may be suspended.
7. The Library reserves the right, in its discretion, to cancel any reservation by giving at least forty-eight (48) hours' notice.

e. Hours

The meeting rooms are available from one-half (1/2) hour after opening to one-half (1/2) hour before closing. Exceptions to these hours may be made only upon approval of the Director.

f. Food Service

Food (prepared elsewhere) may be served in the meeting rooms with prior approval of the Director.

g. Smoking

Smoking is not permitted in any part of the library facility, including the meeting room, conference rooms, bathrooms, or staff lounge.

h. Equipment Available

The following equipment is available for use in the meeting rooms. Equipment desired must be requested in advance.

1. Movie screen
2. Stack chairs
3. Tables

i. General Rules

1. Groups using the meeting rooms are responsible for setting up the room to their requirements and returning equipment and furniture to its proper place upon completion of activity. Meeting rooms must be left reasonably neat, with all trash in waste baskets provided.
2. Storage space for equipment or supplies for groups using the meeting rooms is not available.
3. Porter service for carrying supplies or materials to the meeting rooms, and custodial help is not available.
4. Alcoholic beverages will not be permitted on the premises at any time.
5. Advertisements for meetings held in the Library, but not Library sponsored, may not be displayed in such a manner as to suggest Library sponsorship.
6. Meetings of groups of individuals under 18 years of age must be attended by an adult sponsor who shall be held responsible for compliance with these rules.
7. The library does not have personnel to assist with meetings or programs, to operate equipment, or to help arrange exhibits.
8. No physical changes are allowed in the Library meeting rooms except for rearrangement of furniture. No additional furniture or equipment other than that already available in the meeting room will be provided. No additional furniture or equipment, other than audio visual aids, may be used without prior approval of the Director.

9. Damages
  - a. Groups using the meeting rooms are responsible for reimbursing the Library for any damage that may occur to Library owned furniture, equipment, or to the library facility.
  - b. Permission to use the Library meeting rooms may be withheld from groups damaging room, carpet, equipment, or furniture, or causing a disturbance or any other failure to comply with these rules.
  - c. Any expense related to police or security shall be paid by the user.
  
10. The Director is the chief person empowered to make decisions regarding the availability and use of the library meeting rooms. The Director may delegate authority to approve meeting room requests in accordance with the above policy. Requests for exceptions to any of the above rules must be submitted in writing to the Director at the time of the reservation request.

**503. Use of Bulletin Boards and Display Cases**

a. Bulletin Boards

The DeKalb Public Library bulletin boards are solely for use by the Library. All additional materials to be displayed must have the signature of the Director or the designate.

b. Display Cases

1. Library needs and activities take precedence; otherwise, display cases are available for public use.
2. Cases are available for displays by individuals or organizations. Displays must be cultural, educational, or civic. Religious, commercial, and partisan political exhibits may not be displayed.
3. The Library is not responsible for damage or loss of exhibit materials. Conditions of usage of display cases will be determined by the Director.
4. It is part of the Library's function to provide access to intellectual and cultural resources of the community. Exhibits fulfill an integral part in the Library's total program of public service. Exhibits may be planned to direct the public's attention to the materials and services of the library itself, or may provide exposure to the work of artisans and artists.
5. Exhibits in the Library are seen by anyone who walks into the Library, both children and adults who may have various degrees of

- sophistication. The materials of the exhibits must therefore meet what is generally known as a "standard acceptable to the community." The Director will determine the standard with an appeal process to the Board of Trustees who will have the ultimate responsibility.
6. The Library shall decide on the content and arrangement of all exhibits. Every item must meet the Library's standards of value and quality and the Library reserves the right to reject any part of an exhibit or to change the manner of display.
  7. An organization or artist may reserve a display window no more than one month a year. All publicity material relating to exhibits shall be submitted to the Library for approval.
  8. Although the library's insurance policy will cover some monetary loss, anyone wishing to display or use items of historical, antique, artistic, or other item or items of unusual value, should have insurance for those objects themselves. For very valuable objects, proof of insurance may be required or a statement holding the library blameless.
  9. When not being used to promote library-related or City of DeKalb activities or services, display and exhibit spaces are available to community groups and individuals engaged in educational, cultural, intellectual or charitable activities and will be provided on an equitable basis to any such group which submits an application in accordance with the procedures outlined below. The Library reserves the right to designate and limit space, size, and location of displays or exhibits.
  10. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibits, which will be reviewed in accordance with this and other Library policies.
  11. The Library will not act as an agent for the exhibitor. Exhibitors are encouraged to post statements about their work, but price tags or the posting of price lists are not permitted.
  12. In general, the Library does not accept commercial notices for any group unless they have a special educational, informational, or cultural value to the community. The Library does not accept any materials being offered for sale to the public unless the proceeds are intended directly to benefit the Library.
  13. No exhibits may be mounted by the public outside of exhibit areas specified by the Library, as they may interfere with other library operations and public safety, and result in an appearance of clutter. For example, no exhibits or displays may be mounted from columns.

