

# Adamstown Area Library Policies

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## **Adamstown Area Library**

### **I.T. (Information Technology) Equipment Policy**

The Adamstown Area Library will provide equipment for use by our patrons to enable them to have access to library resources and collections. This equipment may include, but is not limited to, computers and computer peripherals and audio and video players. Some of these items will be designated for in-library use only, while others may be made available for home use.

The following policies apply to all library equipment made available for use by patrons.

1. The patron will be responsible for any repair or replacement costs that result from damage done to the equipment while it is in the patron's possession.
2. The patron will return the equipment in a timely fashion. Equipment that is removed from the library premises without permission will be reported to the police as stolen. Equipment that is checked out to a patron, but not returned, will also be reported as stolen.
3. The library is not responsible for any damage done to a patron's personal equipment when it is used in conjunction with library equipment.

The following procedure will be used for checking out library equipment for "in-library use."

1. The distribution of library equipment for "in-house" use is at the discretion of library staff.
2. Patrons who wish to use a piece of library equipment for "in-house" use must submit their library card and a photo id to the staff member on duty. The staff member will inform the patron as to when the item must be returned to the desk. When the item is returned in satisfactory condition, the staff member will return the patron's library card and photo id.

The following procedure will be used for checking out library equipment for "home use."

1. The library equipment will be checked out and will appear on the patron's library card record. The patron is required to abide by the

- loan rules of this item and pay any associated fines if it is returned late.
2. The patron must submit a photo id to be photocopied and the copy kept on file by the library until the item is returned.
  3. When the item is returned in satisfactory condition, the item's record will be removed from the patron's library card record, and the photocopy of the patron's id will be destroyed.

## **Cooperative Internet and Computer Use Policy**

### **Public Libraries of Lancaster County**

*The public libraries of Lancaster County strive to meet the cultural, informational and educational needs of the communities we serve.*

The Library System of Lancaster County (LSLC) is a consortia of libraries made up of independent public libraries in Lancaster County, their branches, a bookmobile and administrative offices. This policy serves all entities, employees and volunteers of LSLC and all services provided on location and remotely. This policy covers equally the physical locations and human representatives of LSLC.

#### **Policy Goal**

LSLC (LSLC, the library, libraries or public libraries) will offer equal access to electronic resources for individuals (user, users) with library records in good standing. A library may amend this policy with additions to suit their situation and community.

#### **Internet Access**

Equal access to the resources of the Internet is an important option. The Internet is an unregulated medium and not all information is appropriate for all audiences. Some information is inaccurate, offensive, and/or illegal. Though the library does use filtering software in accordance with the Child Internet Protection Act (CIPA), it is not possible to filter/screen out all inappropriate, offensive or illegal material.

## Responsibilities of Library Staff and Users

It is the responsibility of the person using electronic resources to monitor their own use and/or the use of their dependent minor. Users are responsible to handle electronic resources and equipment responsibly. Users are to save data to a remote drive or preserve their information in a personally relevant manner. Library computers will not save data locally and the library will not be held responsible for lost data due to file-save failure, computer time-out, or any other reason.

PARENTS ARE ENCOURAGED, AND MAY BE REQUIRED, TO COME TO THE LIBRARY WITH MINOR CHILDREN TO SUPERVISE INTERNET SESSIONS.

## Disclaimers

- ❑ Library staff may monitor an individual's use of WiFi and public access computers.
- ❑ The user, and/or user's parent/guardian, is responsible for his/her Internet session at all times.
- ❑ LSLC specifically disclaims any warrant as to the retrieved information's accuracy, timeliness, authoritativeness or usefulness for a particular purpose.
- ❑ LSLC, public library corporations and staff will have no liability for direct, indirect or consequential damages related to the use of its computing resources.
- ❑ Software and information from any source, including the Internet, may alter a host computer. The libraries are not responsible for damage to users' disks, computers, or any other electronic device or for the loss of data that may occur from use of a library or Internet resource.
- ❑ Users are responsible for any equipment, software or network damages that occur while using the resources.
- ❑ Library computers will not save files and will log the user off after a short period of inactivity. The library will not be responsible for any lost data.
- ❑ Information transmitted across the Internet, regardless of the security protocol of the host agencies, may become public. Computer users are responsible to safeguard their personal information. The Library will not be held responsible for any security breach.

