

# USE OF LIBRARY FACILITIES AND EQUIPMENT

## 1 - Reading Garden and Library Use Guidelines and Group Responsibilities

The Mechanicsville Public Library makes its library spaces available for use by non-profit groups for non-commercial, cultural, informational, educational, intellectual, and civic purposes. Space availability is contingent on there being no conflict with library programs or meetings, which always have priority.

The Mechanicsville Public Library Board of Trustees reserves the right to determine use of the rooms, to assess fees for use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Each organization requesting use of the library space must complete an application before scheduling a meeting at the library. The fact that a group is permitted to meet at the Mechanicsville Public Library does not in any way constitute an endorsement of the group's policies and/or beliefs.

### POLICY GUIDELINES

1. No group or organization using the library space will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
2. No admission fee may be charged, contributions solicited, or dues collected.
3. No product or service may be sold, except in the case of payment for materials required for educational or group discussion use with the express permission of the Library Director.
4. All publicity for meetings held in the library must carry the name of the organization sponsoring the meeting.
5. The library will not take reservations from individuals for meetings. Those reservations must be made through the sponsoring organization. The library may not be identified as the sponsor.
6. Groups may not use the name or address of the Mechanicsville Public Library as the official address or headquarters of the organization.
7. Youth organizations using the library space must provide adult supervision at all times.
8. The presence of library personnel or Board Member on the premise is required. Reservations are subject to staff or Board Member availability.

### RESERVATIONS/SCHEDULING

1. Library or library-sponsored programs have priority over other uses of the library spaces.
2. The library spaces are available during library hours. Meetings will vacate the library premises 15 minutes prior to library closing time.
3. Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment and must be in charge of any children/minors under age 18 attending the meeting.
4. Library spaces may be reserved by telephone at (563) 432-7135 or in person between during regular business hours Monday through Friday.

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5. If a meeting is cancelled, the library should be notified as far in advance of the date as possible. Any organization that is a “no show” for two scheduled meetings will have its “meeting room” privileges revoked or suspended.
6. The library provides equipment such as tables, chairs, a lectern, and portable white board. Room set-up and equipment requests must be made when the space is reserved.

## USE/CARE OF THE LIBRARY SPACES

1. Groups may serve food and beverages at meetings; however, the library does not furnish equipment or supplies, i.e., coffee makers, napkins, cups, etc. Smoking and alcoholic beverages are prohibited.
2. Groups are responsible for paying for any breakage, damage to library property, or any unusual expenses incurred by the library as a result of the meeting.
3. The library is not responsible for security or storage of property owned by groups using the library, nor is it responsible for damage or loss of property of others.
4. No materials or property shall be moved in or attached that will damage floors, walls or woodwork.
5. Each group is responsible for setting up the space and returning it to its original arrangement. Clean tables, countertops, sink and floor as needed.

*Adopted: | Reviewed: 6/25/2003, Revised: 2/3/2016 (See end of document for new revision/review dates)*

## 2 – Posting Notices in the Library

As a public service, the library provides limited spaces for the distribution of leaflets and other printed material not generated by the library itself, the posting of announcements of meetings and community/school cultural or sporting events and the display of materials or collections. The spaces described in this policy are limited to individuals or nonprofit organizations located within Cedar or neighboring counties.

Materials which constitute advertising for a business will not be accepted for any of the spaces. Permission to post or display items in the library does not imply the Mechanicsville Public Library's endorsement.

**Leaflet Distribution:** The library accepts informational leaflets for distribution to the public. Leaflets must be left at the Circulation Desk and will be placed in distribution by library staff. The library shall remove and discard out of date materials.

**Community Announcements/Events:** The front window of the library is used for posting of community meeting announcements and community/school cultural or sporting events. No garage, personal property or other sale signs, services- such as baby sitting for which fees are charged, or signs soliciting donations will be posted. Persons wanting a sign posted should bring it to the Circulation Desk and leave it for the library staff to post. The library shall remove all

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outdated signs, any sign found to be posted in violation of the procedure outlined herein, and any sign not in compliance with the above. The library cannot accept responsibility for returning notices and posters to their owners.

*Adopted: 6/25/2003 | Revised: 3/2/2016 (See end of document for new revision/review dates)*

## 3 – Copy Print Scan Services

### **PHOTOCOPIES:**

A self-service copier is available to patrons. The cost for a black & white print is 20¢ a page, for a color print it is 50¢ a page.

### **PRINTING:**

A self-service printer is available to patrons using the public computers. The cost for a black & white print is 20¢ a page, for a color print it is 50¢ a page.

### **SCANNING:**

Scanning is available through all the public computers. Staff may assist on instruction of scanning but is not expected to do the scanning for the patron. If extra assistance is needed by patron, it must be at the convenience of the staff and ideally scheduled during a time of overlapped coverage. There is no charge for scanning. However, prints made of scans follow the fee schedule for printing: The cost for a black & white print is 20¢ a page, for a color print it is 50¢ a page.

**PLEASE NOTE:** That the copier and printer can print on special paper that you bring to the library. Regardless of what paper is used so no discounts can be offered for your own paper. Double-sided prints will be charged as two single-sided prints. The staff has the right to limit the number of copies or refuse to copy non-library-oriented materials.

**Students** working on school assignments, will get first 10 single-sided (5 double-sided) prints/copies for free.

*Adopted: 12/3/1987 | Revised: 3/31/1992, 2/11/15, 3/2/16 (See end of document for new revision/review dates)*

## 4 – Fax Service

A fax machine is available at the library at the circulation desk. The staff will be responsible for operating the fax machine. Cover sheets are available at the library's circulation desk are not included in the faxing fees.

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## Faxing Fee Schedule

- Local & Long-Distance Outgoing - \$1.00 for the first page sent and 50¢ for each additional page.
- International Outgoing - \$2.00 for the first page sent and 75¢ for each additional page.
- 1-800 Outgoing numbers will be charged a flat fee of \$1.00
- Incoming Faxes – First three (3) pages are no charge; additional pages are 10¢ each.
- Patrons must pay for fax calls at the time they are made. No provision is made for billing these calls.

*Adopted: | Revised: 12/7/2011, 3/2/16 (See end of document for new revision/review dates)*

## 5 – Telephone

We have only one phone line which is intended for business use. Patrons may use it for a brief call only. No business calls may be made by library patrons from the library telephone. No calls may be made without the consent of the staff.

*Adopted: | Reviewed & Approved: 3/2/16 (See end of document for new revision/review dates)*

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***3/3/2016 Policy will be reviewed as a whole going forward***

*Revised & Reviewed: 1/9/19*

*Revised & reviewed: 11/3/21*