## **Guidelines**

14. Displays are accepted at the sole discretion of the Library Administrator, in consultation with appropriate staff members. Display proposals will be reviewed for their educational and cultural value, including their value in promoting use of the Library.
15. The Library has the right to review the materials before the exhibit is set up. The Library will not accept displays, exhibits, posters, etc. which are judged illegal, offensive or inappropriate for a public library setting (i.e. one that is free and open to persons of all ages). Exhibits/displays that promote discrimination against persons or groups will be refused.
16. Displays and exhibits will be accepted as long as they do not interfere with the daily conduct of library business and as long as it is made clear that the Library does not necessarily endorse their contents or points of view. Displays and exhibits will be approved and scheduled as space permits. The sponsoring group or individual is responsible for creating the display, setting it up on schedule, and removing it before the next scheduled display or exhibit.
17. The fact that an organization or person is permitted the use of a library exhibit area does not in any way constitute an endorsement by the Library of its policies or beliefs and no claim to that effect may be used in advertising.

## **Procedures**

### **I. Application and Review**

18. Persons interested in using a display space at the DeKalb Public Library must first fill out a [Display Application](#). This form can be picked up at the adult circulation desk or printed from the library's web site. A copy of this policy is included with the application materials.
19. Displays will be approved for a prescribed time, with the understanding that the owner is responsible for installation and removal.
20. Neither the City of DeKalb nor the DeKalb Public Library will be responsible for any damage or theft that may occur during transport, setup, or removal of an exhibit.
21. Limited exhibit space should be taken into consideration when applying to display works of art, artisanship, or craft.
22. The Library has two adult and 3 youth glass display cases. In each one, the dimensions of the display area are 3 feet wide x 3 feet deep x 2 feet high. These cases have proven to be ideal for the

- display of collectible items, jewelry, and pottery or children's exhibits.
23. The Public Relations Coordinator, who serves as Display Coordinator, coordinates all exhibit scheduling. Library exhibit areas are available to the public on a first come, first served basis, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.
  24. It is not the intent of the Library to provide permanent or continuous exhibit space to any specific individual or group. Up to two exhibits may be scheduled at one time.
  25. Reservations for exhibit areas may be made up to one year in advance.
  26. Exhibits normally are scheduled for one month, from the first day of the first month to the last day of the month.
  27. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces.

## **II. Installation and Removal**

28. Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.
29. Exhibitors are asked to be respectful of the multipurpose community use of the Library; thus conversations and noise should be kept to a minimum. Exhibits are to be installed with all deliberate speed. Entrances and aisles may not be obstructed.
30. Exhibitors may not move any existing exhibit or library materials during the installation of their exhibit, unless permission to do so is granted by the Library Administrator.
31. Individuals or groups using the Library's exhibit spaces may not install their works prior to the dates on which their space reservations begin. They may not mount their artworks in a manner that defaces the space provided.
32. Damage to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The exhibitor or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the DeKalb Public Library as shall be caused or inflicted by the using individual or organization.
33. Groups and individuals using the exhibit areas are responsible for basic clean up and return of the space to good order.
34. Exhibit owners should visit the Library exhibit space periodically during the times their exhibits are on display to assure that no portions have become unkempt.



35. Each exhibitor will supply and display descriptive information regarding the purpose, title, and ownership of the exhibit.
36. All displays shall be set up and removed on the assigned dates under the supervision of the Display Coordinator.
37. The Library does not have space for storage of the property of exhibitors in the library building; therefore, exhibitors are asked to deliver and pick up display items on the dates established in advance. Insurance covering the value of the exhibit will be the responsibility of the exhibitor although the library does have some coverage.

### **III. Responsibility for Loss or Damage**

1. Each approved exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item.
2. Items on display in the Library enjoy the same security as the library collections and equipment, but irreplaceable items or items of great value should not be included in a display

**IV. Cancellation.** The Library Board of Trustees reserves the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action. If an exhibit is canceled, the exhibitor will have the right to display his or her exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.

#### **504. Telephones**

- a. The Library telephones are for conducting the ongoing business of the library and are not for use by the public.
- b. The Library cannot act as a message center. Patrons will not be paged or brought to the telephone.

#### **505. Voter Registration**

Voter registration is allowed in the Library with the approval of the Director.

#### **506. Smoking**

The DeKalb Public Library subscribes fully to the Illinois Clean Air Act. Smoking is not permitted in any area of the Library.



**507. Notary Public**

Notary public services are provided at no charges.

**508. Tax Forms**

State and federal tax forms are available while they last.