

August 13, 1986

-CORRECTED-

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 13, 1986.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Walter Flintrup; Dr. Herman S. Bloch; Norma L. Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 9, 1986

Mr. Flintrup moved that the Board approve the minutes as written subject to corrections and/or additions. Mrs. Zatz seconded the motion.

Mrs. Hunter called for any additions or corrections. Dr. Bloch asked that the following correction be made;

Page 8, under COMMENTS FROM TRUSTEES, the third paragraph, last sentence, the words "they be boycotted" be stricken from the record and "such books be avoided" be inserted. The sentence should read: "It was the consensus of the Board that staff involved in book selection be aware of those publishers who selectively censor books and that such books be avoided."

There being no further corrections the motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
SUBURBAN LIBRARY SYSTEM (SLS) UNEMPLOYMENT COMPENSATION  
GROUP ACCOUNT FUND STATEMENTS (2)  
LETTER FROM DANIEL W. RYAN RE TRANSFER OF FUNDS  
LISTS OF BILLS

Mr. Flintrup made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees approve the Financial Statements, the Suburban Library System (SLS) Unemployment Group Account Fund Cash Basis Statements, the letter from Daniel W. Ryan, Village Finance Director, regarding the transfer of funds, and the Lists of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS STATEMENT

The Board reviewed the Year-to-Date Budgetary Status Statement which was not a Consent Agenda item this month.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORTS FROM DEPARTMENT HEADS  
CORRESPONDENCE

Mrs. Zatz made a motion, seconded by Dr. Wozniak;

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads
4. Correspondence

After reviewing the Circulation Reports and Library Use Statistics the trustees discussed the content of Department Head reports, voicing various opinions as to what they thought pertinent and if the time spent preparing them proved a cost effective measure.

It was the consensus of the Board that although the statistics proved helpful and informative, they would prefer to see more information pertaining to the Departments' goals and objectives.

Lengthy discussion ensued.

The letter from Albert J. Rigoni, Assistant Village Manager, Village of Skokie, to Mrs. Hunter acknowledging receipt of her letter volunteering the assistance of the Skokie Public Library during Skokie's Centennial Celebration was reviewed by the trustees.

There being no further discussion of Consent Agenda items, the motion to place those items on file was approved unanimously.

Mrs. Hunter asked Dr. Wozniak, Vice President, to read aloud a letter from Harry H. Hunter (a copy is attached) addressed to the Library Board regarding the donation of a wool abstract wall hanging to the permanent art collection of the Skokie Public Library.

Dr. Wozniak and Mrs. Hunter displayed the colorful wall hanging to the Board.

Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees accept the gift of Mr. and Mrs. Harry Hunter of a wall hanging with appreciation and that a letter be sent to them thanking them for their generosity.

The motion was approved unanimously.

GIFT OF A PERKINS BRAILLER FROM THE TELEPHONE PIONEERS OF AMERICA, SKOKIE VALLEY CHAPTER NO. 75

The trustees noted the gift from the Telephone Pioneers of America of the Perkins Brailier.

PERSONNEL

The trustees noted the resignation of Alexander Schimmel, Custodial Department, and Anne Eickstadt, Young People and Children's Department, and the appointment of Noel Smith, Custodial Department.

DISCUSSION OF DIRECTOR'S EVALUATION FORM

Mrs. Hunter turned the meeting over to Mrs. Zatz to report on the progress of the development of the evaluation form.

Mrs. Zatz thanked Dr. Bloch for his complete cooperation and assistance during the development process and passed out the evaluation form for trustees to complete and mail to Mrs. Hunter prior to August 23.

The Board agreed another committee be appointed next June to review the form to improve it if necessary, and to review it every five years thereafter.

Mrs. Hunter thanked Dr. Bloch and Mrs. Zatz for their effort in developing the evaluation form.

#### DIRECTOR'S REPORT

Statistics--Circulation for July was the highest circulation ever for a month at 58,819. The increase was 5% over the July circulation last year. Year-to-date figures for the first quarter show an increase of 4.6% in circulation.

Reference and information service is up nearly 5% for the month in Adult Services and up 10.5% year-to-date. Because of a decrease in reference and information service in Young People and Children's Department the year-to-date increase for the Library is only 4%.

