

## BALDWINVILLE PUBLIC LIBRARY

[www.bville.lib.ny.us](http://www.bville.lib.ny.us)

### USE OF THE BUILDING AND ITS FACILITIES

#### A. MEETING ROOMS

1. The meeting rooms are available for use free of charge during the hours which the library is open, for educational, cultural, charitable, and civic purposes. Such uses will be non-exclusive, and will be open to the general public. Room assignment will be at the discretion of the library. Limits may be set restricting the number of people attending meetings. Rooms are not available for social, ~~religious~~, or commercial purposes.
2. Prior arrangements must be made when overtime services are requested. Permission will be granted pending availability of a staff member to stay late. A fee will be assessed to reimburse the library for this service.
3. Requests involving admissions charges, registration fees, material fees [added 10/8/08], or sale of goods for profit can be approved only when proceeds from such activities are used to support civic, charitable, or educational purposes. The Board reserves the right to require an accounting of proceeds from any approved activity.
4. Library activities have priority over all others for use of the rooms. Use is assigned by the Library Director or his/her designee in the order applications are received, whether in person, in writing, or by telephone.
5. Reservations must include the name of the organization, purpose of the meeting, number of persons expected, name and phone number of person responsible for the group, room set-up and equipment required, and time of meeting, including set-up time.
6. Reservations will be accepted up to three months in advance for one evening (after 6 pm) *or one weekend day* per month or two *weekdays* per month per group. The Community Room can be divided into two rooms according to the needs of the group for the kitchen (Side 1) or the screen (Side 2). Exceptions may be made for a series with a limited time frame.
7. Regular arrangements must be renewed every calendar year and are subject to review and revision at that time. Exceptions may be made at the discretion of the Director based on the availability of the rooms.
8. Individuals or groups reserving the room will be informed if their meeting dates must be changed or cancelled. Advance notice will be given if time allows.
9. Groups of school age children must be chaperoned.

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10. Neither the name nor the address of the Baldwinsville Public Library may be used as the official address of any organization except the Friends of Baldwinsville Library, Inc.
11. Groups holding meetings are responsible for any damage to the room or its contents. The room must be left in a neat and orderly condition. If not, notice will be given to the group that a second offense will result in its being denied further use.
12. If damage occurs or special cleaning is needed, an appropriate charge will be levied. A deposit to offset cleaning charges may be required.
13. No smoking is permitted on library property. The sale, consumption, or possession of alcohol or illegal drugs on library property is prohibited.
14. Arrangements must be made in advance for use of the kitchen, and a deposit may be required.
15. In the event of the library's closing due to inclement weather or other emergency reasons, all activities will be cancelled. On days when the Baldwinsville Schools are closed due to bad weather, the library will open at 12 noon, weather permitting, and morning programs will be cancelled.
16. Parking spaces allocated for meeting room users may be limited and are confined to the lower parking lot.
17. Any user of the meeting rooms may be barred from future meeting room use for failure to abide by these guidelines, or for being disorderly or disruptive while using library facilities.

Revised 1/19/83

Adopted 7/10/02

Revised 7/13/05

Revised 11/12/08

Board of Trustees, Baldwinsville Public Library

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**B. BUILDING**

1. No smoking is permitted on library property.
2. The sale, consumption, or possession of alcohol or illegal drugs on library property is prohibited.
3. Food is allowed only in designated areas.
4. Drinks in covered containers are allowed except in the computer lab.
5. The library assumes no liability for injuries resulting from community activities in the building.
6. The library is not responsible for equipment or property belonging to a community group or organization. Such property will not be stored in the library unless specifically approved by the Library Director.
7. Community groups are liable for any damage to library property resulting from activities they sponsor. A check of the facility will be made before and after each activity by designated library personnel.

Revised 4/14/82

Revised 7/13/05

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### C. DISPLAYS AND EXHIBITS

#### General Information

1. The library director or, under his/her direction a designated staff person, will grant the privilege of placing exhibits and displays in the library.
2. In deciding the suitability of any work, the library is particularly mindful that all segments of the community and all age groups use the exhibit area. Displaying sexually suggestive objects or pictures may be a violation of state and federal law. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court, or material which would lead to breach of peace or which advocates the violation of federal, state, or local laws.
3. Posters, displays, exhibits, and pamphlets/booklets for distribution may be placed in the library with permission of the library director or a designated staff person.
4. Community organizations may place containers in the library or on library property to collect approved non-monetary donations as space allows, with approval of the library director or a designated staff person, in areas designated by library staff. Length of time for collecting donations may be limited by the library director or a designated staff person.
5. Community organizations and individuals may not sell any articles or solicit donations in the library.
6. Exhibitions represent the views of the artists and are not necessarily those of the library.
7. The library will promote the exhibit on the library website, in the library's monthly program calendar, and by sending press releases to the local media. The library must approve all other promotional material.
8. Permission to photograph and reproduce any work in the exhibit for publicity purposes is considered granted unless the exhibitor states otherwise in writing prior to the exhibition.

