

## SEWARD MEMORIAL LIBRARY PHYSICAL FACILITIES POLICY

To support excellence in library service, the Board of Trustees accepts the responsibility to see that facilities are provided and maintained to adequately meet the physical requirements of a public library. Such facilities should offer to the community a compelling invitation to enter, read, look, listen and learn.

### A. Appropriate Use

1. The Patron Responsibility Policy shall apply to all who use the Seward Memorial Library facilities, including the meeting and study rooms.
2. No illegal activities may be conducted on library property. No hazardous materials or weapons may be brought onto library property; neither shall open flames or candles be allowed.
3. In order to maintain a clean environment and to protect library materials, food will only be allowed in some of the Seward Memorial Library meeting rooms and the staff areas, and elsewhere only with prior permission. Covered drinks will be allowed throughout the library except for the computer lab, the Genealogy Room, and other areas designated by staff.
4. No skateboards or roller blades, roller-skates or other footwear of this type will be allowed in the Seward Memorial Library.
5. Smoking or any use of tobacco is not allowed anywhere in the Seward Memorial Library building, including the lobbies.
6. Patrons are not allowed in the staff work areas without permission. Loitering in the lobbies is discouraged.
7. Use of the library phone by members of the public is restricted, except for emergencies as determined by the staff, who will dial the necessary number. Cell phone ringers should be disabled in the library and quiet use of cell phones is allowed if not disturbing to others. The library staff will not relay non-emergency calls or take messages for individuals using the library or attending events in the library.
8. Patron use of commercial media at the library is governed by prevailing copyright laws. Patrons must check with library staff to ensure the media is covered by the library's site license. If space is available, patrons who are 18 or older may request time in a meeting room to review media using their own equipment without meeting the usual reservation requirements.

9. Wireless Internet is generally available for use by the public. Wireless printing may also be available at the current price, and upon request.

B. Meeting Rooms

1. Definition: In this policy, unless otherwise noted the phrase “meeting room” refers to the upstairs Meeting, Conference, Technology and Heritage Rooms, as well as the lower level Conference Center and Meeting Rooms A and B. The Genealogy Room and Study Rooms A and B are not included in this definition.
2. Purpose: In keeping with the library's mission to offer a welcoming place for community learning and interaction, the meeting rooms of the Seward Memorial Library are available for use by local government, non-profit groups, and businesses for informational, educational, charitable or cultural meetings and programs when not needed for library purposes. Personal use of meeting rooms will also be allowed.

Use of the library facility does not imply that the Seward Memorial Library, the Board of Trustees or the City of Seward endorses the viewpoints presented. Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation without permission from the Library Director.

3. Fees: Donations are accepted for use of library facilities. For-profit or personal use of the library Conference Center carries a fee of \$25. After-hours use of the lower level rooms by any group will carry a fee of \$50 an hour or any part thereof and is only available when staff scheduling allows.
4. Eligibility: Groups or individuals authorized to use library meeting rooms must not discriminate against persons in regard to race, age, color, national origin, gender or physical challenges and are responsible for meeting ADA requirements. No event may be restricted through tuition or admission fees without prior consent from the Library Director or Board President, and all who charge must offer waivers for individuals who cannot pay such cost.
  - a. Seward Memorial Library sponsored and co-sponsored programs take highest priority in scheduling. The Library may, on rare occasion, “bump” a previously scheduled program with at least three weeks’ notice. In June and July some meeting rooms may be reserved for library use only.
  - b. Regional or state library groups must work through the Library Director.

- c. There will be no solicitation or proselytizing outside of library meeting rooms.
- d. Political campaigning on library property will not be allowed, though rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.
- e. No event which interferes with the operations and purpose of the library is allowed.
- f. Youth events must be supervised by at least one responsible adult at all times.
- g. All children under the age of 8 accompanying an adult to an event must remain with the adult at all times - the library is not responsible for these children unless otherwise noted.
- h. All users agree to abide by the regulations of the library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

5. Reservations

- a. A group or individuals may reserve a room for two days each month or a total of four days every two months. Reservations may be made up to one year in advance of the scheduled event. Library-related groups and city or county governments are exempt from this restriction, but may be limited based on availability of rooms. If space is available, additional reservations may be made up to one week ahead of the scheduled event with no other limits except for the fees explained in this policy. Occasional exemptions from this limit may be made by the Library Director or the Library Board President.
- b. If a person is making a room reservation for use by either a group or individual and that person has a Seward Library account, the account must be in good standing. If the person does not have a Seward Library account, personal information will be collected to be used in case of damage done, items left at the library, etc. This personal information will not be kept on file and will only be used by the library if needed.

