

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 417

Subject: Physical Facilities

To achieve the goal of good library services, the Crawford County Library Board of Trustees accepts the responsibility to see that public library facilities are provided which will adequately meet the physical requirements of modern, aggressive library service.

No food or drink will be brought into the building by patrons without prior authorization by the Library Director and consumed in designated areas only, such as the meeting room or kitchen. The library staff will eat or drink staff-designated areas only.

No smoking is allowed in the building.

Cellular telephone use is only permitted in the lobby.

Equipment Use

The library has available for use within the building a variety of equipment. The equipment is available on a first-come/first-served basis; reservations will not be accepted. Fees to offset the cost of operating and maintaining this equipment will be charged as follows:

Copier and Printers:	25 cents per copy
Color Copier/Printer:	\$1.25 per copy/print
Microfilm Printer:	25 cents per page
Laminator:	\$1.00 per foot
Telefax:	\$1.00 per page

Computers: There is no charge for use of computers, however time limits and frequencies may be established during busy times. See Computer Use Policy.

Telephones: Telephones in the staff area are for business use only.

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Meeting Room and all Library Facilities

The Devereaux Memorial Crawford County Library's three meeting rooms (small meeting room, meeting room with kitchen and exterior meeting room) and all library facilities are primarily for the use of the library or library-related groups (i.e. Friends of the Library, Internet Users Group). When not required for library use, they may be made available, without charge, for use by the community, subject to the following regulations:

1. The library meeting rooms may be used by community groups whose purposes are civic, cultural, or educational in nature or are bonafide governmental boards or committees. The meeting rooms may be reserved by an adult of twenty-one (21) years of age or older. All meetings must be supervised by an adult of twenty-one (21) years of age or older. The library reserves the right to require a written statement of the program and objectives of a group when it is not apparent before granting permission to use the meeting rooms.
2. Meetings may only be held during regular library hours and must not interfere with the normal operations of the library, unless the exterior meeting room has been reserved. The code for the keypad on the exterior door will be given to the person in charge of the meeting so access is available after normal library hours.
3. All meetings must be open to the public and no attendance or entry fee may be charged. Only the library or a library group may sponsor a fund-raising or purely social event, and meetings for the exclusive purpose of fund-raising by individuals or other groups are prohibited. Non-profit organizations may collect ordinary annual dues or sell miscellaneous items (such as the organization's calendar, etc.) provided that such activity is incidental to the purpose of the meeting. Commercial sales and promotions of businesses are prohibited.
4. The meeting rooms shall not be used for political rallies, partisan events, religious services or evangelical meetings.
5. Use of the meeting rooms is by reservation only, using Policy No. 417.1 "Crawford County Library Application for Use of the Meeting Rooms." Reservations will be considered on a first-come/first-served basis, and will not be allowed on a recurring basis. Reservations will be made for up to two (2) months following the current month (example: if the current month is August, the room can be reserved for September and October).
6. Library sponsored or co-sponsored programs take precedence over other groups at all times. The library reserves the right to change or cancel reservations with a 24-hour notice.
7. Refreshments will be permitted only with permission of the Library Director within the confines of the meeting rooms. Possession or consumption of alcoholic beverages is strictly prohibited on the library premises; smoking is strictly prohibited anywhere within the library building.
8. Groups must consist of at least five (5) individuals. If not in use, the meeting rooms may be made available for serious study or tutoring sessions by small groups at the discretion of the library staff. Attendance must not exceed the person maximum capacity limit established by the library and Fire Marshal.

Meeting Rooms (Continued)

9. Use of the library meeting rooms does not imply library endorsement, and no announcement, press release, flyer or other promotion should state or imply library endorsement or sponsorship of the event or organization. Such announcements, press releases, flyers or other promotions should clearly state the sponsoring group's name and refer to the library only as the location of the meeting. Groups may not use the library's name or address as their own address or headquarters location or store their property at the library between meetings, with the exception of Friends of the Library.
10. Hand-outs, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the meeting rooms for general distribution or left in the library at the conclusion of the meeting.
11. Groups are responsible for set-up and clean-up after their meetings and for leaving the room as they found it.
12. The representative of the group reserving ~~the~~ a meeting room must sign a form (Policy No. 417.1) assuming responsibility for any damage done to the library facilities or equipment and agree to hold the Crawford County Library system harmless from any or all acts of the group or party reserving the space. The signed release must be on file with the library prior to the scheduled meeting or any meeting set-up. Abuse of the facilities will be sufficient cause to deny further use of the meeting rooms.
13. The representative of the group reserving ~~the~~ a meeting room must sign a form (Policy No. 417.1) agreeing to hold the Crawford County Library system harmless from any liability, for injuries to people or damage to or loss of property while using the meeting room.
14. Final authority for the use of the library meeting rooms rests with the Library Director or her/his designee. Failure to abide by these rules or to cooperate with library staff may result in loss of meeting room privileges.

Displays

The library welcomes the opportunity to allow community groups, organizations or individuals to use the various display areas of the library, including bulletin boards. Space is provided for displays of educational, cultural, civic or recreational nature. Displays of a religious, commercial or political nature are strictly prohibited.

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 the “standard of acceptability to the community.”

Application for exhibits, including use of bulletin boards, must be made through the Library Director using Policy No. 417.2 “Crawford County Library Exhibit Release Form” and will be considered on a first-come/first-served basis. The library shall have final decision on the content and arrangement of all exhibits. Every item must meet the library's standard of value and quality, and the library reserves the right and sole responsibility to reject any part of an exhibit, to change the manner of display, or remove outdated or unapproved postings on bulletin boards. (Continued on next page)

Displays (Continued)

All publicity material relating to exhibits shall be submitted for approval to the Library Director.

It is the responsibility of the exhibitor to set up and remove the exhibits. Exhibits of a temporary nature only will be accepted. Time length of display must be approved by the Library Director and exhibitor must remove the display before the scheduled time expires, if so requested by the library.

The library does not carry insurance on, and is not responsible for, any items owned by the exhibitor. The library will not provide storage for the property of organizations or individuals displaying in the library. All exhibitors are required to sign a form (Policy No. 417.2), which releases the library from any responsibility for exhibited items.

Public Relations/Programming

Some of the primary public relation goals of the library are:

- Understanding of the library's objectives and services by governing bodies, civic leaders, and the general public; and,
- Encouraging the public to actively participate in the services offered by the library.

The Crawford County Library Board of Trustees recognizes that public relations involve every person who has any connection with the library. The Crawford County Library Board of Trustees encourages its own members and every staff member to realize that he or she represents the library in everyday public contact.

The Crawford County Library Board of Trustees approves of special programming in support of its public relations goals and encourages advertising and/or publicity when feasible. Any material to be sent to the press or other media must be approved by the Library Director.

All programs must be made available to county residents first. Only if space is available will the programs be opened to non-residents.

Within the provisions of the state law, the Crawford County Library Board of Trustees adopts the following policies:

- a) Books and other materials will be accepted on the condition that the Library Director has authority to make whatever disposition he or she deems advisable.
- b) Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Crawford County Library Board of Trustees and the Crawford County Board of Commissioners.

ADOPTED: October 14, 2004 (Amending and replacing Policy No. 416 and 417)

REVIEWED: January 12, 2005, May 11, 2006, July 10, 2014, January 11, 2018, September 10, 2020.

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