#### Procedures for Exhibitors

1. Exhibitors who would like to display their work in the library must submit samples (in the form of photos or slides or actual works) for review. Those who are accepted for exhibition must sign a copy of the displays and exhibits policy stating that they have read and understand it (sample following this section).

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2. Artwork and special exhibits will be displayed for a period of one month. Exceptions may be granted at the discretion of the library director or a designated staff person.
3. Exhibitors must make an appointment to assemble the exhibit with the library director or a designated staff person. All items will be reviewed for adherence to the library displays and exhibits policy prior to being placed on display.
4. Exhibitors must sign an agreement form when they come in to assemble their exhibit that lists their works and acknowledges that they have agreed to abide by the library displays and exhibits policy (sample following this section).
5. Exhibitors are responsible for the installation and dismantling of the exhibit as scheduled with the library director or a designated staff person.
6. Exhibits must conform to the space restrictions given to exhibitors.
7. Adhesives of any form (e.g., tape, wax mounts, artist tack, glue) may not be applied to any surface that is plexiglass or covered with paint or fabric. Surfaces may not be marked with pen, pencil, or markers. Nails may be used only on those wall and panels that are covered with fabric.
8. Articles being exhibited may not have a price tag on them. The exhibitor will provide a price list to the library staff if items are available for sale. The library staff will not serve as sales agents but will provide interested persons with the price list and contact information. Exhibitors are responsible for conducting the sale of any work directly with the purchaser.
9. All items placed in the library are done so at the owners' risk. The library does not insure exhibits and assumes no responsibility for possible damage or theft of any items displayed or exhibited.
10. All works must stay on display for the length of the exhibit. Exceptions may be made at the discretion of the library director or a designated staff person.
11. The library will not provide storage for the property of exhibitors. Any articles not claimed by exhibitors within one month of the close of the exhibit will become property of the library and the library will have the right to use or dispose of the property.

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Scheduling Policy

1. Each December, exhibitions are scheduled for the following two years. Shows will not be scheduled more than two calendar years in advance.
2. Those who are accepted for exhibition will be added to a list for consideration at the next December scheduling date.
3. Scheduling will be based on when the exhibitors submitted their requests. However, scheduling priority will be given to those exhibitors who have not previously exhibited.
4. With the exception of the library's juried photography entrants, school district art faculty, and elementary and secondary students, exhibitors must wait at least two years before having another show.

Revised 12/8/82

Revised 4/13/05

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D. PUBLIC BULLETIN BOARDS

The Baldwinsville Public Library provides bulletin board space in a public area as a central source of library and local information relevant to the needs and interests of the community. All materials may be posted which, in the judgment of the Library Director or his/her designee, comply with this policy.

Granting permission to post materials does not imply library endorsement of their contents nor will the library accept responsibility for the accuracy of any statements or representations made in such materials.

A copy of the policy statement will be displayed on the bulletin board.

Priorities

Priority is given to materials relating directly to the library, to encourage the public to make full use of library services and facilities. Notices of community affairs will be displayed subject to the availability of space, with notices of events within the Baldwinsville School District given first priority.

Restrictions

Permission will NOT be granted to post the following:

- Announcements or advertisements of a commercial nature. It is understood that cultural events for which admission is charged and education courses for which there is tuition are not construed as commercial if the sponsoring agency is not-for-profit.
- Anonymous notices, and those which do not clearly identify the individual, group, or agency involved.
- Notices of religious services. It is understood that concerts and lectures held in churches are not considered to be religious services.
- Notices that support political parties or specific candidates for public office.
- Notices that are not neat and attractive.

Process

- Materials should be left at the front desk for consideration. Those that do not fit the criteria will not be displayed or saved.
- Notices will be added to and removed from the bulletin board by library staff only. All outdated material will be removed promptly by library staff.
- In case of undated notices or those of an indefinite nature, patrons will be advised that these materials will be posted for one month. The date of posting should be printed in a lower corner. Renewal may be granted at the discretion of the Library Director or his/her designee as space permits.
- Only materials pertinent to library operations will be posted on library doors and windows.

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Revised 9/14/83

Revised 8/10/05

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**E. EQUIPMENT**

1. With the permission of the Library Director, folding chairs may be borrowed by civic and educational groups for a stated interval of time.
2. No other library equipment may be borrowed for use outside the building.
3. There will be a charge for use of the telephones by non-library personnel.
4. The library is not responsible for damage incurred to personal equipment while viewing or listening to audiovisual materials borrowed from the library. (8/10/88)

Adopted 4/12/78

Revised 8/10/88

Revised 7/13/05

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F. PARKING LOT

1. During the hours when the library is open, parking is restricted to library patrons.
2. The first six parking spaces on the right as you enter the parking lot from Virginia Street shall be reserved for handicapped persons.
3. Skateboarding and rollerblading are not allowed on library property.
4. Permission from the Board of Trustees is required for any specialized use of the parking area.

Adopted 5/3/78

Revised 7/13/05

Board of Trustees, Baldwinsville Public Library