

### III. USE OF LIBRARY FACILITIES AND EQUIPMENT (Last Amended 11/21)

#### A. Public Meeting Rooms

In the spirit of providing a public forum to the community, the Library offers access to 2 meeting rooms, a conference room, and a workroom. Library meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

1. **Guidelines for Use:** Meeting rooms at the Washington Public Library are intended for informational, educational, and cultural purposes.

- a. **Commercial Groups & Activities:** Meeting rooms are not available to commercial entities for the sale of merchandise, for solicitation of later sales, or for order placement. Commercial groups not engaged in sales activity as the purpose of their room use may reserve the room and will be charged the rental costs listed below.
- b. **Nonprofit Groups:** Nonprofit groups or informal associations or clubs may generally use the meeting room at no cost, though if sales of good/services are to occur, or if there is a cost for attendance at the event, these groups will be charged the rental costs listed below.
- c. **Endorsement:** Use of the Library's meeting rooms does not imply endorsement by the Library, Library staff or Trustees of the viewpoints presented. Meeting room users agree not to imply any such endorsement in promotions leading up to the event or during the event.
- d. **Performances:** Performances (musical, theatrical, etc.) must receive prior permission from the Library Director and must not be disruptive to normal Library operations.
- e. **Political Groups:** Forums or informational meetings for potential elected officials, or for political parties, are allowed. Fundraising for political campaigns of any kind is expressly prohibited.
- f. **Meeting Room Contract:** All users will be required to complete and sign the Library Meeting Room Contract prior to use of the room.

2. **Terms of Use:** Meeting room users agree to -- (1) leave the room in the same condition as found, including leaving the tables and chairs arranged according to the posted arrangement; (2) clean up all trash and litter prior to leaving; (3) be responsible for any damage done to the property, furniture or equipment; (4) ensure compliance with all rules, regulations of the Library, and all laws of the city. The signer of the Meeting Room contract is responsible for compliance of the contract by all event attendees.

- a. **Damage:** All groups must take reasonable precautions to avoid damage of equipment, furnishings, flooring, and other Library property. The Library reserves the right to charge a \$35 carpet cleaning fee from users if floors are soiled or stained. Any broken or damaged materials and furnishings must be replaced by the signer of the contract or his/her affiliated group, or a

replacement fee will be assessed. A \$35 fee will be assessed to the signer of the contract if trash is not cleared from the room at the end of its use. The above described fees are not to be construed as a limit of liability for damages. The City of Washington and its agents may take any legal action necessary to recover damages.

- b. **Food:** If food is to be served, users will serve as much as possible from the kitchenette. All serving dishes from caterers are to be removed immediately following the event, or Library staff must be notified of when serving items will be picked up. Food cannot be served outside the meeting rooms. The kitchenette will be part of use of the room at a fee of \$20. (see 4.e.)
- c. **Noise Levels:** The meeting rooms are provided as a community service, but our primary mission is as a public library. Users are asked to be considerate of patrons who may be trying to work or study and keep voices to a reasonable level. Meeting room doors should be closed once the meeting has started.
- d. **Smoking/Vaping/Alcohol:** Smoking, vaping, and alcohol are prohibited. NO exceptions.

3. **Staff Assistance:** Users are expected to set up before and tear down after any event. No Library staff time will be used to help set up for a non-Library event without prior arrangement. Users should plan to come early for set up and stay late for tear down, and this will be built into the reservation time.

- a. **Equipment:** Staff members are available to help users with Library equipment, but make no guarantees that outside equipment will connect to Library equipment. Users should come early to test all system connections. If use of Library equipment is requested, it will not be set up until the meeting organizer checks in to request the equipment.
- b. **Furniture:** Users must ask Library staff before moving tables or chairs from other parts of the library.

4. **Scheduling:** Reservations can be made in-person during normal Library hours or by phone (#319-653-2726. Although the room(s) will be considered reserved, access to the room(s) will only be granted after receipt of any required fee and a signed contract.