Budget Hearing and Tax Rate--the 1986 tax levy for the Library fiscal year 1987 is .286. Budget hearings will be conducted during the August 18 Village Board meeting which Mrs. Anthony will attend. There have been two inquiries to date about the tax bill and Dan Ryan has also had a few calls from people who mentioned the itemization of the Library levy.

Joint Computer Program for Libraries (JCPL)--Mrs. Anthony has been elected president of JCPL for fiscal year 1987, and is also representing JCPL on the North Suburban Library System (NSLS) Intraconnect Committee which is looking at ways to facilitate collection resource sharing by enabling library

access to other libraries' catalogs in the system.

Mrs. Anthony has been asked to speak about our experience with the JCPL consortium at a program on options on automation sponsored by the Urban Libraries Council in Chicago in January, 1987.

Investments--a \$90,000 CD was purchased at Savings of America which will mature in January, 1987. The interest rate is ~~8.07%~~ <sup>8.70%</sup> which should yield ~~about \$600~~ <sup>\$1,100.00 *than*</sup> more than investing the same money in repurchase agreements.

Art of the Eye--an exhibition of artwork by visually-impaired artists that investigates vision was developed by a Minnesota arts organization FORECAST in cooperation with the Minneapolis Society for the Blind and the Minnesota Museum of Art. The exhibit consists of 52 works of art, a video program, banner, and 40 full-color catalogues. The cost of the exhibition is \$3,000 plus \$300 shipping.

The Illinois Arts Council has given positive indication it would assist in funding with a grant of up to \$1,500 and the Skokie Fine Arts Commission has indicated the probability of additional assistance with a grant of \$500.

A deposit of \$1,000 will guarantee the exhibit booking, tentatively scheduled for 1987 during mid-September through mid-October.

Mrs. Anthony suggested we make the deposit of \$1,000 thereby ensuring the Library will have the "Art of the Eye" exhibit.

Lengthy discussion followed. The possibilities of seeking funds from Skokie organizations to assist with the cost of this exhibit were discussed along with other avenues of funding. The trustees expressed concern that the quality of the exhibit warranted the Library's funding and was worthy of exhibiting.

Mrs. Anthony assured the trustees the exhibit has achieved national recognition, is of merit and has an established reputation, and a long waiting list.

After further discussion Dr. Wozniak made a motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Board of Trustees authorize the Director to make the commitment to obtain the exhibit "Art of the Eye" from FORECAST with a deposit of \$1,000 (1/3 of the cost) for the Skokie Public Library to exhibit during the months of September and October, 1987.

Further discussion regarding funding ensued.

Mrs. Hunter said a motion was on the floor and asked Mrs. Merritt to call the roll.

The roll was called; Mr. Flintrup--yes; Dr. Bloch--no; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no. The motion failed.

The trustees continued to discuss their concern that the Library might not receive the funding assistance from the Illinois Arts Council and the Skokie Fine Arts Commission thereby leaving the Skokie Public Library to absorb the entire cost of the exhibit since the agreements are verbal.

After further discussion Dr. Bloch suggested a modification be made to the motion by adding:

MOTION MODIFICATION: with the understanding that we have verbal agreements from the Illinois Arts Council for \$1,500 and \$500 from the Skokie Fine Arts Commission.

The motion modification was accepted by the original movers, Dr. Wozniak and Mr. Flintrup, and the roll for approval was called. Mr. Flintrup--yes; Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no. The motion, as modified passed.

The Director continued with her report.

Revenue--We have received our first deposit from the fall property tax collection, August 7, 1986. There was no delay as we had expected because of Cook County's delay in sending out tax bills.

Community involvement--the Anthony Family attended the Brunswick annual picnic July 13; Mrs. Anthony was the speaker at the Skokie Rotary luncheon, July 29; there were four Library programs presented at Park District Day Camps; a visit by the Bookmobile to Parents' Night at Devonshire Day Camp; and the Young People and Children's Department presented a puppet show at the Farmers' Market in Skokie, July 27.

Statewide Library Card Task Force--Mrs. Anthony attended the first meeting of the Statewide Library Card Task Force in Springfield, August 6. The Task Force was named by Bridget Lamont, Director, Illinois State Library, to make recommendations on the implementation of statewide reciprocal borrowing including all types of libraries.

