

WOODSTOCK PUBLIC LIBRARY
Policy Manual

Section: 8. Public Services

Subsection: 8.1 Public Use of Library facilities

Paragraph: 8.1.2 Bulletin Boards and Distribution of Free Materials

Statement of Policy: To provide guidelines for the use of Library bulletin boards and for the distribution of free materials on Library premises.

Bulletin Board areas are available to individuals or groups on a equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Library has several public notice boards.

1. These are to be used to display posters, pamphlets, or other informational material on behalf of cultural, educational, social service, and volunteer agencies in the community.

2. By posting information in this way the Woodstock Public Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on these notice boards.

2.1 The Woodstock Public Library Board feels it has an obligation to facilitate communication between citizens and provide information regarding community services and events.

3. The following may be considered a list of priorities:

3.1 Information from the Woodstock Public Library;

3.2 Information promoting free educational and cultural events or associations open to the entire community;

3.3 Information promoting sales, bazaars, etc. where proceeds of these events support cultural, educational or other non-profit organizations;

3.4 Information promoting educational and cultural events or associations open by admission fee to the entire community.

4. The Library reserves the right to judge the relative importance of posters and notices, and from time to time may refuse to post notices or posters.

5. Criteria for refusal of materials:

5.1 Lack of space;

5.2 Too large to fit the notice board or so large as to exclude the posting of other items;

5.3 So poorly produced as to be difficult to understand;

5.4 Material promoting a private or corporate business for commercial profit;

5.5 Material promoting unlawful practices, (e.g. Information which violates municipal, provincial, or federal legislation, including The Human Rights Code);

5.6 Petitions;

5.7 Material, contrary to policies, regulations and procedures of the Woodstock Public Library;

5.8 Partisan, political or sectarian material (exception would be promotion of all candidates meeting).

6. **NOTE:** The priority listing is a guideline. Exceptions may be made for events or information of unusual interest or value, or, in response to a particular request which fills a need, consistent with the aims and objectives of the Woodstock Public Library Board.

The Library is not responsible for theft of or damage to items placed on bulletin boards or provided to the Library for free distribution.

Individuals or groups opposing a bulletin board postings or distribution of free materials may register their concern via Library staff who will follow up with the Chief Executive Officer.

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Responsibility: Chief Librarian / Board

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	8.	Public Services
Subsection:	8.1	Public Use of Library Facilities
Paragraph:	8.1.3	Meeting Room

Statement of Policy: To provide rules of conduct for the public when using the Library facilities. The Library's Rules of Conduct are intended to prevent disruptions to library services, ensure the safety of the public and Library staff, and maintain the security of Library property.

Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed and all other grounds set out in the Ontario *Human Rights Code*.

In keeping with the spirit and intent of the *Accessibility for Ontarians with Disabilities Act*, the Woodstock Public Library will establish a barrier free facility and will move forward to identify, remove and prevent barriers so that persons with disabilities shall have access equal to that available to all citizens of the City of Woodstock.

Staff make every effort to apply these rules in a fair and positive manner to the benefit of all.

The Library's Meeting Room is primarily used for Library purposes. These purposes include Board and Committee meetings as well as programs for the public sponsored or presented by the Library and its staff.

However, in order to help meet community needs for meeting facilities, the Board welcomes the use of its facilities by community, cultural, and educational groups. Permission to use the Meeting Room is at the discretion of the Chief Librarian and the Library Board.

The Board has set the following priorities for community use of the Meeting Room:

1. for meetings or programs co-sponsored by the Library;
2. by community based volunteer or not for profit groups;
3. by other groups.

The meeting room is available to individuals or groups on an equitable basis regardless of the beliefs.

Conditions of Use

The Meeting Room may not be used for:

1. bingo's, lotteries or games of chance;
2. by a commercial enterprise for meetings whose sole purpose is sale of products or services or recruitment of clients;
3. by groups whose aims contravene municipal, provincial, or federal legislation.

Use of facilities may be denied where there is likelihood of physical danger to participants or audience, or misuse of premises or equipment, where there has been material misrepresentation of a group's aim or when a group has misused premises or property in the past.

Granting of permission to use the Meeting Room does not imply endorsement by the Board of the aims, policies, or activities of any group.

The Meeting Room is not available for use on Sundays or holidays as defined in the Library's Collective Agreement. Meeting Room use must commence during the Library's hours of operation and cease by 10:30 p.m.

All individuals or groups sponsoring an event or meeting must subscribe to the Ontario *Human Rights Code* and will observe all its provisions. Events or meetings will not stereotype or discriminate on grounds prohibited under the *Code*. Events or meetings will not promote or preach hatred or derision of any group covered by the *Code*.

Booking the Meeting Room

Groups or individuals wishing to book the Meeting Room may do so at the Library, Monday through Friday between the hours of 9 a.m. and 4 p.m. A rental agreement must be completed and signed by an individual or authorized representative of the organization booking the facility. Payment must be made at the time of booking.