- a. **Available Hours:** Access to the meeting rooms at a time when staff are not scheduled will generally not be granted, with the exception of Library programs. If the use of the meeting rooms is to extend slightly (10-15 minutes) beyond regular business hours, notice must be given to the Library staff prior to the beginning of the meeting and arrangements made between the staff and the users of the room to ensure the security of the building.
- b. **Cancellations:** Cancellations must be made at least 24 hours in advance of the meeting, or all fees paid will be forfeited. The Library reserves the right to limit reservations from groups who have 2 no-shows in the past year.
- c. **Priorities:** Library and local government programs take priority over other groups. Advance reservations from other groups will not be cancelled for library/local government use unless prior notification of 30 days can be given.
- d. **Reservation Limits:** Rooms can be reserved no more than 9 hours per month without special approval of the Director. Rooms cannot be reserved for more

than 6 months in advance, or for more than 3 months at a time for recurring events without special approval of the Director.

**5. Room Information & Costs** (for Commercial groups & Non-profit groups engaged in commercial activities):

- a. Washington State Bank Room: Up to four (4) hours: \$40; All day: \$75
- b. Nicola Stoufer Room: Up to four (4) hours: \$40; All day: \$75
- c. Washington State Bank Room & Nicola Stoufer Room (combined): Up to four (4) hours: \$80; All day: \$150
- d. Kitchenette (attached to N-S Room): Up to four (4) hours: \$20; All day: \$25
- e. Wolf Conference Room: Up to four (4) hours: \$25; All day: \$30

**6. Maximum occupancy limits:**

- a. Washington State Bank Room: Chairs only: 45; Tables & chairs: 40
- b. Nicola Stoufer Room: Chairs only: 80; Tables & chairs: 55
- c. Washington State Bank Room & Nicola Stoufer Room (combined): Chairs only: 125; Tables & chairs: 95
- d. Conference Room: 15

7. A list of equipment offered will be provided upon request.

## B. Study Rooms

In provide space for quiet study or for video/audio conferencing, the Library provides several small study rooms to be used by the general public

1. The study rooms are available on a first come, first served basis.
2. Patrons requesting use of the study rooms must come to the Customer Service Desk to sign in and have the rooms unlocked.
3. The study rooms can be used for a maximum of 2 hours if other library patrons are waiting.

## C. Bulletin Board, Exhibits and Displays

**1. Bulletin Board (See Art Display Policy Form)**

- a. Posters and announcements of public interest will be accepted and displayed.
- b. Posters larger than 11 X 17 may be rejected in order to allocate space fairly to all groups.
- c. The library retains the right to accept or reject any materials, and to discard any outdated materials or materials posted without permission. No

- advertising or promotion of commercial groups or businesses may be posted on bulletin board.
- d. Undated materials on bulletin board will be removed after one month.
2. **Exhibits and Displays:** Individuals and groups are encouraged to inquire about using exhibit and display spaces at the Washington Public Library for educational, cultural, charitable, governmental, and civic purposes. Spaces are available to the public on an equitable basis.
- a. Exhibits shall be displayed for a time not to exceed 1 month. Individuals and organizations may request space up to 2 times per calendar year.
  - b. All exhibits and/or displays must be scheduled through library director and adult services librarian.
  - c. Exhibitors are responsible for the installation and removal of their displays. The library does not provide storage space or special furnishings for displays beyond the display space itself.
  - d. The library will not be responsible for staffing/supervising an exhibit.
  - e. Library related exhibits will be given priority, should space become limited.
  - f. The library will not be responsible for any materials lost or damaged during an exhibit. Groups or individuals providing exhibit or display materials do so at their own risk.
  - g. The use of library space to provide an exhibit or display for an individual or group does not constitute an endorsement of that individual or group's policies or beliefs.
  - h. The library's exhibit spaces are for display only and not retail. Exhibitors will not mention sales on any pieces or in any literature or promotion of the display. However, exhibits and displays may include information about the artist/exhibitor including contact information.
  - i. Exhibitors will be solely responsible for any promotion of the display. Exhibitors agree not to imply library endorsement in promotions leading up to/during the display.
  - j. Exhibits cannot in any way disrupt the normal routine of the library.
  - k. Content: Spaces may not be used for exhibits that are commercial in nature, proselytize for a specific religion, espouse partisan politics, demean groups or individuals, or disrupt the use of the space for children's programming.
  - l. We encourage all artists to provide an Artist's Statement that can be included with the exhibit.
  - m. Persons who request the removal or replacement of an exhibit or an item in an exhibit will be asked to put their requests in writing by completing and signing a Request for Reconsideration. The Director shall notify the Art Committee, which shall review the Request for Reconsideration and make a recommendation to the Board of Trustees.

