

CIRCULATION DESK POLICIES

BULLETIN BOARD: Bulletin board materials may be submitted for posting by non-profit organizations for civic, educational, or cultural purposes. Limited space generally allows only short-term notices. The Library Director or Library Manager must approve all postings and may prohibit postings which do not meet Library standards. The Library staff will place and remove postings promptly. Each item should be signed and dated. The Library will not be responsible for returning items. Business advertisements are prohibited on all bulletin boards available for public use.

MEETING ROOMS: The meeting rooms are available to individuals or organized groups. Only advanced reservations will have priority use of a meeting room. Reservations and use of the room must be approved by the Library Manager or Library Director. Although a group may be permitted to use a meeting room, the Library does not endorse policies or opinions. The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by those presenting or attending a meeting. The Library does not assume any liability for groups or individuals attending a meeting. Library programming will have priority for room use. A group may provide light refreshments in the meeting room. All individuals, groups, and organizations using a meeting room are required to leave it in a neat, clean, and orderly condition. Failure to do so will result in denial of future room rental. Evening meetings must be supervised by a Library Board or staff member who has the capability of securing the building once everyone has left.

RESERVED ROOM RENTAL FEES: Technology Room - \$25.00/hr.; Team Room – First two hours, \$10.00, and \$10.00 for every hour thereafter.

There is no charge for use of an unreserved room, subject to availability and approval by Library staff.

Any exceptions to the above policies must be approved by the Library Board of Directors.