## Unacceptable Computer Use

Unacceptable computer uses include and are not limited to:

- ❑ Uses that violate the law or encourage others to violate the law.
- ❑ Uses that cause harm to others or damage to their property.
- ❑ Uses that jeopardize the security of the computer network or other computers via the Internet.
- ❑ Uses that are deemed harmful or compromise the safety and security of minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7])
- ❑ Displaying, downloading, or copying offensive or inappropriate messages, pictures or explicit sexual material as defined in 18 Pa.C.S.A § 5903.
- ❑ Violating US Copyright law. The law prohibits unauthorized use of copyrighted materials except when permitted by "fair use" principles. Do not copy or distribute electronic materials (including text, images, audio-material, programs, e-mail or data) without the explicit permission of the copyright holder.
- ❑ Uses that violate confidentiality of information or put the identity of any person at risk.
- ❑ For safety reasons, minors may not disclose passwords; provide others with private information about themselves or others, including credit card and social security card numbers; and/or arrange face-to-face meetings with someone met via the Internet or computer network.

## Procedures for Computer Use

- ❑ To use a public internet computer or electronic device patrons must have a valid library card from LSLC in good standing. Member Libraries may choose to grant permission to a visitor on a limited basis if computers are available.
- ❑ An "Internet Usage Agreement" must be signed. If under age 18, a "Parental Permission Form" must be signed by the patron's parent or legal guardian in the presence of library staff.
- ❑ Computer users must be able to employ the computer on their own, and may be asked to demonstrate their ability to use the computer without damaging it.
- ❑ Patrons must leave a workstation immediately when asked by a staff member.

- ❑ Patrons may not download materials onto the computer's hard drive or attempt to add, modify or remove any system element.
- ❑ Patrons may download only information which is legal to copy.
- ❑ Patrons will refrain from using sounds or visuals which might be disruptive to others.
- ❑ The Member Libraries do not offer email accounts. Patrons may use library computers to access email from outside providers such as MSN, Hotmail, Yahoo, Gmail, etc.
- ❑ Patrons may not alter or attach equipment, other than a remote storage device, to the library's hardware, or alter, add or attempt to alter programs or device settings.
- ❑ Patrons are responsible for any damages they cause to the equipment or software.
- ❑ Printing may be available from computer stations. Member Libraries will establish prices and methods for printing and other computer related services. These costs may vary from location to location.

## **Response to Violations**

The patron's access to the Library's computer network and Internet is a privilege, not a right. A patron violates this policy by his or her own action. Failure to comply with this policy and its procedures will result in the forfeiture of the patron's access to computers at any of the Member Libraries of the Library System of Lancaster County. The first offense will result in a loss of computer privileges for one month. The second offense will result in a loss of computer privileges for six months. After the third offense, the patron will lose all computer privileges indefinitely. Decisions regarding the appropriate response to violations will be made by the Director of the Member Library at which the offense occurred, or by his/her designate. Appeals should be made in writing and submitted to the Member Library Director's attention. Responses will be made within 30 days of receipt of the appeal. Access to the County's public libraries may be terminated until the Director has made a written response to the appeal.

## **Copyright**

U.S. Copyright law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials except when permitted by "fair use" principles. Users may not copy or distribute

electronic materials (including text, images, programs, e-mail or data) without the explicit permission of the copyright holder. Responsibility for the consequences of copyright infringement lies solely with the user, as LSLC Member Libraries expressly disclaim any liability or responsibility resulting from such use.

