

SEWARD MEMORIAL LIBRARY
PHYSICAL FACILITIES POLICY

A. General Statement

1. To support excellence in library service, the Board of Trustees accepts the responsibility to see that facilities are provided and maintained to adequately meet the physical requirements of a public library. Such facilities should offer to the community a compelling invitation to enter, read, look, listen and learn.

B. Appropriate Use

1. In order to maintain a clean environment and to protect library materials, food and drink will only be allowed in the Seward Memorial Library meeting rooms and staff areas, and elsewhere only with prior permission. Water will be allowed throughout the library except for the computer lab and the Heritage Room.
2. No skateboards or roller blades, roller-skates or other footwear of this type will be allowed in the Seward Memorial Library.
3. Smoking is not allowed anywhere in the Seward Memorial Library building, including the lobbies.
4. Patrons are not allowed in the staff work areas without permission.
5. Use of the library phone by members of the public is restricted, except for emergencies as determined by the staff. Cell phone ringers must be disabled in the library and quiet use of cell phones is allowed if not disturbing to others.
6. Patron use of commercial media at the library is governed by prevailing copyright laws. If space is available, patrons who are 18 or older may request time in a meeting room to review media without meeting the usual reservation requirements.

C. Meeting Room Policy

1. Purpose: In keeping with the library's mission to offer a welcoming place for community learning and interaction, the meeting and technology rooms of the Seward Memorial Library are available for use by local government and non-profit groups for public informational, educational, charitable or cultural meetings and programs when not needed for library purposes.

Use of the library facility does not imply that the Seward Memorial Library, the Board of Trustees or the City of Seward endorses the viewpoints presented. Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation without permission from the Library Director.

2. Eligibility: Groups authorized to use library rooms must not discriminate against persons in regard to race, age, color, national origin, gender or physical challenges and are responsible for meeting ADA requirements. All meetings or programs must be open to the public and may not be restricted through tuition or admission fees without prior consent from the Library Director and/or Board President.
 - a. Seward Memorial Library sponsored and co-sponsored programs take highest priority in scheduling.
 - b. Library-related groups and agencies from the region and state may use the rooms whenever scheduling allows.
 - c. Seward City and County government representatives are eligible to reserve rooms in the library for governmental purposes.
 - d. Local non-profit organizations may use the rooms when their planned activities fall within the guidelines presented in this policy.
 - e. Government and library groups may use the library rooms only when a local community member takes responsibility for such use.
 - f. No individual or organization who presents a program at the library for public attendance is allowed to advertise or sell their products or services or collect attendee information during their time at the library without advance permission from the Library Director or Library Board.
 - g. Personal or family activities may not be held in the Library meeting rooms.
 - h. Political campaigning on library property will not be allowed, though rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.
 - i. No meeting which interferes with the operations and purposes of the library is allowed.

- j. Youth groups must be accompanied by a responsible adult at all times.
 - k. All children under the age of 8 accompanying an adult to a program or meeting must remain with the adult at all times - the library is not responsible for these children unless otherwise noted.
 - l. All groups agree to abide by the regulations of the library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
 - m. Use of tobacco products is not allowed anywhere in the library.
 - n. No illegal activities may be conducted on library property. No hazardous materials or weapons may be brought onto library property; neither shall open flames or candles be allowed.
3. Reservations:
- a. Groups are limited to 4 room reservations per library fiscal year (October 1 - September 30). Library-related groups and city or county governments are exempt from this restriction, but may be limited based on availability of rooms.
 - b. Reservations may be made up to one year in advance of the scheduled event.
 - c. Groups wishing to use library facilities should complete a Library Facility Authorization Form designating at least one organizational representative (see "d" below). This person must hold a current Seward Memorial Library card in good standing and only he/she may request room space for that organization. In addition, the representative is responsible for seeing that restitution is made in the case of damage caused to the facility.
 - d. Library Facility Authorization Forms that are approved by staff or the Library Board will be kept on file at the library for one year or ongoing, as determined by the group completing the form. The contact person listed on the form may then reserve rooms in person or via the telephone, mail or Internet.
 - e. Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future use.

