

**GREENSTONE PUBLIC LIBRARY BOARD
FACILITIES USE POLICY**

SUBJECT: General Facility Use	POLICY NO: Fac-1
APPROVAL DATE: May 3rd, 2006	BOARD MOTION: 06-020

1. Food and drink will be permitted in designated areas of the Library only.
2. Pets are not permitted with the exception of guide/service animals.
3. If a patron causes a disturbance, and ignores the Library Staff's request for compliance with the Library Code of Conduct (Appendix "A"), the patron will be asked to leave. When necessary, the police will be notified. If an individual ignores oral or written warnings to leave the premises, he/she can be charged with trespassing under the ***Trespass and Property Act***.
4. No Federal, Provincial or Municipal campaign materials will be displayed on the premises or environs of any Library branch building.
5. Sales of tickets and/or programs by for- profit organizations will not be available at the Library.
6. Sale of books by local authors will be permitted.

**GREENSTONE PUBLIC LIBRARY BOARD
FACILITIES USE POLICY**

SUBJECT: Use of the Meeting Room POLICY NO: Fac-2
APPROVAL DATE: May 3rd, 2006 BOARD MOTION: 06-020

The meeting rooms of the Geraldton and Longlac branches are available for community use under the following conditions:

1. A booking is made with Library Staff and a rental fee of \$25.00 per day is paid by all for-profit organizations, associations, etc., (e.g. those charging entry fees or admissions).

2. The premises of the Geraldton and Longlac Branches may be used free of charge by non-commercial groups or associations e.g. Brownies, Guides, Horticultural Society, etc., on request and by permission of the Librarian.

3. All groups using the Library premises will be required to sign a contract upon the first use of the premises. Any damages to the meeting room will be the responsibility of the user group.

4. Use of the coffeepots and/or other Library equipment (slide projector, carousel, screens, TV/VCR, microfilm reader, cameras, multi-media projector, etc.) is permitted IF BOOKED IN ADVANCE. The equipment may not leave the building.

The Greenstone Public Library premises may not be used by any political party to hold meetings.

**GREENSTONE PUBLIC LIBRARY BOARD
FACILITIES USE POLICY**

SUBJECT: Use of the Library Premises

POLICY NO: Fac-3

APPROVAL DATE: May 3rd, 2006

BOARD MOTION: 06-020

The premises of the Beardmore and Nakina branches are available for community use under the following conditions:

1. A booking is made with Library Staff and a rental fee of \$25.00 per day is paid by all for-profit organizations, associations, etc. (e.g. those charging entry fees or admissions).
2. The premises of the Beardmore and Nakina branches may be used free of charge by non-commercial groups or associations e.g. Brownies, Guides, Horticultural Society, staff meetings, etc., on request and by permission of the Librarian.
3. All groups using the Library premises will be required to sign a contract upon the first use of the premises. Any damages to the facility will be the responsibility of the user group.
4. Use of the coffeepots and/or other Library equipment (slide projector, carousel, screens, TV/VCR, microfilm reader, cameras, multi-media projector, etc.) is permitted IF BOOKED IN ADVANCE. The equipment may not leave the building.

The Greenstone Public Library premises may not be used by any political party to hold meetings.

GREENSTONE PUBLIC LIBRARY BOARD FACILITIES USE POLICY

SUBJECT: Displays and Bulletin Boards	POLICY NO: Fac-4
APPROVAL DATE: May 3rd, 2006	BOARD MOTION: 06-020

One role of the Greenstone Public Library is to serve as an access point for current information on community organizations and services. Notices and posters will be displayed on the bulletin boards of all library branches 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 Librarian.
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 Librarian has been granted beforehand.
3. Material advertising events for non-profit organizations will be displayed with the approval of the Librarian.
4. The Library 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.
5. The notices and posters will remain on display for a time mutually agreed to or until just after the event has been held.

The Librarian 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 assume responsibility for the loss, defacement or return of materials to organizations or individuals.

No sales are permitted in the library except for sales or fundraising events of a special local community nature or events that are co-sponsored by the library, and authorized by the Librarian beforehand.

No soliciting will be allowed in the library.

GREENSTONE PUBLIC LIBRARY

CODE OF CONDUCT

- Food or drinks will be permitted in designated areas of the Library only.
- Respect the right of others to use the Library. This means behaviour which interferes with this right, such as yelling, fighting or rough housing, will not be tolerated.
- All bags and backpacks must be left in a designated area of the Library, unless otherwise approved by the staff.
- No inappropriate language will be allowed in the Library.
- Theft of or damage to Library property will not be tolerated under any circumstances.
- No animals are allowed in the Library except for working animals (e.g. seeing-eye dogs).
- All complaints should be made in writing with all pertinent information. Complaints should be forwarded to the Librarian and/or CEO for further investigation.

Staff will give one warning. If behaviour continues the Patron will be asked to leave the Library.