

## **Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual**

### **Section:**

Administration

**Adopted:** February 2002

### **Title:**

Facility Use

**Revised:** September 2019

**Reviewed:** April 2021

### **Number:**

B-3

**Year of Next Review:** 2024

## **Policy**

The Burk's Falls, Armour & Ryerson Union Public Library brings together the library resources and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The library provides a forum for the expression of diverse ideas and opinions. However, use of the limited meeting space in the library shall not be interpreted to constitute endorsement by the Library Board of the policies and beliefs of groups or individuals.

## **Procedures**

### **General facility use**

1. The Burk's Falls, Armour & Ryerson Union Public Board:
  - a) will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
  - b) reserves the right to accept or refuse a reservation/ request, or to cancel any booking at its discretion
  - c) Will set and review rental fees. (\$25.00)
2. The Chief Executive Officer (CEO) authorizes the use of the meeting space.
3. Every effort will be made to notify scheduled users of the unavailability of the meeting space in case of emergencies.
4. The Library is a smoke-free building. We strive to maintain a scent-free workplace.
5. Patrons are asked not to eat or drink in the Library near the books or computers.
6. Pets are not permitted in the Library, with the exception of guide dogs or service dogs.
7. Community groups meeting the following criteria may have use of the Library meeting space during regular Library hours:
  - a) The maximum number of people is ten (10) per group.
  - b) Any costs incurred are to be paid by the group.
  - c) Groups using the Library on a regular basis will require a written agreement signed by both parties.

## **Displays and bulletin boards**

One role of the Library is to serve as an access point for current information on community organizations, issues and services. Notices and posters will be displayed on the bulletin board as space is available with the following considerations:

1. Material for posting or distribution within the Library must be deposited at the service desk for approval by the CEO
2. Material advertising commercial endeavours is not displayed unless the project is specifically related to the objectives of the Library and the permission of the CEO has been granted beforehand.
3. The Board does not necessarily support the aims and objectives of the groups whose material may be displayed in the Library, nor is it required to display all material submitted.
4. The notices and posters will remain on display for a time mutually agreed upon or until just after the event has been held.
5. Community public meetings may be posted on the Library website, as time permits.

## **Material on-loan to the library**

The CEO accepts approved materials for display depending on available space. All articles on display will be left at the owner's risk. The Library does not accept responsibility for the loss, defacement or return of materials to organizations or individuals. The individual or a representative of the organization must sign the ["Memorandum of Understanding"](#) stating they have read this policy and agree to its terms.

Except for sales or fundraising events of a special local community nature or events which are co-sponsored by the Library, and authorized by the CEO beforehand, no sales are permitted in the Library.

No soliciting will be allowed on Library property.

The meeting area of the Library is not available for community use outside of regular Library hours due to limitations of staff and for reasons of security.

MEMORANDUM OF UNDERSTANDING  
Loan of materials to the Burk's Falls, Armour & Ryerson Union Public Library

Cross Reference: [Facility Use Policy B-3](#)

Name of Individual, School or Organization displaying material: \_\_\_\_\_

Please specify date and duration of display: \_\_\_\_\_

The purpose of the display space is to highlight and feature special collections and to make the viewing of their works/collections available to the public.

Library use of the display space precludes any other use. The library is used for library purposes during the day and evening by children and adults.

Organizations or individuals displaying collections or artwork may include a sign stating the name of the organization/individual.

The Library does not insure artworks or special collections and assumes no liability in case of damage or theft.

**Individuals and organizations must read and agree to the terms of the Library's Facility Use Policy. This Memorandum of Understanding must be signed and returned before the display reservation is final.**

I, \_\_\_\_\_ Agree to the Above Conditions \_\_\_\_\_

**(Print Name) (Signature)**

For: \_\_\_\_\_

**(Organization)**

**Please list in detail items being left in the Library**

**Date:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_