

Belleville Area District Library

Facilities Use Policy

The library's mission is to engage, empower, and enrich the community by providing dynamic programming and resources; connections and partnerships with local organizations, schools, and businesses; and a space where residents can share thoughts, ideas, and community services.

The library strives to provide a place where everyone feels comfortable and safe. To that end, the library's Code of Conduct governs all library use.

To fulfill its mission, the library provides facilities for library programs, library business meetings, library sponsored events, and Friends of the Library events. The library may also allow the public use of certain facilities, meeting rooms, grounds, and display spaces when these areas are not being used by the library or library-sponsored events.

Library Meeting Rooms

The first floor meeting room(s) and second floor conference room are available for use by Belleville, Sumpter, and Van Buren community groups for presentations of informational, educational, civic, and recreational meetings and programs in keeping with the mission of the Belleville Area District Library.

All users agree to hold the library harmless from any loss, damage, liability, costs, claims, and expenses that may arise as the result of an individual's or group's use of the Meeting Rooms.

The **Charles B. Cozadd Belleville Rotary Foundation Room** seats approximately 100 people. The room can be subdivided into two rooms: **Room A** seats up to 60 people and **Room B** seats up to 24 people.

The **Conference Room** seats 12 people.

Priority is given to library sponsored activities, and the library reserves the right to cancel any pre-scheduled meeting one week prior to the event if it conflicts with the operation of the library or the room is needed for a library-sponsored activity.

All meetings and programs must be open to the public.

Use of the meeting rooms does not imply endorsement by the library of the viewpoints represented. (See Appendix A: "Meeting Rooms: An Interpretation of the Library Bill of Rights" by the American Library Association).

The following uses of the meeting rooms are excluded:

- Private social functions such as birthday parties.
- Programs which are not suitable or compatible with the library's physical facilities such as a paintball demonstration.
- Programs or gatherings which present a clear and present danger to the welfare of the participants, library staff and patrons, and/or the community.
- Groups soliciting or selling products or services with the exception of library sponsored events.

No admission fee, registration fee, or donations may be sought from meeting attendees, except by local non-profit educational, social service, civic, public, or cultural organizations with the specific permission of the Library Director.

Groups may not imply in their advertising that their program is co-sponsored or endorsed by the library unless written permission to do so is granted by the Director or Director's designee.

Rooms are available only during the library's operating hours. Reservation forms are available at the Circulation Desk and on the library's website. Reservations may be made between 2 and 30 days in advance. Rooms can be booked 2 times per month for 3 hours a day by an individual organization. Reservations that fall outside of this scope require approval by the Library Director or Director's designee.

The room and facilities shall be left in a clean and orderly condition. The library reserves the right to assess a fee for damage to furnishings, carpet or walls and/or for cleaning.

A reservation may be cancelled by calling the library 48 hours in advance.

Library Study Rooms

- **Quiet Study Room:** Individuals may use the quiet study room any time that the library is open for reading, writing, studying, silent contemplation, and the quiet use of laptops. Phone calls and conversations should be taken outside of this room. Groups will be asked to use one of the second floor reader tables or a group study room.

- **Two and Four Person Study Rooms:**
 - Study rooms may be reserved. Reservations must be made at least one day in advance. There is a two hour per day time limit. The reservation will be lost if the party is more than 15 minutes late or if the room has been vacated for longer than a half hour
 - Rooms that have not been reserved may be used on a first come, first served basis after first checking in at the reference desk.
 - Recurring reservations can be made by calling the library. There is a three month time limit to recurring reservations.
 - Priority will be given to tutors from the library's adult literacy program.
 - Groups may cancel their reservation online or by calling the library.
 - Groups who regularly do not show for the scheduled reservation and do not cancel their reservation may lose the ability to make further reservations.
 - The study rooms shall be left in a clean and orderly condition. The library reserves the right to assess a fee for damage to furnishings, carpet or walls and/or for cleaning.

- **Local History Room:**
 - The Fred C. Fischer Room is available for anyone to enter in order to use the library materials that are housed there.
 - Study groups may use the 8 person table on a first come first served basis after first checking in at the reference desk. Groups must be aware of the following:

- Anyone needing the local history collection may also enter the room.
- The library reserves the right to book the room for a specific purpose.

Library Grounds

The library grounds, including the rooftop terrace are open to the general public for informal use during regular library hours and special group events by prior approval by the Library Director or Director's designee.

- Grounds are open and available for informal use during library hours as long as such use does not conflict with scheduled library sponsored events.
- Library grounds may not be reserved.
- All library policies apply to individuals using library grounds.
- When using library grounds, no admission may be charged, and products and services may not be advertised or sold with the exception of library sponsored events.
- Any group events must also be open to the public.

Displays, Handouts, Postings, Distribution of Literature, Petitioning, or Solicitation

The Belleville Area District Library, in keeping with its role as an information provider and community center, offers space for handouts, displays, and bulletin board postings concerning cultural, governmental, educational and other community oriented activities rather than for commercial or political purposes. Acceptance by the Library of materials for distribution, posting, or display does not constitute endorsement of the activity or ideas espoused. Postings may be seen by anyone who walks into the building, both children and adults. Therefore, postings must meet acceptable community standards. Library staff must approve all notices, posters, and brochures. Public posters, pamphlets, and flyers will be displayed as space permits on a first-come, first-served basis on Library bulletin boards and may be no larger than 11" by 17". Items may be rejected for lack of space. Items will be removed after one month or after the event date has passed.

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. Failure to comply may result in suspension of library privileges and or the pursuit of other legal remedies.

Groups or individuals who wish to petition, solicit, canvass or distribute literature to the public outside of the facility may do so as long as they do not impede access by the public to the facility or interfere with the use of the facility. However, it is understood that this activity does not constitute an endorsement by the Library of the issue(s) involved in any such campaign.

Patrons may appeal to the Belleville Area District Library Board with respect to any action taken under this Facilities Use Policy.