*Approved 6 February 2015*

# Computer User Contract - Valid for up to 3 Years

## (expires concurrent with Library card)

Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Signed at Location \_\_\_\_\_

Address \_\_\_\_\_

Are you 18 years of age or older? YES NO If no, give date of birth \_\_\_\_\_

I have read, understand and agree to comply with the Public Libraries of Lancaster County Cooperative Internet and Computer Use Policy and Disclaimers. I further understand any infraction of the agreement will result in the loss of my computer privileges. I agree to hold LSLC and its representatives harmless for any and all loss, problem, or damage resulting from my use of Library computers or internet access. Further, I agree to indemnify LSLC for any loss or liability that I may incur as a result of any violation of the Computer Use Policy (stated or unstated) by me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Witness \_\_\_\_\_ Date \_\_\_\_\_

*If the user is under the age of 18 a parent or legal guardian must sign below*

By signing below I give permission for my child to use the Library computers and/or access the internet and that I am the legal guardian. I understand by signing this contract they may use the computers, under the agreement as stated here and on the Public Libraries of Lancaster County Cooperative Internet and Computer Use Policy and Disclaimers, without my immediate supervision.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Witness \_\_\_\_\_ Date \_\_\_\_\_

LSLC prohibits “displaying, downloading or copying offensive or inappropriate messages, pictures or explicit sexual material as defined in 19 Pa. C.S.A. § 5903.”

U.S. Copyright Law (Title 17, US Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of “fair use.” Users may not copy or distribute electronic materials (including electronic mail, text images, programs, or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user.

I understand that should I violate any portion of the Public Libraries of Lancaster County Cooperative Internet and Computer Use Policy and Disclaimers either explicitly or implicitly I shall lose all computing privileges within LSLC.

## **Proctoring Exams**

The Adamstown Area Library recognizes that individuals are often referred to public libraries as places to have exams proctored. The Adamstown Area Library will attempt to accommodate individuals who wish to use our facility for the purpose of taking an exam. A staff member (usually the Director or Assistant Director) will monitor an individual while he or she completes an exam for a standard fee of \$25/hr.

Outside proctors must be independent individuals qualified to proctor the exam and must accompany the individual taking the exam. Staff will not be responsible for supervising the exam taker and will not sign any forms that indicate that they monitored the exam in any way.

*Approved by the Board of Trustees May 21st 2003*

## **Opening and Closing Procedures**

### **Opening**

- Arrive at least 30 minutes prior to opening.
- Turn on the public computers.
- Log onto staff computers.
- Check paper levels in the printer and the copier.
- If the Director is not in, check phone messages.
- Remove all but \$15.00 from the money box.
- Place the remaining money and the tally sheet in an envelope and keep it in the cash drawer. The Director or Accountant will remove reconciled cash envelopes from the drawer.

### **Closing**

- Announce that the library will be closing at least ten minutes prior to closing.
- At five minutes to closing, begin shutting down computers that are not in use.
- Lock exterior front door at closing time, even if patrons remain in the building.

- Once all patrons have exited the building, record the people count, turn off the lights in the front hallway and lock interior door.
- Shut down all public and staff computers.
- Turn Heat/AC down
- Turn off all lights
- Make sure heating units and coffee pots are unplugged
- Exit through either the front or side door and be sure it locks behind you.

### **Staff Member is alone and must leave due to illness or emergency**

- Call the Director or the Director's Associate to inform her of the situation.
- If there is time, attempt to find another employee to substitute.
- Inform any patrons in the library that the library is closing due to an emergency.
- Put a sign on the front door stating that the library is closed due to an emergency.
- Once all the patrons and volunteers have left, close the library.
- The library CANNOT remain open if a staff member is not available.

### **Snow or inclement weather**

The Library will close during severe weather or emergency situations. All closing will be reported on the AAL Facebook page and/or on WGAL's website under Closings. The Director or the Assistant Director will make the decision to close. If the Director the Assistant Director are unavailable, the senior staff member at the library at the time may make the decision to close.

## **Phone Usage Policy**

1. Any staff member or volunteer answering the phone will be expected to greet the caller politely and immediately identify the Library as Adamstown Area Library.
2. Staff members and volunteers may accept phone calls of a personal nature at the front desk. Such phone calls, however,

should be limited to five minutes or less and attention to patrons must be given priority over the phone conversation.

