

Purpose

In order to support and connect community members and provide free and open access to a broad range of information, materials, and services that contribute to life-long learning and enjoyment for people of all ages and backgrounds, the Geraldine E. Anderson Village Library (The Library) provides a public meeting room space for individuals to study or small groups to meet. This space is available free of charge during the hours the Library is open to the public.

Public Meeting Room

The Library has one (1) Public Meeting Room for general use such as individual study, quiet tutoring, and small group meetings.

- Public Meeting Room may be used by one (1) individual or a group of up to four (4) for one hour per day; if there is no one waiting, the time may be extended by checking with the circulation desk.
- Public Meeting Room reservations may be made up to three (3) months in advance by contacting the circulation desk.
- Public Meeting Room reservation may be released if check-in does not occur within ten (10) minutes after the reservation start time.
- Public Meeting Room is available on a first-come, first-served basis when the room is not reserved.

Guidelines for Use

- The Library has first priority for use of its Public Meeting Room. Thereafter, requests are considered on a first-come, first-served basis.
- The Public Meeting Room may be used during Library hours only. Users are not allowed in the Library building before or after Library hours.
- Persons using the Public Meeting Room must check in at the circulation desk with their library card prior to use and must check out after use.
- The Public Meeting Room must be used as it is furnished.
- Public Meeting Room users must leave the room in the same condition in which it was found; users are responsible for discarding trash in appropriate container.
- The Library is not responsible for loss or damage to materials belonging to those using the Public Meeting Room.
- The Library is not responsible for items or equipment left in the Public Meeting Room.
- Users may be charged if their use of the Public Meeting Room results in damage to the room or its contents.
- The responsible party is the person under whose name the reservation was made.
- The Public Meeting Room may not be used for private social events, commercial purposes, political rallies supporting or opposing a specific candidate, or activities not protected by the First Amendment. No products, services, or memberships may be advertised, solicited, or sold. Fees shall not be charged for admission or any other meeting costs (e.g., materials, speakers, teachers, coaches, or refreshments).
- No signs, posters, displays, etc., promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without prior permission and direction from the

Library Director. Any such items will be removed by the Library. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the person who made the room reservation.

- All those who use the Public Meeting Room must comply with federal, state, and local laws and regulations including, but not limited to, ADA and anti-discrimination, and the Library Bill of Rights.
- The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Library staff will have unrestricted access to the study room at all times; windows on the door must remain unobstructed.

LIBRARY BILL OF RIGHTS

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states: *Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*