The trustees discussed at length the inequities of statewide reciprocal borrowing among multitype libraries.

Mrs. Anthony agreed that many issues must be brought out and discussed at the Task Force meetings.

BPH--SAVS will experience a 75% cut in the number of copies of talking books it receives from the Library of Congress (LC). Also, due to federal spending cutbacks, there will be 200 fewer titles produced beginning July 1, 1986. The State grant to the North Suburban Library System (NSLS) and Suburban Library System (SLS) was reduced by \$4,600. A recent memo from SAVS noted that "Based on these factors, it is safe to assume that service to the blind and physically handicapped (BPH) will deteriorate."

A call to Leon Drolet, Director, SAVS, confirmed that the recent restoration of some funds to LC's budget will not minimize the cut to BPH

service.

After further discussion it was the consensus of the Board that on behalf of the Board a letter be directed to our Senators and Congressmen, indicating our opposition to the reduction in, and to urge them to support, restoration of funds.

Mrs. Hunter added that Congressman Dan Rostenkowski should be included and that we invite all to see what the Skokie Public Library has done for the handicapped.

Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That a letter be sent on behalf of the Skokie Public Library Board of Trustees to Senator Alan J. Dixon, Senator Paul Simon, Congressman Sidney R. Yates and Congressman Dan Rostenkowski, advising them that the Board is concerned about the proposed reduction in the budget of the Library of Congress (LC) Program for the Blind and Physically Handicapped (BPH), urging them to support restoration of funds for this worthwhile program, and that they be invited to the Skokie Public Library to observe the service provided vision-impaired and other handicapped persons, as well as seeing the comprehensive library service provided to Skokie.

The roll call vote for approval was unanimous.

Mrs. Anthony distributed a list of accomplishments for the Board's perusal, and said that she plans to discuss Goals and Objectives for Year II at the September Board meeting.

#### AUTOMATION

The trustees reviewed the JCPL 1985-86 Annual Report and the material prepared by Mrs. Anthony "Going Online Without Going Haywire: What All Staff Should Know...". The Board indicated the material was very informative.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the "SALS Letter, Spring/Summer, 1986" and the "Supplement for Library Staff". The SALS Monthly Summary Sheets and the



First Project Year Summary were discussed. The Board noted that the Kurzweil Reading Machine (KRM) is underutilized and said that perhaps more can be done to encourage its use.

#### HOLIDAY CLOSINGS

Because the Skokie Public Library is one of the three NSLS libraries closed February 12 in observance of Lincoln's Birthday, and the third Monday in February in observance of Washington's Birthday; and is one of four NSLS libraries closed November 11 in observance of Veterans Day, it was the Director's recommendation that the Board consider keeping the Library open those three days, while adding three floating holidays for full-time staff.

After discussion Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approve the recommendation of the Director to keep the Library open the three holidays of February 12 (Lincoln's Birthday Observance); the third Monday in February (Washington's Birthday Observance) now the combined national holiday of "Presidents' Day"; and November 11 (Veterans Day) and instead employees will receive three additional personal leave days to be taken in the calendar year, beginning in 1987.

The roll call vote for approval was unanimous.

#### INCREASE OF FEE FOR RESERVES

Mrs. Anthony explained that a change is necessary in the fee charged for each reserve of library material from 15¢ to 25¢ because the datamailer notices generated by the Geac system to alert patrons that reserved material may be picked up will require 22¢ postage.

After discussion Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approve the recommendation of the Director to increase the fee charged for each reserve from 15¢ to 25¢ effective September 2, 1986.

The roll call vote for approval was unanimous.

Signs will be posted at the Circulation Desk, RA Desk, Nonfiction Desk, YP&CD Reception Desk and Bookmobile notifying patrons of the impending increase.

ERRORS AND OMISSIONS INSURANCE

Mrs. Anthony reported that she has still not heard regarding the status of the applications submitted: one to The Hartford Insurance Company via Kirke-Van Orsdel (the ALA Specialty Errors and Omissions policy) and the one to the Calvert Insurance Company (through Boyle, Flagg and Seaman, Inc.).

Lengthy discussion ensued and it was the consensus of the Board that Boyle, Flagg and Seaman be notified that the Board is concerned and anxious that there be some movement. They are disturbed and unless there is some action soon, other brokers will be contacted and the National Association of Independent Insurers (NAII) consulted.