3. If a phone conversation is in excess of three minutes, the conversation should be ended, or, if there is suitable coverage at the front desk, moved to the back work area. Staff time spent on the personal phone calls will be counted as break time and will be deducted from the total amount of break time to which the staff member is entitled on that day.
4. When speaking on the phone at the front desk, the staff member or volunteer must refrain from using profanity or engaging in any conversation that is inappropriate for an individual representing the AAL to the public.
5. Staff and volunteers may place local personal calls; but must follow the same rules specified above.
6. Staff may place personal toll calls of an urgent or emergency nature.

*Approved by the Adamstown Area Library Board of Trustees, May 23, 2002*

## **Child Abuse – Reporting Policy**

In accordance to Pennsylvania Child Protective Services Law Title 23, Pa. C.S.A., Chapter 63, all paid employees of the Adamstown Area Library are considered to be mandated reporters of any suspected child abuse. Library staff is obligated by law to make a report any time we have **reasonable suspicion** that a child who walks through our door has been abused.

Suspected abuse will be reported immediately by calling ChildLine at (800) 932-0313. In addition to this, a courtesy call to the County Children & Youth Services will be part of the reporting procedure. Form CY-47 (“Report of Suspected Child Abuse”) shall be completed within 48 hours and sent to children & youth services.

In addition, an in-house incident report will be completed as a record of what transpired. Employees completing this form need only document the incident. Information regarding the alleged perpetrator will remain strictly confidential.

All employees will receive training on how to identify and report child abuse.

*Approved at a regular and open meeting of the Board of Trustees of Adamstown Area Library on June 13, 2008.*

## **Document Retention Policy**

### **Purpose**

This Document Retention Policy (the “Policy”) has been established by the Adamstown Area Library (the “Library”) to set forth a general description of the documents to be maintained along with the respective retention period for those documents. The Policy shall apply to 3000 N. Reading Rd and any other locations leased or owned by the Library. The Director of the Library is responsible for compliance and implementation of the Policy.

Legal requirements, some carrying fines, require the retention of some documents with established time periods. Other documents will need to be kept for the operational use or historical value of the Library. It is not feasible or practical to maintain all documents of the Library indefinitely, and some documents should not be maintained at all if they serve no useful purpose. Employees, directors, and committee members are responsible for understanding and implementing the Policy.

### **Description of Documents**

Appendix A attached hereto provides a list of the standard documents compiled by the Library during the ordinary operation of its business along with the appropriate retention period for each category of documents. Retention periods are designed to satisfy federal and state law provisions applicable to the Library. All paper and electronic documents, including E-mail and Instant Messaging files, working files, and work calendars are covered under the Policy, and shall be disposed

of in accordance with the Policy. Documents not covered by the Policy and not subject to a subpoena or other legal process should be destroyed immediately in the appropriate manner. Questions regarding the Policy or about the retention of any documents not covered by the Policy should be referred to the Director of the Library.

It is the Library's policy not to destroy documents that are subject to a subpoena or other legal process. Once a legal proceeding, government investigation or audit has begun or is likely to begin, retention periods will be extended for relevant documents. In such cases requiring extended retention periods, a formal document will be issued by the Board of Directors and the Executive Director stating the effective date, affected documents, and the extended retention period ("Document Hold Order"). The Document Hold Order will be communicated to all employees with special instructions for such legal matters. Directors, Library employees, or committee members who knowingly alter, destroy, mutilate, conceal or falsify any document or tangible object with the intent to impede, obstruct or influence proceedings involving federal agencies or bankruptcy proceedings may be fined, imprisoned up to 20 years or both under Federal laws. Such persons will also be subject to recourse by the Library.