## D. Storage Facilities and Organizational Use

1. Organizations and community groups using library facilities may not consider the library as a storage facility for their materials. All materials housed at the library will be considered library materials and will be available for public use as stated in the Materials

Selection Policy.

2. The Genealogy collection, maintained and developed by the Washington County Genealogical Society, is a widely used collection; it will be permitted to grow, and attempts to house it comfortably will be made. Maximizing shelf space in the room where this collection is housed will be a priority. The equipment in the Genealogy department belongs to the Washington County Genealogical Society, and all repairs or replacement of equipment is the responsibility of the Genealogical Society. Materials that the Genealogical Society has added to the collection belong to the Genealogical Society, while materials that the Library has housed in the Genealogy department belong to the Library.

## **E. Fax Machine**

Sending faxes and notifying people of incoming faxes will be done by library staff when time is available, as soon as reasonably possible from time of request or receipt of materials.

1. All outgoing faxes charged at \$1.00/page
2. Incoming faxes charged at \$.10/page.

## **F. Copier, Reader/Printer Machines**

Copy machines are provided for the convenience of the user, and the library assumes no responsibility for copy quality or personal mistakes. The library will strive to maintain equipment in good working order, but cannot be held responsible for machine malfunction or breakdowns.

1. Photocopies can be made for \$.10/page plus \$.25/page for color
2. Reader printer copies from microfilm can be made for \$.25/page

## **G. Disposition of Materials, Furniture and Equipment**

It is the policy of Washington Public Library to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the library and the best interests of the community.

1. If an item of furniture or equipment is determined to be no longer functional or useful, the Library Director will be notified so he/she can determine whether disposition is appropriate.
2. When the Library Director determines an item of furniture or equipment no longer has value to the library, including furniture and equipment originally purchased or funded by a third party but owned by the library, it will be removed from inventory and disposed of in one of the following ways:
3. Books and other library materials, including audio-visual materials and circulating art, no longer deemed appropriate for the collection may be disposed of in several

- ways: 1) They may be added to the book sale put on by the library's Teen Advisory Board in the Library's ReBook Room; 2) They may be offered to a third-party reseller that offers the library an agreed upon percentage of the sales price; 3) If not appropriate for sale, they may be donated to a nonprofit agency or recycler. Any proceeds received from the sale of materials is deposited in the Library's Gift Account.
4. Computer equipment, no longer of use to the Library, may be sold to a technology recycling company or through a publicly advertised sale, with proceeds being deposited into the Library Gift Account.
  5. Furniture, no longer of use to the Library and of minor value, may be offered to another City department or government entity or sold through a publicly advertised sale, with any proceeds being deposited into the Library Gift Account. Items not appropriate for sale may be donated to a local non-profit agency.
  6. Items not covered by the above will be sold through auction, online auction, or publicly advertised sale with any proceeds from such sale being deposited into the Library Gift Account.
  7. If an item is determined to have marginal or no resale value, or does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the Library.

## H. Video Surveillance Policy

The Washington Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. Signage will be posted at the library entrance at all times, disclosing this activity.

1. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy.
2. It is the intent of the Library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.
3. When an incident occurs on Library premises:
  - a. Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
  - b. Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
  - c. Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
  - d. While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

## I. Proctoring Policy

To meet the needs of individuals and institutions of higher learning, the Washington Public Library agrees to cooperate with area residents and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so.

### 1. Responsibilities of the Student

- a. The student will ask the Library Director or library staff to proctor the exam and arrange for the exam and instructions to be sent to the library at least one week before the taking of the exam.
- b. The student is responsible for ensuring that the computer resources in the Library are adequate for the test taking requirements.
- c. The student will provide a valid Driver's License or a photo ID for verification of identity and will arrive prepared with the necessary or required supplies to take the exam.
- d. The student is responsible for return postage and envelope for any exam which does not include a self-addressed, stamped envelope. The finished exam will be handled with other Library mail, or will be faxed or e-mailed as requested.
- e. The student is responsible for ensuring fulfillment of all requirements of the examining entity. The Library will not be held responsible if a conflict occurs between the student, the examining entity, or library staff proctoring the test.
- f. The student is responsible for contacting the examining entity if there is any issue with taking the test, such as a power failure, unexpected library closure, etc.