PROPOSALS FOR REPAIR OF RETAINING WALL

Mrs. Anthony reported to the Board that several complaints have been registered by some condominium owners living directly south of the Library--that the retaining wall on the south Library drive is deteriorating in various spots and should be repaired.

Several contractors contacted indicated the cost involved would not warrant the Library going out for bid as Mrs. Anthony originally thought. She is still in the process of determining what actually needs to be done to repair the retaining wall, and what the cost will be.

POLICY

Compact Disc--the Board reviewed the recommended compact disc policy.

Lengthy discussion followed regarding what provisions the Library

can make to insure that the discs are not returned in a damaged state; replacement costs; the Board's concern of possible damage, and the proper care and handling of the discs.

Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approve the Director's recommended policy for compact discs and if damage to the disc collection is sustained consideration of a charge to borrowers be made.

After discussion the roll was called: Mr. Flintrup--yes; Dr. Bloch--no; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no. The motion failed.

After further discussion regarding the feasibility of regular inspections or spot-checking the collection for damage, Mrs. Anthony said it was the intention of Gary Newhouse, Audiovisual Librarian, to clean the compact discs after six months, and that perhaps at that time he could determine if any damage has been sustained by the collection.

The Board agreed that inspections would be prohibitively time-consuming and requested that at the time Gary Newhouse cleans the collection he report on the extent of damage to the collection, as well as noting other instances of damage, and that some consideration be given then to a charge to defray the costs, if warranted.

Dr. Bloch made a motion, seconded by Dr. Wozniak to amend the motion:

MOTION: That the Skokie Public Library Board of Trustees approve the Director's recommended policy for compact discs for a trial period of six months and, if damage to the disc collection is sustained, consideration of a charge to borrowers be made. (A copy is attached.)

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--yes. The motion passed.

Reference Online Database Searching--the Board reviewed the policy recommended by the Director which was developed by Mrs. Anthony; Hope Apple, Head of Reference; Gary Newhouse, Dorothy Rasmussen, Assistant Librarian in Charge of Adult Services; and Jan Sterner of the North Suburban Library System, System Reference Service (SRS).

The Board expressed concern regarding the costs to the Library if the database searching policy is approved.

After discussion of this new service, proposed as an extension of regular reference service without regard to residency, Dr. Bloch expressed his apprehension about the costs involved, what criteria a librarian would use to institute a search and the costs of training librarians.

Mrs. Anthony said guidelines have been established to determine when to use a database search, and it is the librarian who determines if the search is warranted, and will be conducted. As such, online searching will be another tool, to be used by librarians as needed.

Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees accept the Director's recommendation to accept the Reference Online Database Searching Policy, Items 1, 2 and 3. (A copy is attached.)

Dr. Bloch said he would like to add to the motion:

that the Director report to the Board in six months the number of searches, to be evaluated statistically and financially.

The roll call vote for approval was unanimous.

Exhibition Agreement

Performance Agreement--the Board reviewed the Agreements and after

brief discussion Mrs. Hunter asked that each Agreement include a hold harmless clause.

Dr. Wozniak made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees accept the Exhibition Agreement, and the Performance Agreement with the inclusion of a hold harmless clause. (A copy of each is attached.)

The roll call vote for approval was unanimous.

#### REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Mrs. Weiner due to her absence from the Skokie Public Library Board meeting.

The trustees reviewed the Memorandum from Robert R. McClarren re RBP Imbalances, January 1 - June 30, 1986 and the Report, Reciprocal Borrowing Program (RBP) April-June, 1986.

The trustees noted the "NSLS Legislative Notes" 86-4, and "The Nor'easter", Volume 16, Number 6.

Mrs. Hunter will write a letter on behalf of the Board to the Highland Park School District 108 on their award as the best school library media program in the United States, as the recipient of the National School Library Media Program of the Year Award, sponsored by the Britannica Companies and the ALA American Association of School Librarians.

#### TRUSTEE COMMENTS

Mrs. Anthony exhibited the "Trustee Facts File", a cooperative venture between the Illinois Library Trustee Association and the Illinois State Library. The "Trustee Facts File" is a comprehensive boxed set of 24 booklets dealing with various critical aspects of library trusteeship.