- f. Reservations are taken on a first-come, first-served basis. Reservations for the technology room must be received by the 20th of the month preceding the event. Meeting room reservations have no advance notice deadlines.
4. Refreshments and Room Use:
- a. Light refreshments may be served in the meeting rooms only.
 - b. Food preparation is not allowed in the library. Groups should check with library staff before their scheduled event regarding the availability of coffee and tea pots and other equipment and supplies.
 - c. Alcoholic beverages are not allowed anywhere on library property without permission of the Mayor of Seward.
 - d. All groups are required to clean up after their meetings and to leave the room in the condition in which it was found. Trash should be placed in the exterior trash container if food or drink has been served.
 - e. Library staff is not responsible for arranging room furniture and the group using the facility is responsible for returning the room to its previous condition. The large conference table may not be moved without staff permission.
 - f. Nothing may be affixed or mounted in any way to the walls or furniture of any room.
 - g. While white marker-boards are available, groups should supply their own dry erase markers.
 - h. Groups must vacate rooms by the originally scheduled time to allow for use by other groups.
 - i. Rooms are available for use between the hours of 6:00 a.m. and 10:00 p.m. any day of the week except as designated by the Library Board (i.e. city holidays may not be available).
 - j. Groups using the rooms during non-public hours are responsible for opening, closing and locking the library. Keys may be checked out up to 24 hours in advance of the scheduled event only by the authorized contact person during regular library hours and must be returned in person or in the book drop within 24 hours of the meeting's conclusion. Any group responsible for losing a library

key will be charged the entire cost for re-keying the entire library. This may be several hundred dollars.

5. Services:

- a. Subject to availability, some audio/visual equipment may be used by outside groups.
- b. Wireless Internet is available for use.
- c. Library staff is not available to assist in carrying in supplies or materials for meetings.
- d. The library will not receive non-emergency calls or take messages for individuals attending events in the library.

6. Rights and Exclusions:

- a. The library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or library property.
- b. The Library Director is responsible for the administration of this policy.
- c. The library is not responsible for theft of or damage to items brought onto library property.
- d. The library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using library facilities.
- e. The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Library Board.
- f. This policy may be updated at any regular or special Library Board meeting.
- g. Any group or individual that has been denied permission to use library facilities may appeal in writing to the Library Board of Trustees.

- h. The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closings, power outages, or other unforeseen events.
- i. In the event circumstances arise which are not covered by the document above, the decisions of the Library Director or other appropriate staff are binding.
- j. Library staff may attend or observe any meeting or program at any time.

D. Heritage Room Policy

1. Purpose: the Heritage Room is meant to be a secure spot for archiving items of local and state interest. The room also holds items donated by a major benefactor, including furniture, artwork, and silver pieces. Because of the irreplaceable nature of the items kept here, use of the room is limited as per these guidelines.
2. Materials: all resource material in the Heritage Room is available to any library patron in good standing. Restricted or protected collections are currently not accepted or housed by the Seward Memorial Library. Types of material that are maintained include:
 - a. Seward County newspapers on microfilm and in print.
 - b. Seward County and Nebraska history books.
 - c. Genealogical materials including cemetery record books, family histories, and so on.
 - d. Periodical collections of state-wide interest, including back issues of Nebraska History, Nebraskaland, and other similar titles.
3. Guidelines for Use
 - a. The Heritage Room will be kept locked, even when occupied.
 - b. Patrons or guests wishing to use the room must sign in at the circulation desk for staff assistance.
 - c. Coats, purses, backpacks, briefcases, etc., may not be taken into the Heritage Room but should either be left in personal vehicles or secured in the staff work area. Staff members are not responsible for personal items left in their care.

- d. Only pencils should be used in this room. Pencils and scratch paper are available at the circulation desk.
- e. No food or drink is allowed in the room at any time.
- f. Children 16 and under may not occupy this room unsupervised without special permission from the staff.
- g. All Heritage Room materials must remain in the room unless photocopies are needed and a copier is not available in the room.
- h. All materials must be handled with extreme care. Do not mark in, fold, trace over, or lean on the books, photographs, or documents. Make sure hands are free of grease and lotions when handling materials. Make sure microfilm is used only as intended to prevent scratching, breaking, or other damage.
- i. Patrons must stop back at the circulation desk and notify staff when they are finished with the room.
- j. There is no time limit for use of this room, though time at the microfilm reader/printer is limited to one hour if someone else is waiting to use it.
- k. Copies printed from microfilm or made at the photocopy machine must be paid for at the circulation desk at the conclusion of the patron's use of the Heritage Room.

E. Exhibits and displays

- 1. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., shall be exhibited, displayed, or placed in the library for distribution without permission. Staff will be responsible for placement of any article left in the library for display purposes. Criteria for acceptance for display include:
 - a. Non-profit sponsor, community-wide audience, local relevance, and physical suitability.
 - b. Political materials must be impartial in nature.
- 2. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. A waiver form must be signed every time a display of non-library property is exhibited.

3. Whenever possible, displays or exhibits utilizing the display areas shall incorporate books or materials from the library's collection which have a relationship to the subject or collection.
4. Displays, posters, or exhibits which are dated may only be placed in the library within 30 days prior to the event. All undated material may be removed 30 days after posting.