

## **Chapter 7**

### **LIBRARY FACILITIES**

#### **SECTION 1: GENERAL STATEMENT**

The Library Board of Trustees accepts the responsibility of providing and maintaining a public library building which will adequately meet the physical requirements of modern library service to connect people to a world of ideas. Such a place will offer the community a compelling invitation to enter, read, look, listen, and learn.

The Library will adapt its spaces to meet expanding community and library service needs. The Library Board will consider special uses of the library building to meet expanding community needs. Permission to use the meeting room does not in any way constitute an endorsement of the group's policies or beliefs.

#### **SECTION 2: ROOM AREAS – USE AND RESERVATION**

The Library provides meeting space for library programs and other meetings and programs of an informational, education, cultural, social, or civic nature.

The Library has one public meeting space for reservation. Library-sponsored programs have priority over all other groups, followed by government, non-profit, and for-profit organizations. Allocation of the meeting room and study rooms may be adjusted at the discretion of the staff.

Library meeting spaces are free of charge; however, a donation is appreciated.

For-profit groups may not solicit sales during their meetings.

The applicant reserving a room (point of contact for group reservation) must be at least 19 years old. Application for reservations must be made seventy-two (72) hours prior to use and may be made online. By requesting to use the meeting room, the group/individual agrees to the Library's meeting room use guidelines.

Reservations should be made no more than three (3) months in advance. Reservations will be accepted on a first-come, first serve basis. A group/individual may not request a meeting room for more than 4 hours per day and more than 5 meetings per month. Exceptions may be granted by the library director. Groups shall vacate meeting rooms promptly upon the reservation end time. Meetings will end 15 minutes prior to the time that the library closes to the public.

Advance notice of twenty-four (24) hours is required if an event is cancelled. The first time a group does not appear or cancel, there will not be a penalty. The second time there is a no-show or non-cancellation, no further reservations will be accepted from that group. No meetings will be scheduled for days the Library is closed, and meetings should not extend before or after library hours without prior approval by the library director.

Equipment may be available for use in the room and must be reserved at the time the reservation is made.

Smoking or serving alcoholic beverages is not permitted. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment. Clean-up is the responsibility of the group using the room. Basic cleaning supplies and a cleaning checklist will be provided. Cleaning fees will be assessed for noncompliance.

Each group is responsible for its own furniture arrangement. Users need to allow adequate time to arrange the room to their needs. When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original condition when the meeting is over. Furniture must be put back as it was found. Failure to do so can result in the loss of the privilege to use the meeting room. The applicant, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Equipment, supplies, or personal belongings of a group may not be stored or left in the library. The Library is not responsible for lost or stolen articles.

The Library staff will not accept calls or relay messages to people attending meetings except in emergencies. The Library expects organizations to be considerate of library customers and activities and to comply with the Library's Conduct Policy. The Library Director or designee has the power to terminate any meeting disruptive to library operations.

The Library will maintain statistical records for meeting attendance. When the meeting is concluded, attendance numbers must be reported to the circulation desk.

The responsibility for the implementation of this policy and for scheduling the use of the facilities rests with the Library's administrative staff. The Library Director retains final authority for implementing this policy.

### **SECTION 3: EXHIBITS, DISPLAYS, AND BULLETIN BOARDS**

The Library provides locked display cases, exhibit spaces, and bulletin board space consistent with its mission, programs, and services.

No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., will be exhibited, displayed, or placed in the library for distribution without the permission of the Library Director. Displays for the sale of private items or services are not permitted.

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.

At its discretion, the Library will provide reasonable space for announcements and notices of programs and activities sponsored by civic, cultural, educational, religious, and political groups. Space for solicitation and collection will be provided at the Library's discretion.

The public is encouraged to request usage of the 15-foot locked glass showcases. Requests will be considered in the order in which they are received. The Library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the artist or organization may have a display.

The presentation of any display or exhibit does not imply an endorsement of the content by the Library, the Board, or the Library staff.

The Library staff will use display, exhibit, and bulletin board spaces to promote programs, services, and materials.

#### **SECTION 4: EQUIPMENT AND USAGE**

All equipment will be maintained in working order by the Library. Customers using library equipment are expected to exercise due care and to promptly report any malfunction. The Board reserves the right to determine the equipment usage policy.

#### **SECTION 5: PROPERTY INSURANCE**

The City of Ralston provides insurance to adequately cover buildings and contents.

Approved June 21, 2007

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