Dr. Bloch asked that a list of the titles contained in the collection be mailed to the trustees with the minutes next month. The booklets will remain in the Board Room for trustees to use and take out.

Mrs. Merritt inquired about a list of videotapes, and a list of audiotapes--if they are available. (A videotape listing is available at the Circulation Desk, and an audiotape listing is in process.)

Dr. Wozniak asked that Pat Groh and Steve Oserman be commended on their swift and courteous assistance recently when he came into the Library for help.

Dr. Bloch suggested that each non-print media item be labeled: "If this is not in good order, please report."

Dr. Bloch also asked that the Board adopt some type of policy relative to financial reimbursement of trustee attendance at the ALA Convention.

Since trustees receive no remuneration for serving on the Board, and in order to perform in their capacity as members of the Board it is essential that trustees keep abreast of developments in the library field, provision should be made to reimburse trustees for out-of-pocket expenses over and above the present policy.

After discussion by the Board, Dr. Bloch made a motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Trustees be reimbursed for reasonable out-of-pocket expenses, travel, room and sustenance while attending conventions.

Further discussion ensued regarding establishing a limit on the number of conferences and/or meetings one member can attend during the year, and designating which conferences fall into the category requiring reimbursement.

The Board agreed to Dr. Bloch's amendment of his motion:

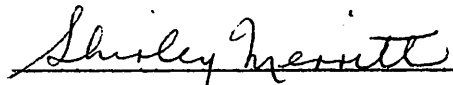
MOTION: That the Skokie Public Library Trustees be reimbursed for reasonable out-of-pocket expenses, travel, room and sustenance while at the American Library Association (ALA) Conference, and the Public Library Association (PLA) Conference.

The roll call vote for approval was unanimous.

The matters of policy for staff and the number of conferences and/or meetings one person can attend during the year will be considered at some future meeting of the Board of Library Trustees.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:59 p.m.

  
Shirley Merritt, Secretary

POLICY FOR  
REFERENCE ONLINE DATABASE SEARCHING

Adopted August 13, 1986

1. Free database searching will be available to all patrons with an approximate limit of 50 bibliographic citations without abstracts, 25 citations with abstracts or up to \$25 per search if neither of the above criteria apply.
2. If a patron's request for information exceeds the above limits, he or she will have the option of paying the full cost of the search plus a \$10.00 administrative fee.
3. Although database searches won't be limited by residency they will be done only at the librarian's suggestion and the librarian's judgment will prevail in determining whether a database search or a print search is the best way to answer a question. Database searches will not be done on demand.

CAA:kk



POLICY FOR CIRCULATION OF COMPACT DISCS

Adopted August 13, 1986

For the first six months of compact disc circulation:

Compact discs will be circulated to holders of valid Skokie Public Library borrowers' cards. There will be a limit of three compact discs per borrower. The loan period will be seven days. No fees will be charged and the fine for overdues will be .10/day as for other recordings.

Circulation of compact discs will begin September 11, 1986. According to the above policy, they will not be subject to reciprocal borrowing.

This policy will be reviewed by the Board at their meeting in March, 1987.

CAA:kk

August 11, 1986

Skokie Library Board  
Skokie Public Library  
5215 Oakton Street  
Skokie, Illinois 60076

Dear Board Members:

The permanent art collection of the Skokie Public Library is certainly something that we all view with pride. Diana and I would like to add to your great collection.

We would like to donate a vividly colored wool abstract wall hanging which measures about four feet by four feet. While the wool wall hanging could go anywhere in the Library, it might be appropriate to hang it in the Petty Auditorium where it would soften the brick walls and add some color. I believe that was the intention of the architect, Mr. James Hammond, when he designed the simple interior.

The wool wall hanging is attached by loops to a sturdy, carved walnut, wood dowel and is ready to be hung.

The value of the wall hanging has been estimated to be \$450.00.

If the Board would like to have this wall hanging for its collection, Diana and I would be happy to contribute it.