### 2. Responsibilities of the Library

- a. The Library Director or a library staff member will proctor exams.
- b. Proctoring at the Library will include issuing the exam, being aware the student is taking the exam, periodically observing the student, signing the proctor form, and mailing the completed exam.
- c. The library can provide a quiet study room upstairs if constant observation of the exam is not required. If an institution requires the student to receive constant, uninterrupted observation, the Library staff can only proctor the exam at the table facing the front desk.
- d. The Library Director or Library Assistant will not sign the name of another librarian on the proctoring form or the exam. Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.
- e. Library staff cannot make changes to our public computer settings. The Library does not allow the installation of any special software that may be needed to complete the exam on a Library computer. The Library is not responsible if the web site or email is not working.

- f. The Library Director or Library Assistant may refuse to proctor any exam too burdensome or exacting in its demands.
- g. The Library is not responsible for exams that have gotten lost in the postal system.
- h. The Library does not keep copies of completed exams.

## **J. Keys and Building Access Policy**

This contract clarifies the issuance and accountability of all keys and access codes which control access to the library and its contents. It outlines the responsibilities of library personnel, as well as the holders of library keys and codes. It is the intent of the library that the building will be locked outside of normal working hours to maximize the security of the building and its contents.

1. **Authorized Keys:** All keys and access codes are the property of the Washington Public Library. The Library Director is the only authorized supplier for library keys. No person shall knowingly possess an unauthorized key or access code for the Washington Public Library.
2. **Lost or Stolen Keys:** In the event a key is lost or stolen, the Library Director will determine if rekeying needs to occur. Costs associated with the rekeying may be paid by the holder of the key. Loss of a key may result in loss of key privileges and personal liability for any damage or loss to library property.
3. **Duplication or Lending Prohibited:** Duplicating and/or lending keys or access codes is prohibited. If an individual lends their key(s) to anyone, makes a duplicate so that others can gain access to library property, or shares their access code, they will be subject to loss of key/code privileges and will be held personally liable for any damage or loss to library property caused.
4. **Responsibilities**
  - a. Library Director is responsible for:
    - i. Approving the completed Keys and Building Access Contract
    - ii. Maintaining appropriate records of key holders
    - iii. Determining if rekeying is to occur in the event that a key is lost or stolen
  - b. Key Holder is responsible for:
    - i. Completing a Keys and Building Access Contract
    - ii. Picking up key(s) from Library Director
    - iii. Maintaining and securing keys issued to them
    - iv. Notifying the Library Director of any changes of staff/volunteers with key access
    - v. Returning keys to the Library Director when necessary
    - vi. Reporting lost or stolen keys immediately (within 24 hours of discovery)

## **K. Emergency/Severe Weather Policy**

Introduction: In the event of an emergency, it is the primary responsibility of the library staff



present to do whatever is necessary to ensure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effect of the emergency to property, only if it poses no threat to anyone's personal safety.

### 1. General Guidelines

- a. Keep calm and gather as much information as possible in a reasonably short period of time.
- b. Evacuate the area if the threat of danger is imminent and secure the area from entry.
- c. Summon the appropriate emergency agency (police, fire or ambulance) by calling 911.
- d. Other pertinent phone numbers are listed on the library directory sheet by the main phone.
- e. Contact the Director if he/she is not present.
- f. Supervisor should interview staff/patrons involved in the incident and write an incident report.

### 2. Procedures in Specific Emergency Situations

- a. Bomb Threat: Evacuate the building and call the police immediately. Do not activate the fire alarm. Keep on the phone with the caller as long as possible and keep other phone lines open. Gather as much information from the reporting caller as possible. Attempt to learn as much from the caller as you can, such as the planned time of explosion, the type of bomb, and its location in the building. Keep the phone line open and keep the caller on as long as possible.
- b. Closings: The Director is responsible for closing the library due to unhealthy conditions, unsafe conditions or other emergencies. If the Director is unavailable, the Supervisor on staff will make the decision. Staff members making the decision to close are to notify KCII radio of the closure at 653-2113 and to post the closure on the library's Facebook page.
- c. Elevator Failure: In the event that a person becomes stranded in the elevator, reassure them until help arrives. Do not attempt to pry open the doors. The fire department has requested that we call them immediately, rather than attempt to open the elevator ourselves.
- d. Evacuation: If the threat of personal danger is imminent, immediately evacuate the building. Announce the evacuation and ask everyone in the building to remain calm and walk to the nearest exit. Notify emergency assistance by calling 911. Assist the handicapped and elderly to exit the building; and if possible, check the building for stragglers as you exit by checking the restrooms, lower level, and second floor. Move the crowd away from the building and across to Central Park. Stand ready to direct the emergency assistance to the exact location of the problem. If possible, prevent anyone from reentering the building until it is determined to be safe (including locking the front doors, if necessary).
- e. Fire: Upon discovery of a fire, sound the alarm by pulling the nearest fire alarm. If the fire is in its early stages, such as a trash can or a small pile of paper, use the nearest extinguisher. The Supervisor in charge will follow evacuation procedures and, when possible, try to close the door to the burning

