**FacilitY**

**Hours of operation**

The \_\_\_\_\_\_\_\_ Library maintains consistent, posted hours of service during which all services of the \_\_\_\_\_\_\_\_\_ Library are available to patrons. Those hours are:

 Monday \_\_\_\_\_\_\_\_\_\_

 Tuesday \_\_\_\_\_\_\_\_\_\_

 Wednesday \_\_\_\_\_\_\_\_\_\_

 Thursday \_\_\_\_\_\_\_\_\_\_

 Friday \_\_\_\_\_\_\_\_\_\_

 Saturday \_\_\_\_\_\_\_\_\_\_

 Sunday \_\_\_\_\_\_\_\_\_\_

The book drop is available for the return of all material during the hours the library is closed. The book drop is located at \_\_\_\_\_\_\_\_\_\_.

**ORIENTATION/TOURS**

The library offers orientation and tours of the facility for patrons of all ages. Such activities will be scheduled during regular operating hours. Scheduling should be done prior to need with the librarian.

**Meeting Room Policy**

The \_\_\_\_\_\_ Library has a meeting room with seating for \_\_\_\_\_ in an auditorium style arrangement. The primary purpose of this meeting room is support for library functions, meetings, and programs. The meeting room may, on occasion, be made available for use to members of the public. Organizations not affiliated with the \_\_\_\_\_\_ Library may use the meeting room only when all of the following conditions are met:

1. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
2. The meeting takes place during regular library hours.
3. The meeting will not disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. The meeting is open to the public.
5. A resident of the library's jurisdictional area must make the reservation for the meeting room.
6. The meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.

7. The organization assumes all responsibility for setting up and cleaning up the room.

The fee schedule for using the meeting room is located in the Facilities portion of the library’s Procedures Manual.

**Display Space**

The \_\_\_\_\_\_\_ Library maintains bulletin boards and display cases for the exclusive purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.

**OR**

To meet the objectives of the library as a community resource center, the library offers display space to organizations engaged in educational, cultural, intellectual or charitable activities as space permits.

The following general guidelines apply:

 Approval for posting of materials must be obtained from the library director.

 First preference is given to the promotion and display of library events.

 Posters and / or other printed materials promoting programs/ projects of a commercial or political nature will not be displayed or distributed.

 Notices / posters with printed charges are accepted if sponsored by organizations which can prove a non-profit, tax-exempt status.

 Items left without approval will be discarded without notification after 5 days.

 Posting of notices does not imply endorsement by the \_\_\_\_\_\_\_\_\_\_ Library.

 The \_\_\_\_\_\_\_\_\_\_ Library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

**Exhibits**

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-ups for public viewing in the library and will take no extraordinary measures to insure its safety.

**Service to patrons with disabilities**

The \_\_\_\_\_\_\_\_\_ Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the \_\_\_\_\_\_\_ Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.

**EMERGENCY SITUATIONS**

**FIRE**

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuating the building.

**MEDICAL EMERGENCIES**

In the event of an ill/injured patron, library staff will respond positively with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call an ambulance if necessary.

**PROBLEM PATRONS**

All library patrons are expected to conform to the rules listed below. Persons violating these rules may be instructed by a person in authority to leave the building. Failure to leave as instructed constitutes trespassing.

1. Disorderly conduct is prohibited.
2. Physical abuse, assault on another person, or the use of abusive, insulting or threatening language to a person in the building shall be cause for removal of the offending party or parties.
3. Persons intoxicated from alcohol or other drugs will be advised to leave the premises.
4. Improper acts, which are subjected to prosecution under criminal or civil codes of law, are prohibited.
5. Smoking, food and drink are not permitted in the library.
6. Guide dogs for the physically disabled are admitted but other animals or pets are to remain outside the building.
7. Children younger than \_\_\_ years of age must be accompanied by an adult at all times. An effort will be made to contact the parents of unattended children. Children who are causing a disturbance will be dealt with as the need arises. Children remaining on the premises after closing time will be reported to the County Juvenile Officer.

Anyone known to have violated any of the above rules or anyone known to have habitually violated the law may be excluded from the library as a matter of administrative policy. The \_\_\_\_\_ Police Department will be contacted in severe instances.

**WEATHER EMERGENCIES**

If dangerous weather in imminent, the Person-in-Charge will notify patrons and staff of weather conditions and invite them to take shelter in a building location predetermined as the best shelter available. The doors of the library will remain unlocked so that passersby will be able to seek shelter.