

## *E. Public Spaces Usage Policy*

### **1. Exhibits, displays, and bulletin board**

- a. Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library, and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to ensure its safety.
- b. The Meyersdale Public Library intends displays, exhibits, and bulletin board items to support its service goals and to reflect service priorities in choice of content and in allocation of space and time within the building. In general, displays serve an informational role, and in most cases will not include promotional or marketing materials by for-profit contributors.
- c. The library will adjust scheduling and space as necessary to balance community access, and as appropriate, will endeavor to make each display a balanced portrayal of issues. Included materials should be relevant to the purpose of the display.
- d. Sometimes the library will solicit material for displays. In the event a community member or organization independently offers a display or exhibit, the Library Director and staff may or may not schedule space depending on overall service priorities.
- e. Bulletin board space in general is available only to nonprofit organizations and to individuals promoting not-for-profit educational events that are in alignment with library service goals.
- f. The library reserves the right to cancel a reservation for display space if the space is required for use by the library or library-related organizations. The library does not assume responsibility or liability for damage to or theft of materials exhibited in or on library property.
- g. Provision of space in no way constitutes library endorsement of the viewpoints expressed by displays or of the individuals or groups responsible for them. Each item or group of items will include a clearly visible statement of responsibility. Publicity must not suggest library sponsorship or affiliation if none explicitly exists.
- h. All materials exhibited in the library are subject to the approval of the Library Director.

### **2. Community Room and Learning Center**

- a. The Community Room and Learning Center are available for library and Friends of the Library activities, scheduled community meetings, and quiet reading and study, in order of priority. Use of the room is intended to support library service priorities and the general community interest.
- b. The library may limit long-term scheduling in order to balance community access and may prioritize it in accordance with library service priorities. The library reserves the right to replace a previously scheduled event with a library-related event.
- c. All meetings will be open to the public without charge, except that fees for participation in study groups, discussion series, seminars, or similar meetings may be collected with advance permission from the Library Director. Participants may not promote products or services of a for-profit nature.
- d. On a case-by-case basis, the Library Director may approve private use of the room for tutoring, proctoring, meetings, or use of the videoconferencing system if determining the use to be in the general community interest.
- e. An adult representative of any group reserving the Community Room or Learning Center must take responsibility for the group's use. For meetings when the library is closed, this representative must make arrangements with the library staff for key pickup and return, equipment, temperature settings, and

building security. The individual or group using the room is responsible for any necessary technical training or arrangements; the library can provide only basic support.

- f. Food and drink may be served. A kitchenette is available for group use for serving and cleanup. Smoking, alcoholic beverages, and controlled substances are prohibited. The use of any open flame is prohibited without prior approval from the Librarian.
- g. The provision of meeting space for public use in no way constitutes the library's endorsement of the policies or beliefs expressed by organizations or individuals using the space. Publicity must not suggest library sponsorship or affiliation if none explicitly exists.
- h. The group will not hold the library liable for injuries to individuals or damage to personal property as a result of the actions of the sponsors or participants.