

## **II. PHYSICAL FACILITIES**

The Board of Trustees accepts the responsibility of seeing that the library building is well maintained and clean, and will be alert to any needed expansion of facilities, and secure funds for needed additions.

The library building shall be free for the use of residents of the district, subject to the following rules and regulations:

A. Smoking is prohibited inside the library building.

B. Food and drink are prohibited, except in the meeting room.

C. Meeting room: All community groups and clubs, anniversary gatherings, showers, etc. are welcomed on a first-come, first-served basis, with usage calendar posted in the meeting room to be the deciding factor in case of conflict. However, groups that tax the capacity of the room should be encouraged to meet elsewhere. All users are asked to keep the serving of refreshments and their activities confined to the meeting room. Patrons attending functions in the meeting room with children are asked to keep them in the room with them, as children allowed to roam the library unattended can cause havoc in a short time. Any use of the facility to gain profit (Tupperware, Amway, etc.) will be charged \$5.00. When a series of classes are held, the price will be \$20.00 for six classes, with an adjustment for longer classes, otherwise there will be no charge.

All groups using the facilities must bring their own provisions and clean up before leaving. It is prohibited for any person or group to store anything between meetings unless approved by the library director. For use of the meeting room after hours, see Section II paragraph J and K.

D. The copier in the library is a self-service item and patrons will be expected to operate the machine on their own time, after receiving instructions on using the machine. An exception would be made for those so handicapped that it would be physically difficult or impossible to stand or operate the machine.

E. Patrons or community members who wish to display posters advertising goods or services for profit (such as computer repair, babysitting, yard work): Since wall and bulletin board space is at a minimum, display of posters is at the discretion of the Library Director, and should be limited to 30 days. Posters and signs should be dated when hung.

F. The silver tea set valued at \$500, punch bowl set valued at \$25 and the large 50-cup percolator valued at \$90 may be checked out by patrons who must complete a form, agreeing to assume liability for damage, breakage or theft of item, and agreeing to pay replacement cost of any item in their possession (see Equipment Checkout Form). The use of any of these items may be denied at the librarian's discretion. Patrons disagreeing with a denial of use may take their complaint to the Board for a final decision.

G. Due to limited space, patrons are not allowed to display items for sale in the library. An exception to this policy occurs when an item is for a community or school fundraising raffle, such as an afghan, quilt or other reasonably sized item. The librarian will not be required to sell tickets or collect money during library hours.

H. The community bulletin board east of the library building is for the public use of community members to post community events such as meetings, funerals, yard sales and special events. It is not to be used for commercial enterprises. The librarian will erase all messages every Tuesday. No tacks, tape or staples are to be used on the chalkboard, as it removes the chalkboard paint. Only chalk from the library is allowed. Other chalks may leave permanent scratches.

I. There are five computers available for public use. Before using the computer, patrons are required to read the Internet Safety Policy (See Section XIII). Before each session on a computer, patrons are required to sign the Computer Access Log.

J. Building Security: The Library Director shall maintain an accurate list of the individuals who hold keys to the building. No additional copies of the key are allowed except as authorized by the Library Director and Board.

K. If there is a request for use of the meeting room after hours, permission is to be granted at the discretion of the Library Director. The two interior doors leading from the meeting room and hallway into the main library are to be locked. Arrangements must be made to unlock the building prior to use and to secure it after use.

L. Notification of closure: If the library is to be closed for any length of time, at a time when it would normally be open, the library director shall post a notice on the door, indicating why the library is closed and when it will open again.

Effective  
Reviewed  
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