

# Hinsdale Public Library

## Library Room Use Policy

### Meeting Rooms

#### Purpose

The meeting rooms of the Hinsdale Public Library (HPL) are available to support the HPL's mission to celebrate lifelong learning and foster community connections through innovative educational and cultural experiences. HPL 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

HPL 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 HPL or HPL-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 HPL cardholder and will attend 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 HPL'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 operating hours. Meeting rooms must be cleared at least ten minutes before HPL closing time.
3. Groups and organizations wishing to use the Community Meeting Room must submit a request online or with HPL's Office Manager at least three 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 HPL's equipment should contact HPL's Office Manager to schedule a training session.
5. Meeting rooms are not intended for commercial use (including paid tutoring, unless during the times listed below).
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 HPL 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 HPL'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 HPL use. Tutors whose activity may be distracting to others should use this space when available. Staff may direct tutors whose behavior is distracting 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 HPL and its Board of Trustees plus the Village of Hinsdale and its officials for any and all liability arising from use of HPL's premises.

### **Sponsorship or Endorsement**

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

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### Study Rooms

#### Purpose

HPL provides study rooms to enable individuals or small groups to work or study privately during operating 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 main floor and three on the 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 HPL 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 HPL's [Behavior Policy](#).
8. Exceptions may be made at the discretion of the Executive Director.

#### 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 HPL and its Board of Trustees plus the Village of Hinsdale and its officials for any and all liability arising from use of the HPL's premises.

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### Digital Media Lab

#### Policy

HPL maintains a Digital Media Lab on the library's main floor. HPL cardholders may use this room free of charge.

#### Use Guidelines

1. The Digital Media Lab is open to HPL cardholders of middle school age and above.
  - a. Children in grade school or below may use the room with a parent or guardian present at all times
  - b. Users under 14 must have an [Internet Permission Form](#) on file at HPL, if not accompanied by an adult.
2. The Digital Media Lab is open during regular library hours.
3. Users may reserve the Digital Media Lab in increments of up to three hours. 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 HPL'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 and drink are 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 HPL and its Board of Trustees plus the Village of Hinsdale and its officials for any and all liability arising from use of the HPL'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.

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### **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 HPL'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, 03/22/22.