### **Document Destruction Policy**

Once the required retention period set forth in Appendix A of the Policy has been satisfied, the documents shall be disposed of in a manner consistent with the type of information contained therein. Documents containing information not generally known or otherwise available to the public and not part of the public domain ("Confidential Information") shall be destroyed by shredding or burning to maintain confidentiality. If a third party is utilized to perform the destruction of the documents, an agreement documenting the disposal procedure should be obtained to assure complete destruction and the maintenance of confidentiality. Any questions as to whether documents contain Confidential Information should be referred to the Director of the Library. All other documents shall be disposed of through normal means. Document destruction compliance is to be monitored by the Director of the Library.

## **Appendix A:**

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be any commercial viable media that provides an accurate reproduction of the record. The following list shows the retention period of specific records.

### **Permanent**

Annual Report to Commonwealth Libraries  
Audit Reports to Commonwealth Libraries  
Board of Trustees Minutes  
Building Specifications and Plans  
Payroll Records  
Payroll Tax Records  
W-2 Forms

### **Non-Permanent**

### **Retention Period**

Incident Reports	5 years (no pending action)
Accounting Records	5 years provided audited
Administrative Policy and Procedures File	1 year after superseded
Applications for Employment	Retain with personnel record if applicant employed; others 1 year
Bank Deposit Receipts	Until audited
Bank Statements	4 years provided audited
Bids – Successful	15 years after project completed
Bids – Unsuccessful	4 years after letting of contract provided audited
Board Agendas	1 year
Budgets – Annual	1 year
Cancelled Checks	4 years provided audited
Cash Drawer – Daily Sheets	22 months provided audited
Cash Drawer – Monthly Recaps Sheets	4 years provided audited
Contracts or Leases	12 years after expiration
Employee Handbooks	Until superseded
General Correspondence	2 years
Gift Donor Forms	3 years

Immigration Verification Forms	3 years after date of hire, or one year after termination of employment
Insurance Policies	12 years after expiration provided all claims have been settled
Investment Reports	4 years provided audited
Invoices (Paid)	5 years provided audited
Job Descriptions	Until superseded
Personnel Files	6 years after termination of employment
Quarterly Payroll Reports	7 years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
Transient materials (all informal and/or temporary messages and notes, including email and voice mail messages and all drafts used in the production of public records)	Discretionary: retain until no longer of administrative value
Unemployment compensation Claims	4 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

*Approved at a regular and open meeting of the Board of Trustees of Adamstown Area Library on September 11, 2009*

## **Drug and Alcohol Policy**

The Adamstown Area Library is a drug free work place. Employees and volunteers who use illegal drugs or misuse of prescribed drugs or alcohol are more prone to accidents, work less efficiently, miss more time from work and create a higher risk of harm to themselves and their co-workers than employees who do not engage in drug or alcohol abuse.

Employees and volunteers are prohibited from the unlawful manufacture, distribution, sale, dispensing, possession or use of narcotics, drugs, or other controlled substance while on the job, on

Adamstown Area Library property, or while using Library equipment, including vehicles, during working hours. Violation of this provision will result in immediate discharge. Any illegal substance discovered will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Off the job, illegal drug use that adversely affects the employee's ability to effectively perform job duties or that could jeopardize the safety of other employees, volunteers, the public or Library property is cause for disciplinary action, up to and including termination. Arriving on Library premises under the influence of alcohol or any drug to the extent that an employee's performance is adversely affected is prohibited. Criminal convictions for drug-related or alcohol-related acts could result in immediate termination.

Any employee who is involved in an accident on Adamstown Area Library premises or while operating Library machinery or equipment, including vehicles, may be asked to consent to undergo a drug/alcohol screen and may be suspended pending the results. An employee who fails any such drug or alcohol screen is subject to immediate disciplinary action, including termination.

*Approved at a regular and open meeting of the Board of Trustees of Adamstown Area Library on September 11, 2009*

## **Whistleblower Policy**

It is the policy of the Adamstown Area Library (the "Library") to comply fully with all laws and to conduct its business in an ethical and honest manner. The Library is committed to maintaining a workplace where employees, board members, consultants and volunteers are free to raise good faith concerns regarding improper activity or behavior which directly or indirectly involves the Library.

