

# Hinsdale Public Library

## Library Room Use Policy

### Meeting Rooms

#### Purpose

The meeting rooms of the Hinsdale Public Library are available to support the Library's mission to celebrate lifelong learning and foster community connections through innovative educational and cultural experiences. The Library does not charge fees for the use of these rooms. Activities sponsored or co-sponsored by the Library or a Library-related organization have priority.

#### Policy

The Hinsdale Public Library has two meeting rooms: the Community Meeting Room and the Board Room. This policy applies to those rooms and to any rooms designated as meeting rooms by the Executive Director.

#### Registration Requirements

When not being used by Library or Library-related organizations, or by tutors as provided below, meeting rooms may be reserved for other organizations and groups, provided that

1. The person registering for the room has a Hinsdale Public Library card and will be in attendance at the meeting;
2. The group or organization serves Hinsdale residents;
3. The purpose for which the meeting room will be used is in keeping with the Library's mission.

#### Use Guidelines

1. Meeting rooms may be reserved for a given organization or group no more than three times per quarter, with limited exceptions for short-term programs at the Executive Director's discretion.
2. Meetings may be held only during regular Library hours. Meeting rooms must be cleared at least 10 minutes before Library closing time.
3. Groups and organizations wishing to use a meeting room must submit a Library Meeting Room Reservation Request online or with the Library's Office Manager at least 5 business days before the desired date and not more than six months before that date.
4. Meeting rooms are not intended for commercial use.
5. Signage, registration, etc. must remain inside the Meeting Room.
6. No organization or group may charge admission to those attending a meeting or function unless the event is a recognized Hinsdale Public Library fundraiser.
7. Meeting rooms may not be used for private parties (e.g, birthday parties, baby or wedding showers, etc.).
8. All meeting room use must be approved by the Executive Director or his/her designee.
9. Those using meeting rooms must comply with the Library's [Behavior Policy](#).

# Hinsdale Public Library

## Library Room Use Policy

### **Tutors**

Tutors and their students will be allowed to use the Community Meeting Room on a first come/first served basis on school days from 3:00 p.m. to 6:00 p.m., when the room is not needed for Library use. Tutors whose activity may be disruptive to others should use this space when available. Staff may direct tutors whose behavior is disruptive to others to use this space.

### **Damages/Liability**

Any individual, group, or organization using a meeting room is responsible for damage to the Library building, grounds, collections, or equipment caused during their use of the space. Users agree to indemnify and hold harmless Hinsdale Public Library and its Board of Trustees plus the Village of Hinsdale and its officials for any and all liability arising from use of the Library's premises.

### **Sponsorship or Endorsement**

Use of a Library meeting room by an individual, group, or organization does not in any way constitute Library sponsorship or endorsement. Advertisements or announcements stating or suggesting otherwise are not permitted.

### **Notice of Meetings**

Public notice about scheduled meetings will be posted in a designated area of the Library. The notice will include: the date and time of the meeting; the meeting room assigned; and the name of the group or organization. Records are kept in accordance with all applicable federal, state, and municipal statutes.

# Hinsdale Public Library

## Library Room Use Policy

### Study Rooms

#### **Purpose**

Hinsdale Public Library provides study rooms to enable individuals or small groups to work or study privately during regular Library hours. This policy applies to all rooms designated as study rooms by the Executive Director. Staff may apply additional limits on use at peak times or based on community need.

#### **Policy**

There are eight study rooms available for private study or small groups. Two are located in the lower level Youth Services department; three are located on the Library's main floor and three on the Library's 2<sup>nd</sup> floor. All are welcome to use them in accordance with the following standards:

#### **Use Guidelines**

1. Study rooms are reserved in two-hour increments. If no other patrons are waiting to use a room, this time may be extended in one-hour increments.
2. Study rooms may be reserved by Hinsdale Public Library cardholders up to two weeks in advance.
3. When feasible, staff will accommodate requests for specific study rooms. Staff may direct patrons to certain rooms based on library activity or seating capacity.
4. Study rooms are not intended for commercial use.
5. Those using study rooms must comply with the Library's [Behavior Policy](#).

# Hinsdale Public Library

## Library Room Use Policy

### Digital Media Lab

#### Purpose

The Hinsdale Public Library provides a Digital Media Lab to afford Library patrons with the opportunity and space to use various digital media technologies in support of their educational, professional, and personal goals.

#### Policy

The Hinsdale Public Library maintains a Digital Media Lab on the Library's main floor. Hinsdale Public Library cardholders may use this room free of charge.

#### Use Guidelines

1. The Digital Media Lab is open to adult Hinsdale Public Library cardholders and minors middle-school-aged and above. Minors must have an [Internet Permission Form](#) and [Digital Media Lab Permission Form](#) on file at the Library. (Minors over 16 do not need to have a signed Internet Permission Form.) Minors in grade school or below may use the room with a parent or guardian present at all times.
2. The Digital Media Lab is open during regular Library hours.
3. Users may reserve the Digital Media Lab in three-hour increments by speaking with a staff member. If no other patrons are waiting to use a room, this time may be extended.
4. The Digital Media Lab may be reserved up to two weeks in advance.
5. No software may be installed on Digital Media Lab equipment.
6. Software may not be copied from Digital Media Lab equipment.
7. Those using the digital media lab must do so in accordance with the Library's [Computer and Internet Use Policy](#), [Behavior Policy](#) and [Social Media Policy](#).
8. Work must be saved to a portable storage device. Any files saved to Digital Media Lab equipment will be deleted.
9. Priority will be given to users who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who are using equipment for web browsing may be asked to use the other internet stations in the Library.

# Hinsdale Public Library

## Library Room Use Policy

### **Appeal Process**

Decisions to deny a request for use of the Digital Media Lab, a study room or a meeting room or to rescind room use privileges may be appealed.

To appeal a decision, a patron may submit a request to the President of the Library Board of Trustees via letter or email. The Policy Committee will convene to review the request and make a recommendation to the Library Board. Following a vote by the Library Board, the Executive Director or Board President will contact the patron with the Board's decision. The Board aims to resolve all patron issues in a timely manner.

### **Policy Review and Revision**

This document will be reviewed by the Board at least biennially.

Approved and Adopted by Library Board.

Revised 1/23/01, 4/26/05, 6/27/11, 5/22/12, 10/23/12, 05/20/14, 06/28/16

# Hinsdale Public Library

## Library Room Use Policy

### Digital Media Lab Permission Form

If under the age of 18, the following must be signed by a parent or legal guardian:

I give permission for my child to use the Digital Media Lab at the Hinsdale Public Library.

I understand that:

- The computers in the Digital Media Lab allow access to the Internet through the Library's network.
- In order to use the Library's Digital Media Lab without my direct supervision, my child must also have an [Internet Permission Form](#) on file.

I agree that the Hinsdale Public Library shall not have any responsibility or liability for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, created, stored or accessed on any media lab equipment.

I agree to all terms and conditions listed in the Hinsdale Public Library [Meeting and Study Room Policy](#) and acknowledge that I will pay all costs associated with any damage to or loss of equipment as a result of my child's use. Furthermore, I understand and agree that failure to follow all written guidelines regarding the use of this room may result in the loss of future privileges.

Parent's Signature

Today's Date

\_\_\_\_\_

\_\_\_\_\_

Child's Name (Please Print)

Child's Birth Date

\_\_\_\_\_

\_\_\_\_\_

Child's Card# \_\_\_\_\_

Staff Initials and Date \_\_\_\_\_