Sincerely,



Harry H. Hunter  
9140 Ridgeway  
Skokie, Illinois 60076

# SKOKIE PUBLIC LIBRARY

5215 Oakton Street / Skokie, Illinois 60077 / Telephone (312) 673-7774

*Carolyn A. Anthony, Director*

## SKOKIE PUBLIC LIBRARY

### PERFORMANCE AGREEMENT

Performer's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone \_\_\_\_\_

Type of Performance \_\_\_\_\_

Date of Performance \_\_\_\_\_

Time of Performance \_\_\_\_\_

### TERMS

1. The Skokie Public Library will furnish the auditorium on the date and time stated above.
2. The Skokie Public Library will also provide lights, a program, local publicity, rehearsal times, and one properly tuned grand piano.
3. If requested, Performer(s) may receive one or more advance tickets per performer. In no case shall advance tickets exceed 25% of the house.
4. Performer(s) will supply typed biographical material in paragraph form, typed program, any other program notes, and, if available, 8x10 or 5x7 black and white photos, at least one month in advance. If materials are submitted later than one month, a program and publicity for performance can not be guaranteed.
5. Receptions must be arranged at least one month in advance in compliance with meeting room use policy.
6. The Performer(s) will notify the Skokie Public Library as soon as possible in the event of cancellation.
7. The performance may not be videotaped without written consent of special programs coordinator.

8. No donations may be solicited at any time before, during or after the performance.
9. Performer(s) is/are responsible for any fees that might be levied by ASCAP, BMI or unions.
10. Request for special set-ups and assistance must be made one week in advance of performance and will be accommodated subject to availability of staff.

I, \_\_\_\_\_, have read the above-listed terms for  
                    Performer  
performing at the Skokie Public Library and agree to follow them.

I, \_\_\_\_\_, further covenant and agree to indemnify,  
                    Performer  
defend at any expense and forever hold harmless the Skokie Public Library and/  
or the trustees, officials, staff and employees of the library from and against  
any and all claims, demands or actions which may hereafter at any time be made  
or instituted against any of them arising out of the occupancy and/or use of  
the premises.

\_\_\_\_\_  
Signature of Performer

\_\_\_\_\_  
Signature of  
Program Coordinator

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Date of Approval

Adopted:  
8/13/86

# SKOKIE PUBLIC LIBRARY

5215 Oakton Street

/

Skokie, Illinois 60077

/

Telephone (312) 673-7774

Carolyn A. Anthony, Director

## EXHIBITION AGREEMENT

### SKOKIE PUBLIC LIBRARY

EXHIBITION: \_\_\_\_\_

DATE: \_\_\_\_\_

LENDER/ARTIST: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State ZIP Code

TELEPHONE: \_\_\_\_\_

#### INSURANCE:

\_\_\_\_\_ To be carried by Library

\_\_\_\_\_ To be carried by Lender/Artist

\_\_\_\_\_ To be waived

#### TRANSPORT OF WORK:

\_\_\_\_\_ Date delivered

\_\_\_\_\_ Date picked-up

\_\_\_\_\_ Date to be shipped

PHOTOGRAPHS: Are photographs available \_\_\_\_\_ If available, please  
send \_\_\_\_\_ 8x10 glossies. May the Library photograph work for  
publicity and/or documentation? \_\_\_\_\_ May the Library videotape  
work? \_\_\_\_\_

#### TERMS

1. Artist/Lender agrees to provide insurance, biographical, price and publicity information no later than one month in advance of exhibition.
2. Artist/Lender agrees to deliver and pick up work at designated times. The Library is not responsible for work left after exhibition and may be forced to discard any unclaimed work.

TERMS (continued)

3. The Skokie Public Library does not act as an agent for sales. All sales are between artist and buyer. Price lists will be posted at all public service desks.
4. Installation of exhibition must be approved by exhibits coordinator prior to exhibition opening.
5. Artist/Lender is responsible for shipping of artwork to and from the Skokie Public Library unless otherwise arranged.
6. All work should be properly labeled and easily identified.
7. Opening receptions are the responsibility of Artist/Lender and must comply with the Skokie Public Library's Meeting Room Use Policy.

I have read the terms stated above and accept them.

I, \_\_\_\_\_, further covenant and agree to indemnify,  
Artist/Lender  
defend at any expense and forever hold harmless the Skokie Public Library and/or the trustees, officials, staff and employees of the library from and against any and all claims, demands or actions which may hereafter at any time be made or instituted against any of them arising out of the occupancy and/or use of the premises.

\_\_\_\_\_  
Signature of Artist/Lender

\_\_\_\_\_  
Signature of  
Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dated Approved

Adopted:  
8/13/86