Such improper activity or behavior includes, but is not limited to, conduct or a pattern of conduct that falls into one or more of the following categories:

(i) conduct that constitutes a violation of any federal, state or local law, regulation or ordinance;

(ii) conduct that constitutes a violation of commonly accepted norms of business and professional ethics;

(iii) conduct that constitutes a violation of any of the Library's other policies, procedures, rules or regulations; and

(iv) conduct that involves dishonest or otherwise improper behavior relating to accounting, internal audit controls or audit matters including but not limited to conduct that: (a) constitutes a violation of rules and regulations relating to auditing or financial reporting; (b) involves dishonest or otherwise improper behavior relating to accounting, internal audit controls or audit matters; and (c) constitutes a breakdown of or fraud in connection with internal audit controls.

The Library recommends and encourages any employee, board member, consultant or volunteer who acts in good faith and has a reasonable basis for believing that any improper activity or behavior has occurred to report such suspected improper activity or behavior to the Director of the Library. The Director shall then forward all such reports to the Board of Trustees.

The Library expressly prohibits any form of retaliation, including but not limited to, harassment, intimidation, adverse employment actions or any other form of retaliation against any individual who, in good faith and having a reasonable basis for doing so, reports any suspected improper activity or behavior in accordance with the terms of this Whistleblower Policy. Any individual who engages in any form of retaliation shall be subject to discipline, up to and including termination.

The Director will conduct or designate other internal or external parties to conduct a full and fair investigation of the suspected improper activity or behavior. All reports of suspected improper activity or behavior will be investigated promptly and in a manner intended to protect confidentiality consistent with a full and fair investigation of the suspected improper activity or behavior and appropriate corrective action will be taken if warranted after the investigation. The party or parties investigating the suspected improper activity or behavior shall notify the individual who reported such suspected improper activity or

behavior of their investigation and shall prepare a report of their findings which report shall be presented to the Board of Trustees of the Library.

I have read the Whistleblower Policy and been given the opportunity to have it explained to me and to ask questions. I understand the terms of the agreement and agree to abide by the policy.

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Employee Signature

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Date

*Approved at a regular and open meeting of the Board of Trustees of Adamstown Area Library on September 11, 2009*

## **Policy for Meeting Rooms**

### **Purpose/Principle**

The LIBRARY is a limited public forum and provides meeting room space for library programs and for other meetings and programs of an informational, educational, cultural, and civic nature. The library meeting room spaces are available to the community consistent with the library's mission of expression and exchange of ideas. Use of the facilities by other community groups is allowed when not needed by library or library-related activities, programs, and meetings, and when such use does not interfere with or disrupt the programs, activities, and normal operations of the library, or cause a security risk or safety hazard to library staff, property or patrons.

### **Eligibility of Users**

The Board, through the provisions of this policy, authorizes the use of AAL facilities as outlined below:

- Individuals may request the use of facilities for and on behalf of a group or organization.
- Groups and organizations such as the following may be granted use of AAL facilities:
  - civic clubs
  - community organizations

- education purposes
- Social Services
- AAL facilities will not be used by persons, groups or organizations for purely commercial purposes.
- In cases of controversy, a legal opinion must be obtained before denying access to AAL facilities.

LIBRARY reserves the right to accept, renew, or reject requests for use of the room(s) under the established policy.

LIBRARY provides meeting room space as a public service but does not endorse the views or opinions of groups utilizing these facilities.