- c. Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future use.
  - d. Reservations are taken on a first-come, first-served basis. Reservations for the Technology Room must be received by the 20<sup>th</sup> of the month preceding the event. Meeting room reservations have no advance notice deadlines.
6. Refreshments
- a. Only light refreshments may be served in the meeting rooms, except for the Technology Room (where no food or drink is ever allowed) and the Conference Center (where meals may be served).
  - b. Some food preparation is allowed in the lower level kitchen. Groups should check with library staff before their scheduled event regarding what can be prepared here as well as to the availability of coffee and tea pots and other equipment and supplies, such as filters, napkins, cups, spoons, etc.
  - c. Anything left in the kitchen for more than 24 hours after a scheduled meeting will become property of the library.
  - d. Alcoholic beverages are not allowed anywhere on library property without permission of the Mayor of Seward and the required legal permits.
7. Room Use
- a. All users are required to clean up after their meetings and to leave the room in the condition in which it was found. Trash should be placed in the exterior trash container if food or drink has been served.
  - b. Library staff is not responsible for arranging room furniture, and those using the facility are responsible for returning the room to its previous condition. The large conference table in the upstairs Conference Room may not be moved without staff permission.
  - c. Nothing may be affixed or mounted in any way to the walls or furniture of any room except on the west wall of the Lower Level Conference Center. Staff permission is required before mounting or affixing anything.

- d. White marker-boards are available in some rooms; only markers from the library should be used on these boards.
- e. Users must vacate rooms by the originally scheduled time to allow for use by other groups, or by 15 minutes before library closing time for every lower level room and the Heritage Room. Library staff should be informed whenever a room is vacated. If a meeting room survey is distributed it must be completed and returned to staff or a \$10 fee may be assessed.
- f. A meeting room may not be vacated for more than 10 minutes or it will be considered available. Personal items may not be left in vacated rooms. Exceptions for lunch breaks, etc., may be granted by library staff.
- g. Some main floor rooms are available for use between the hours of 6:00 a.m. and 10:00 p.m. any day of the week except as designated by the Library Board (i.e. city holidays may not be available). The lower level rooms and the Heritage Room are only available during library hours unless the fee is paid as noted above.
- h. Users of the main level meeting room during non-public hours must be Seward Memorial Library patrons as keys will need to be checked out; they are responsible for opening and closing the library for their event and making sure all doors are locked when they are finished. Keys may be checked out up to 24 hours in advance of the scheduled event and must be returned in person or in the exterior book drop within 24 hours of the event's conclusion. Any user responsible for losing a library key will be charged the entire cost for re-keying the entire library. This may be several hundred dollars.
- i. Subject to availability, some audio/visual equipment may be used by outside groups.
- j. Library staff is not available to assist in carrying in supplies or materials for events.

### C. Study Rooms

- 1. Purpose: The two study rooms available at Seward Memorial Library are intended for use by students, tutors, or others seeking a quiet study atmosphere. At staff discretion meeting rooms A and B may be used as study rooms.

