

ORDINANCE 2017-LY-EX-S-1520

**AN ORDINANCE COMBINING THE EXHIBITS AND DISPLAYS POLICY
WITH THE SPECIAL ACQUISITIONS POLICY
FOR THE OAK BROOK PUBLIC LIBRARY**

WHEREAS, the Village Board periodically passes ordinances which readopt and/or revise specific policies for the Oak Brook Public Library; and

WHEREAS, the Exhibits and Displays Policy governs exhibits and displays in the Library and the Special Acquisitions Policy governs the authority to accept gifts of special materials; and

WHEREAS, the Village Board last readopted and amended the Special Acquisitions Policy with the passage of Ordinance S-1305 on March 22, 2011, and the Exhibits and Displays Policy with the passage of Ordinance S-1398 on March 25, 2014; and

WHEREAS, the Head Librarian and the Library Commission reviewed each of these policies on November 21, 2017; and

WHEREAS, the Library Commission voted unanimously to combine the Exhibits and Displays Policy with the Special Acquisitions Policy into a new policy entitled, "Exhibit and Special Acquisitions Policy" ("**Policy**"); and

WHEREAS, it is in the best interests of the Village of Oak Brook that the attached Policy be revised and adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK BROOK, DU PAGE AND COOK COUNTIES, ILLINOIS, as follows:

Section 1: The revision of the Policy, a copy of which is attached hereto as Exhibit A and incorporated herein is hereby approved and adopted in its entirety.

Section 2: The Village Clerk is hereby authorized and directed to publish this ordinance in pamphlet form in the manner provided by law.

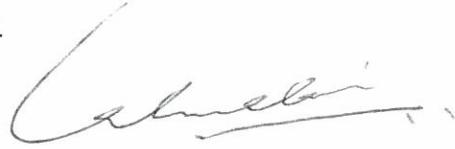
Section 3: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

Section 4: This ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Section 5: The attached revision of the Policy supersedes the Exhibits and Displays Policy adopted by this Board on March 25, 2014 and the Special Acquisitions Policy adopted by the Board on March 22, 2011.

[SIGNATURE PAGE FOLLOWS]

APPROVED THIS 12th day of December, 2017.



Gopal G. Lalmalani
Village President

PASSED THIS 12th day of December, 2017.

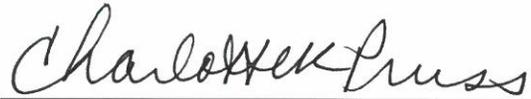
Ayes: Trustees Baar, Cuevas, Manzo, Saiyed, Tiesenga, Yusuf

Nays: None

Absent: None



ATTEST:



Charlotte K. Pruss
Village Clerk

EXHIBIT A

Exhibit and Special Acquisitions Policy

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**OAK BROOK PUBLIC LIBRARY
EXHIBITS AND SPECIAL ACQUISITIONS POLICY**

I. Purpose

The Oak Brook Public Library provides space for local not-for-profit organizations to reach library patrons with information on local events and space for individuals to display exhibits of art works, handicrafts or collections. This policy sets the conditions under which individuals and organizations may use such space.

II. Display Case and Wall Exhibits

The Library has two glass display cases in the lobby available plus wall space in the collections areas.

All displays are scheduled by and subject to approval by the Library Administration.

Art work to be displayed must be framed, mounted or otherwise prepared for hanging on available hooks. No modification of the Library building will be permitted for the installation of an exhibit.

Prices of artwork may not be displayed in an exhibit. The artist may attach his/her name and contact information. Any and all sales must be handled by the artist. Library staff will not assist in any way.

Library Administration has the right to refuse any display or exhibit.

III. Exhibitor's Responsibilities

An individual or organization requesting the use of display space must complete an *Exhibit Application and Inventory Form*.

The Library is not responsible for insuring any exhibited item or for damage to or lessening of value of the item while in the Library or during transit. The Library will not exhibit individual items that exceed \$2,000 in value. The appraisal of value and maintenance of adequate insurance of displayed items is the sole responsibility of the exhibitor.

Exhibitors must remove their exhibit or display as scheduled. Exhibits and displays not removed as scheduled will be removed by Library staff. The Library will not be responsible for the storage or condition of any exhibit or display left beyond the scheduled end date.

IV. Community Information Bulletin Board

Local cultural, not-for-profit or government organizations may submit materials for display to the Library Administration for approval. Material must be non-partisan and non-sectarian in nature. The duration of any posting depends on space demands.

Display of information on the community information board does not imply Library sponsorship or endorsement. Any posting implying such sponsorship or support will not be displayed.

Material displayed on the community information board will be discarded upon removal. No attempt will be made to return any community information board materials to the organization.

V. Gifts and Specials Acquisitions

The Head Librarian reserves the right to accept or decline gifts of equipment, materials or money to the Library not exceeding \$2,500. Gifts in excess of \$2,500 shall be reviewed and approved by the Village Manager.

The Library will supply an acknowledgment that a gift was accepted. Responsibility for appraisals and evaluation of donated materials belongs to the donor. Once accepted, gifts become the sole property of the Library.

Gifts may be deaccessioned by the Head Librarian with the approval of the Village Manager. Materials will be disposed of in a manner that will protect the interests, objectives, and legal status of the Village of Oak Brook. This may include returning the gift to its original donor, sale, trade, offering at public auction, or discard.

Proceeds from the sale of deaccessioned materials will used at the Library's discretion.

IV. Review of Policy

This policy shall be reviewed, reaffirmed or revised periodically by the Library staff and the Library Commission. This policy and all subsequent revisions are subject to approval by the Village of Oak Brook and the Board of Trustees.