

## HOMER PUBLIC LIBRARY

### **XII. FACILITY USE POLICY**

The Homer Public Library welcomes the use of its space by community groups for informational, educational, cultural and civic activities, to the extent that such activities do not interfere with Library operations or use of the Library by other patrons.

#### **GENERAL FACILITY USE GUIDELINES**

- All events held within the Library during scheduled operating hours when the Library is open to the public must be of a non-commercial nature, and free of charge, and open to the public.
- Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the Library or Friends of the Homer Public Library. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
- Permission to use Library facilities does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the facility by the Library, staff, Friends of Homer Public Library, or City of Homer. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Smoking, drugs, and alcoholic beverages are not allowed in the Library.
- Library facility use is intended for specific events rather than for meetings that recur on a regular schedule. Scheduling of Library facility use will be limited when necessary to ensure equitable access to the facilities for the entire community.
- Users are responsible for complying with all Library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- Display of pornographic images in public view in the Library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

- Homer Public Library facilities and ground may not be used for activities deemed inappropriate by the Library Director.
- Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.

### **GROUP STUDY ROOM GUIDELINES**

- Group study rooms are available for use only when the Library is open to the general public. Rooms are kept locked when not in use. Rules for use of the rooms must be followed. Rules are posted in each room. Capacity of the rooms is 6 individuals, with up to 8 individuals allowed on a case-by-case basis with permission from Library staff.
- Rooms are available on a first-come, first-served basis except when scheduled by Library staff for governmental meetings, one-time educational uses such as proctoring tests, or to accommodate unexpected conflicts in conference room use. Use is limited to a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.

### **Use of Group Study Rooms by Individuals**

- Group study rooms are intended primarily for the use of small groups. Individuals wishing a quiet study area should use the individual study nooks. If the study nooks do not meet the needs of the individual, a group study room may be used with the understanding that the individual may be asked to vacate the room to accommodate a group.
- Individuals taking proctored examinations may use the group study rooms by appointment. The Library's designated proctor will book rooms for this purpose.

### **Identification:**

- One member of a group must agree to be responsible for the use of the room, and must check in at the front desk. Staff will hold the responsible person's photo ID (or library card if the individual does not have a driver's license or state ID card) while the group is using the room, and will inspect the room for damage and make sure it is locked before returning the ID or library card.
- Patrons taking proctored exams are not required to leave ID at the front desk.

**The person signing for a group study room is responsible for seeing that it is used in accordance with the following rules and for any damage that might be done to the room or its furnishings.**

- Capacity is not to exceed 6 persons without staff permission.
- No food is allowed. Bottled water only.
- Room is to remain unlocked while in use.
- Lights must be on.
- Furniture is not to be removed from nor added to the room.
- Noise levels should not be audible outside the room.
- No materials may be affixed to walls or other surfaces.
- Users must notify the front desk when finished.

Violation of any of the above rules is grounds for the entire group's forfeiture of use of the room.

### **CONFERENCE ROOM AND VIDEO CONFERENCE GUIDELINES**

The conference room and video conference equipment are intended to further the Library's mission through enriching lives and encouraging informational, educational, and cultural activities. When library activities are not occupying the conference room, other groups may use it during open hours for lawful, noncommercial purposes.

- Library use of the conference room takes precedence. Meetings that interfere with normal Library functions are not permitted.
- Use of the conference room must be scheduled in advance.
- All meetings, programs and video conferences during hours when the Library is open to the general public will be free and open to the public. Exceptions will be made to allow employment interviews that require teleconference or videoconference equipment.
- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the Library closes.
- The Library reserves the right, with 24 hour notice, to cancel permission to use the conference room or to provide a substitute room, if available.

### **Refreshments**

A small refreshment preparation area with sink is available in the Conference Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages incurred.

### **Equipment**

- Internet-capable flat screen television monitor
- Projector screen and digital projector
- Laptop computers
- Teleconference equipment
- Videoconference equipment
- Two carousel slide projectors and extra carousels (also available for check out)
- Overhead projector (also available for check out)
- 16 mm movie projector (also available for check out)

The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of Library equipment before it is operated by non-staff users.

Library equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- *Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.*

### **Conference Room and Video Conference Requests**

- Video conferences sponsored by the Library and by Friends of Homer Public Library receive first priority.
- Groups interested in using the video conference equipment and/or the conference room must first fill out a **Conference Room and Video Conference Application**, which will designate the group member who assumes the duties of Responsible Party for the group. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability.

- Conference room and video conference equipment use may be requested only by adults. Persons under the age of 18 must be sponsored and supervised by an adult responsible for the group.
- The Responsible Party agrees to ensure that Library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- A reservation is not confirmed until the application has been approved by the Library Director or the librarian in charge.

### **User Responsibilities**

- The Responsible Party must check in with staff before and after a meeting and is responsible for reasonable care of the videoconference equipment, the conference room, and any other equipment used.
- The Responsible Party agrees to ensure that equipment is used according to library guidelines, as demonstrated by library staff.
- Library staff must be notified in advance of cancellations. Failure to notify Library staff in advance may disqualify the user from future use of the room.
- The Responsible Party agrees to ensure that the room is cleaned up and returned to its pre-use condition, including furniture arrangement.
- In order to avoid damage, only materials approved by Library staff may be affixed to walls or other surfaces.
- Abuse of equipment or failure to follow library rules on conference room and video conference equipment use may be grounds for denial of permission for further use.

Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.

## **USE OF SPACES OTHER THAN GROUP STUDY ROOMS AND CONFERENCE ROOM**

### **During Library Hours**

Use of spaces in the Library other than group study rooms and the conference room for group activities during hours when the Library is open to the general public must be approved by the Library Director as compatible with Library operations and use of the Library by other patrons.

### **Outside Library Hours**

Spaces in the Library other than group study rooms and the conference room may be used for events and meetings during hours when the Library is not open to the general public on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by Library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. See the **After-Hours Facility Use Agreement** for fees and the conditions of use.

The fee for use may be waived at the discretion of the Library Director on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library.

An After-Hours Facility Use Agreement must be approved by the Library Director.

Approved by LAB on 5/6/13.

Approved by HCC on 7/22/13.