

Unger Memorial Library

Policies & Procedures

Meeting Room

(May 14, 1990; December 11, 2001; rev. October 11, 2016)

Article 6 of the American Library Association's *Library Bill of Rights* states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

In attempting to follow these guidelines and to uphold a standard of fairness, the Unger Memorial Library has created this policy stipulating the use of its meeting room. The meeting room is available to eligible groups at no charge.

- **Nature of meetings**

Meetings must be conducted by or for the residents of Hale County and be open to the public at no charge (exception: some official City meetings may restrict attendance). Organizations meeting in the library must not have restrictions on membership but may be permitted to collect nominal dues. The meeting room may not be reserved by commercial groups; occasionally, however, an approved not-for-profit educational organization may be permitted to charge a small fee to cover the cost of presenting a workshop. Religious and political groups may use the public library's meeting room, but no money may be collected. All groups must provide the librarian with attendance information (check with library staff for further details). There will be a limit of 75 persons in the meeting room at any one time.

- **Conduct**

All groups must conduct themselves in a quiet, orderly fashion. All groups are expected to take care of library furniture, maintain the facilities properly, and clean up after themselves. Library staff will provide assistance (e.g., in showing proper use of audiovisual equipment) when necessary but will ordinarily not provide personnel assistance with non-library-sponsored activities. Also, groups are responsible for all audiovisual equipment used.

- **Equipment**

The following audiovisual equipment and furniture are available to groups using the library's meeting room:

- Public address system (a portable microphone is also available)
- 6' and 8' folding tables; folding chairs
- Video projector (the north wall is painted a bright white to serve as a "screen")
- Overhead projector
- Opaque projector
- Television and VCR
- White board and markers
- Wireless laptop

- **Scheduling**

Meetings must be held during regular library hours unless special approval has been given by the librarian in advance. Generally, a two-week minimum notice must be given to reserve the meeting room. Groups that meet on a regular basis may reserve the meeting room for the calendar year in the preceding December but, in order to provide maximum access to the meeting room, groups which meet on a regular basis (more frequently than once a month) may be subject to bumping by groups which meet on a monthly, occasional, or one-time basis. The library itself, including the adjunct organizations (the Friends of the Library, the Hi-Plains Genealogical Society, and the Hale County Literacy Program) will have top priority for scheduling use of the meeting room. The librarian will make final decisions, using these guidelines, in the resolution of conflicts regarding the use of the meeting room.

- **Messages**

When the library staff receives phone calls or other messages for meeting attendees we will page that person through our public address system or, if the caller desires, take a message. We will normally not interrupt meetings to retrieve people except in an emergency.

- **Statistics**

All groups must provide library staff with attendance information. Attendance forms are available at the Information Desk. A copy of this form will be found in the appendix.

- **Use of the meeting room as a shelter**

While the Unger Library, along with other previously designated City shelters, no longer serves as an official emergency shelter, the basement will still be used to house patrons seeking refuge from weather that merits "warning" status or for other emergencies. This will apply during normal library hours as well as during those times the librarian opens the building for shelter use after hours.