

# 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 is a current Hinsdale Public Library card holder 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. Requests for technology or other equipment should be made at the time of the initial request. Patrons requiring assistance in using the Library's equipment should contact the Library's Office Manager to schedule a training session.
5. Meeting rooms are not intended for commercial use (including tutoring).
6. Signage, registration, etc. must remain inside the Meeting Room.
7. No organization or group may charge admission to those attending a meeting or function unless the event is a recognized Hinsdale Public Library fundraiser.

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8. Meeting rooms may not be used for private parties (e.g, birthday parties, wedding showers, etc.).
9. All meeting room use must be approved by the Executive Director or his/her designee.
10. Those using meeting rooms must comply with the Library's [Behavior 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. The Library's logo may not be used without consent from the Executive Director.

### **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. Patrons may only reserve a room once per day.
3. Study rooms may be reserved by Hinsdale Public Library cardholders up to two weeks in advance.
4. Walk-in requests are filled on first come-first served basis.
5. When feasible, staff will accommodate requests for specific study rooms. Staff may direct patrons to certain rooms based on library activity or seating capacity.
6. Study rooms are not intended for commercial use.
7. Those using study rooms must comply with the Library's [Behavior Policy](#).

#### **Damages/Liability**

Any individual, group, or organization using a study 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.

# 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 under 14 must have an [Internet Permission Form](#) on file at the Library. Children 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. 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).
10. Food is not permitted in the Digital Media Lab.

#### **Damages/Liability**

Any individual, group, or organization using the Digital Media Lab 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.

Individuals are responsible for the care and return of all devices designated for use in this space. Patrons may be charged replacement cost for items that are removed from the Digital Media Lab.

# Hinsdale Public Library

## Library Room Use Policy

### **Appeal Process**

Patrons are welcome to discuss their denied or restricted use of a meeting or study space with appropriate staff. If that discussion does not adequately resolve the patron's concern, he/she may submit a letter to the Executive Director.

### **Process**

- Patron submits a written request for reconsideration to the Executive Director.
- The Executive Director reviews the request with any staff involved in the original decision.
- The Executive Director replies to patron with his/her decision whether or not to allow the individual or group may use one of the Library's rooms in the manner originally requested.

### **Appeal**

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Library 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, 06/26/18.