area to confine the fire and minimize the spread of smoke. Do not return to the building for any reason until approval is given by the Fire Department. All staff should know the location of all fire extinguishers, alarms, and exits. A listing of fire extinguishers is kept behind the library directory sheet by the main phone, and is updated by the City of Washington Fire Department. Fire extinguishers should be checked monthly by staff, and the City of Washington Fire Department completes annual maintenance.

- f. Flooding and Water Leaks: If an area is found to be flooded, clear the area and secure it from entry to prevent the possibility of electric shock. Call Carson's at 653-2287. Small leaks are also to be reported. Immediate action may be taken to protect library materials if the threat of electric shock is not present.
- g. Medical Emergencies: Call 911 immediately in the event of any serious problem. A first aid kit and CPR kit are available below the sink in the staff work area. A blood borne pathogen kit is available both in the staff work area and in the upstairs help desk. A defibrillator is available next to the elevator on the first floor. Staff members should exercise caution when administering first aid. Do not move the injured person. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. If the medical emergency involves an injured staff member, the Director will call the Company Nurse at 1-888-770-0928 to report the incident (Employer: City of Washington, Search Code: IA355).
- h. Poisoning: Attempt to establish the source of the poison and follow any immediate corrective action printed on the label. Additional information may be obtained by calling the Poison Control Center at 1-800-222-1222. Summon an ambulance and retain the suspected source of the poison for the emergency personnel.
- i. Power Outage: If power outage lasts more than 1 hour, close the library and check that all patrons have exited. Flashlights are available below the sink in the staff work area. If emergency back-up lights fail to work, notify the Director so they can be repaired.
- j. Psychiatric Emergencies: Don't argue with anyone who appears to be experiencing a drug or psychiatric crisis. Be alert to the possibility of violence. One staff member should engage the person in conversation and patiently listen while another calls the police. Attempt to continue talking with the person until help arrives.
- k. Snow Storm: If it is possible to make it to the library and stores are open, the library will remain open. If a storm starts during the day, staff will stay tuned to news reports and go home before the storm makes driving dangerous. A closed sign will be placed on the front door and staff will notify KCII radio of the closure at 653-2113 and will post the closure on the library's Facebook page and website
- l. Suspicious Package: Do not touch or move a suspicious package (such as one left unattended). Notify the Director and if the Director is unavailable, notify the police.
- m. Tornado: A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted. A tornado WARNING is declared

when a tornado has been sighted in the area. When the city's tornado siren sounds, the Supervisor in charge will notify patrons that a tornado warning is in effect. Staff and patrons are to move into the basement until the all clear signal is received. If possible, the severe weather emergency sign will be placed at the door.

- n. Theft, Robbery, or Vandalism: Report all thefts and vandalism to the police and the Director as soon as discovered. Cooperate with robbers and notify the police as soon as it is safe. Staff should wait outside for police to arrive in case there is still someone in the building. Nothing is to be disturbed until police give their permission.
- o. Active Shooter Procedure: If there is an assessable path, attempt to evacuate the premises. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. If evacuation and hiding out are not possible: Remain calm, dial 911 if possible, and leave the line open to dispatcher to listen. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

### 3. **Epidemic and Health Emergency Incidents:**

- a. The Washington Public Library may temporarily close because of an epidemic or library health emergency in the event that either of the following occur:
  - i. The City of Washington offices close because of a health emergency.
  - ii. A mandate, order, or recommendation for closure is issued by Washington County Public Health or other government authorities
- b. At the discretion of the Library Director, the Washington Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service hours.
- c. In the event of a closure, due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically as long as possible.
- d. The Washington Public Library/City of Washington Employee Handbook outlines the sick leave policy. This policy shall continue to be followed in the event of an epidemic or library health emergency.

- 4. **Annual Review:** This policy will be reviewed and discussed annually with the staff.