2. Eligibility: Patrons must be at least 14 to use the library Study Rooms. Anyone 13 and under must be accompanied by an adult. Though study room users are not required to have Seward Memorial Library accounts, those who do must be in good standing.
3. Reservations
  - a. Reservations may only be made in person; phone calls or email may not be used for this purpose.
  - b. Reservations may only be made for the current day, and only one reservation per patron per day is allowed, unless an exception is granted by the Library Director or Library Board President.
  - c. The reservation must be used within 10 minutes of the stated start time or the room will be considered available for others.
4. Guidelines for Use:
  - a. Study Room use is limited to one hour per reservation. The reservation may be extended if no other patron has reserved the space.
  - b. No furniture may be moved in or out of the Study Rooms without staff permission.
  - c. Security cameras are in use in the Study Room area.
  - d. Study Rooms will be kept locked at all times. Patrons must check in with the staff member at the Service Desk to use a Study Room.
  - e. Study Rooms may not be vacated for more than 10 minutes or the Room will be considered available for others to use. Personal items should not be left in an unoccupied Study Room.
  - f. Study Rooms must be vacated 15 minutes before the closing time of the library.
  - g. No more than two people may occupy a Study Room unless staff permission is received for an exception.
  - h. Only light refreshments and covered drinks are allowed in the study rooms.
  - i. Any misuse of the Study Rooms or violations of other library policies may restrict patrons from future use of these facilities.

## D. Genealogy Room

1. Purpose: the Genealogy Room is meant to be a secure spot for archiving items of local and state interest. Because of the irreplaceable nature of the items kept here, use of the room is limited as per these guidelines.
2. Materials: all resource material in the Genealogy Room is available to any library patron in good standing. Restricted or protected collections are currently not accepted or housed by the Seward Memorial Library. Types of material that are maintained include:
  - a. Seward County newspapers on microfilm and in print.
  - b. Seward County and Nebraska history books.
  - c. Genealogical materials including cemetery record books, family histories, and so on.
  - d. Periodical collections of state-wide interest, including back issues of Nebraska History, Nebraskaland, and other similar titles.
3. Guidelines for Use
  - a. The Genealogy Room will be kept locked, even when occupied.
  - b. Patrons or guests wishing to use the room must sign in at the Service Desk.
  - c. Coats, purses, backpacks, briefcases, etc., may not be taken into the Genealogy Room but should either be left in personal vehicles or secured in the staff work area. Staff members are not responsible for personal items left in their care.
  - d. Only pencils should be used in this room. Pencils and scratch paper are available at the Service Desk.
  - e. No food or drink is allowed in the room at any time.
  - f. Children 16 and under may not occupy this room unsupervised without special permission from the staff.
  - g. All Genealogy Room materials must remain in the room unless photocopies are needed and a copier is not available in the room or permission is received from the Library Director to remove materials.

- h. All materials must be handled with extreme care. Do not mark in, fold, trace over, or lean on the books, photographs, or documents. Make sure hands are free of grease and lotions when handling materials. Make sure microfilm is used only as intended to prevent scratching, breaking, or other damage.
- i. Patrons must stop back at the Service Desk and notify staff when they are finished with the room.
- j. There is no time limit for use of this room, though time at the microfilm reader/printer is limited to one hour if someone else is waiting to use it.
- k. Copies printed from microfilm or made at the photocopy machine must be paid for at the circulation desk at the conclusion of the patron's use of the Genealogy Room.

E. Exhibits and displays

- 1. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., shall be exhibited, displayed, or placed in the library for distribution without permission. Staff will be responsible for placement of any article left in the library for display purposes. Criteria for acceptance for display include:
  - a. Non-profit or reading related sponsor, community-wide audience, local relevance, and/or physical suitability.
  - b. Political materials must be impartial in nature.
  - c. Activity must be taking place in Seward County.
- 2. 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. A waiver form must be signed when a display of non-library property is exhibited.
- 3. Whenever possible, displays or exhibits utilizing the display areas shall incorporate books or materials from the library's collection which have a relationship to the subject or collection.



4. Displays, posters, or exhibits which are dated may only be placed in the library within 30 days prior to the event. All undated material may be removed 30 days after posting.

F. Rights and Exclusions

1. The library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or library property.
2. The Library Director is responsible for the administration of this policy.
3. The library is not responsible for theft of or damage to items brought onto library property.
4. The library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library facilities.
5. The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Library Board.
6. This policy may be updated at any regular or special Library Board meeting.
7. Any group or individual that has been denied permission to use library facilities may appeal in writing to the Library Board of Trustees.
8. The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closings, power outages, or other unforeseen events.
9. In the event circumstances arise which are not covered by the document above, the decisions of the Library Director or other appropriate staff are binding.