Rates

Rates are for a three to four hour period in either the morning, afternoon or evening. Rates are charged by the following categories of use:

Category I	For groups from outside the City of Woodstock the Rate is \$82.50. If *admission is charged, the rate is Doubled.
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Category II For organizations the purpose of which includes the financial gain or financial benefit of the organization or of its members the rate is \$60.00. If ***admission** is charged the rate will be the category II rate.

Category III For other groups the rate is \$35.00. If ***admission** is charged the rate will be the Category II rate.

***Admission charges** include ticket sales, registration fees and requested donations. It does not include club membership fees or a collection taken to defray the cost of the Meeting.

Equipment and Other Facilities

Chairs and tables, coffee urn, flip chart, sink and counter and access to public washrooms are provided. No other equipment is provided as part of the rental of the Meeting Room. Set up of the Meeting room is not provided. Users of the Meeting Room are responsible for cleaning necessitated by serving food.

Parking

No parking is provided on the Library property. Public parking is available in the municipal parking lot on Hunter Street. Street parking is available as posted.

Publicity

The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, groups using the Meeting Room must not imply in any way in their advertising or publicity that the Library Board endorses the group's meeting, aims, policies or activities. The Library should appear only as the location of the meeting.

All organizations or individuals must clearly specify their names in advertisements of meetings being held in Board facilities. The phone number of the organization or of an individual should be listed as a source for further information. Copies of promotional material may be required by the Library prior to release.

Conditions after Use

The Meeting Room must be left in the same condition as it was in prior to use. Chairs and tables must be stacked and stored. Refuse must be removed. Surfaces and floors must be clean and free of debris.

Maximum Attendance

The capacity of the Meeting Room is 50 people.

Cancellation

Cancellation of a confirmed booking must be made 24 hours in advance in order to qualify for a refund of the booking fee. One-half of the fee will be charged if the cancellation is made less than 24 hours in advance. The full amount will be charged if no notice of cancellation is given. No charge will be made if an emergency such as a snowstorm or loss of electrical power occurs which requires the facilities to be closed and meeting to be cancelled.

General Regulations

No smoking is permitted in the Library or Meeting Room.

No alcoholic beverages may be sold on Library premises. Alcoholic beverages may be served only at events sponsored or co-sponsored by the Library Board and provided that all legal requirements are met.

The Library Board is not responsible for equipment or personal articles belonging to any group or individual using the Meeting Room or attending a program or meeting.

Groups or individuals booking the Meeting Room are responsible for any charges resulting from furniture, building or equipment damage or loss.

Nothing is to be affixed to walls in such a way as to damage walls or remove paint.

Corridors must be kept clean for ease of passage in case of emergency.

Library personnel must be permitted access to the Meeting Room at all times.

The applicant must agree to indemnify and save harmless the Library Board in regard to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the applicant and anyone else in attendance there including, without limitation, damage or destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.

Failure to Comply

Failure to comply with any of the regulations regarding the use of the Meeting Room may result in refusal of subsequent rental applications.

The Library Board reserves the right to cancel a booking with 30 days notice if the Meeting Room is required for a Library approved function. The Library Board

reserves the right to refuse or cancel for cause at any time the use of the Meeting Room without any liability to or against the Library Board as a result thereof.

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Section: 8. Public Services

Subsection: 8.1 Public Use of Library Facilities

Paragraph: 8.1.4 Exhibitions

Statement of Policy: To provide guidelines for the exhibition of works of art or other property not owned by the Library Board on Library premises.

1. The exhibit of works of art or other property not owned by the Library Board can be made only with the approval of the Chief Executive Officer.
2. Objects accepted for exhibit under this policy must be insured by the owner. The Library is not responsible for theft or damage to items such as objects.
3. Placement of the exhibited object is at the sole discretion of the Library.
4. The Library will not accept for exhibit any item that requires physical alterations to Library facilities for exhibition but may accept items that are free standing or in display cases as provided by the owner.
5. The Library reserves the right to judge the importance and suitability of objects submitted for exhibition and may refuse to exhibit an item it deems unimportant or unsuitable.
6. Criteria for refusal to exhibit an item (s) may include:
 - 6.1 lack of suitable space;
 - 6.2 inappropriateness of size;
 - 6.3 poor quality of production;
 - 6.4 item promotes a private or corporate business for commercial profit;
 - 6.5 item promotes unlawful practices;
 - 6.6 item is contrary to policies, regulations and procedures of the Woodstock Public Library;
 - 6.7 item is partisan, political or sectarian.

7. Criteria are to be used as guidelines. Exceptions may be made for items of unusual interest or value or in response to a particular request which fills a need consistent with the aims and objectives of the Woodstock Public Library.

Individuals or groups opposing an exhibit may register their concern via staff to the Chief Executive Officer.

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