### **Regulations For Use of Meeting Rooms**

- Smoking, controlled substances or gambling is not permitted.
- Alcoholic beverages are prohibited except for library sponsored functions.
- The meeting rooms must be left in a clean and orderly condition. Waste should be placed in the proper receptacles. The group using the room is responsible for total clean up. The library reserves the right to charge a fee if facilities must be cleaned. No custodial service is available.
- A limited number of tables and chairs are available. The groups are responsible for set up and take down.
- The library staff is NOT at the disposal of the group. It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the meeting rooms.
- No storage of the organization's items is available before or after the meeting.
- To promote accessibility of the public meeting rooms to a wide variety of community groups, the library may limit meetings for any and/or all groups.
- Nothing may be attached to the walls, ceiling, floor, furniture, or accordion sliding room divider.
- Meetings may not extend beyond the library's closing time. Special arrangements can be made for groups to use the library's meeting rooms during hours that the library is closed with 14

days' notice if staff is available. The additional cost is \$25.00 per hour or part of an hour.

- Lighted candles or flames, because of fire hazard, are not to be used within the meeting room with the exception of Sterno used by caterers.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event.
- In the event that the library closes due to an emergency or inclement weather, use of the meeting room is automatically cancelled and the rental fees will be reimbursed. The renting organization's contact person will be notified by the library. It is the responsibility of the organization to notify attendees of the cancellation.
- If the renting organization cancels its event or meeting, they must notify the library 48 hours in advance.
- The library reserves the right to cancel any function due to natural disaster, power failure, weather or other unforeseen circumstances. The Library will not be held responsible for any cost(s) incurred as a result of such cancellations.
- Failure to comply with this policy may result in denial of future use of the library meeting rooms, financial liability for damages, and/or removal from the meeting room.
- Meeting room attendees may not leave children unattended in the library.
- Group leader must be familiar with emergency rules.
- The fact that a group is permitted to meet in the library's public meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs. The LIBRARY reserves the right to require that any public advertising of meeting(s) include the following statement: "The views of this program are not necessarily endorsed by the AAL." The library's phone and/or fax #s and e-mail address are not to be included in any publicity that advertises the meeting unless the program is co-sponsored by the library.

## **Application and Insurance**

1. A signed Meeting Room Reservation Form needs to be completed and submitted no later than 5 days in advance of the meeting.

Applications will be accepted no earlier than 2 weeks before the desired meeting date.

2. The application form must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages.
3. Each application will be reviewed and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until confirmation is sent.
4. The group must furnish adequate insurance for bodily injury and property damage. Insurance certificate must indicate that LIBRARY is named as additional insured on the policy and include a hold harmless agreement from presenter. Any exceptions must be cleared with the Library Director and/or the Library Board of Directors. The certificate of insurance should display limits of at least \$500,000 each occurrence, \$1,000,000 aggregate, and should add the, LIBRARY board members, employees, and volunteers as additional insureds.

# Meeting Room Reservation Form

Please familiarize yourself with our Meeting Room Policy to make sure your meeting qualifies to be held at the library.

## Organization Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail \_\_\_\_\_

## Program Information:

Description: \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Statement of Responsibility:** I have read the Meeting Room Policy for the LIBRARY and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental, clean up, damages or overtime fees. I understand that the meeting rooms may not be used for sales, solicitation or other commercial purposes. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the LIBRARY Meeting Room Policy and hereby acknowledge receipt of a copy of the Meeting Room Policy.

**Insurance and Hold Harmless:** A certificate of insurance is delivered with this Meeting Room Reservation Form with limits of at least \$500,000.00 each occurrence, \$1,000,000.00 aggregate, which lists the LIBRARY, its board members, employees, and volunteers as additional insureds. The requesting organization hereby agrees to indemnify, defend and hold harmless the LIBRARY, its board

members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name : \_\_\_\_\_

You will be called for tentative scheduling. Your date will be officially confirmed when the library director receives this form, room rental fee and Certificate of Insurance (if applicable). Make check payable to LIBRARY. Rental fee and Certificate of Insurance (if applicable) must be received 14 days prior to meeting. If not received within 14 days prior to the program, the meeting room reservation will be cancelled.

**STAFF USE ONLY**

Date/Time \_\_\_\_\_ Scheduled \_\_\_\_\_ Confirmed

Certificate of Insurance \_\_\_\_\_ yes (attached) \_\_\_\_\_ no \_\_\_\_\_ na

Date/Initials \_\_\_\_\_