

WOODRIDGE PUBLIC LIBRARY

PUBLIC SPACES USE POLICY

The mission of the Woodridge Public Library is to provide our community with opportunities to learn, enjoy and explore. To support this mission, the Library provides several types of public spaces at the Library. Included in this policy are guidelines for use of the Library's larger meeting rooms, the individual study rooms, the Computer Training Lab, the Woodridge Library Gallery, the display windows in the Lobby, and the public information brochure rack.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: Libraries which make exhibit spaces and meeting rooms available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Public space use will not be denied to any person or organization because of race, creed or color.

Use of public spaces does not constitute Library endorsement of the viewpoints expressed by the participants using the spaces.

None of the public spaces is intended for private social gatherings such as showers, birthday celebrations, parties, or for private, for-profit business gatherings.

The Library reserves the right to refuse the use of a public space to any group or individual for any activity deemed unsuitable for the Library's facilities or which may interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property. A person or group denied permission to use a public space may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing to the Library Director one week prior to the Board meeting.

Meeting Rooms

Priority for use of all meeting rooms is given to Library-sponsored programs or meetings. Scheduling of the rooms for non-Library programs is done by the Business Office. Other groups who may use rooms for cultural, civic or educational purposes are:

- Library-related groups or those with whom the Library partners for specific programs
- Woodridge government, park district or school groups
- Woodridge or local not-for-profit and service organizations
- Woodridge or local non-business related clubs or organizations

Reservations

- Must be made by a person who is at least 18 years old, has a Woodridge Public Library card in good standing, is an active member of the organization, will remain in attendance throughout the scheduled meeting, and will be responsible for the room.
- Must be made a minimum of two weeks in advance of the date needed.
- May not be made more than 3 months in advance. Requests for room use must be made through the Library's online room registration software. (Telephone assistance using this software is provided by the Business Manager or Administrative Assistant if necessary.) An email confirmation will be sent once the reservation is confirmed.

- Library partners must advise of set-up needed two weeks before the program; this includes AV equipment use and set-up requests.
- May not be made for more than one time in a 30-day period unless the organization is one of the Library partners.

Access, Charging, Contact Information

- All meetings must be open to the public, and groups may not charge admission nor solicit or require donations of money or goods for the meetings. No products or services may be promoted, solicited or sold except at Library sponsored events.
- Users of meeting rooms are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format when this is requested ahead of time; the organization is responsible for providing and paying for such accommodations. ADA compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as:
Individuals with disabilities who plan to attend (insert title) meetings and who require certain accommodations to participate are requested to call (insert name and number) one week in advance of the meeting date.
- When organizations other than the Library publicize or promote a meeting, they may include the Library's name and address, but they should actively state that the Library is not a sponsor of the program or meeting. No publicity will be done by the Library for any meeting or event except where the Library views its room use as a partnership effort.
- Only those organizations with whom the Library has a partnership may use the AV equipment in the rooms.

Cancellations, Food, Clean-Up and Miscellaneous

- In the case of a serious disturbance in the rooms, the group will be asked to vacate the room immediately, and the police may be called.
- Meetings and programs are expected to end **15 minutes** before the Library closes, and all participants should be out of the building before the doors are locked.
- The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
- The Library may cancel a group's current or future reservations if the Meeting Room policy is violated.
- Cancellations to a reservation should be made as soon as possible but no less than 24 hours in advance.
- No set-up of chairs or tables for organizations is done unless it is for a Library partner.
- Only light refreshments may be served in the rooms, and this must be approved in advance as part of the room reservation process; refreshments may not be taken from the meeting rooms into the Library itself.
- Organizations must clean-up after a meeting, and no equipment or supplies may be left or stored on the premises.

Small Group/Individual Study Rooms

The Woodridge Public Library provides study and conference rooms for use by individuals or small groups. Use of these rooms does not constitute Library endorsement of the views of the persons holding meetings in these spaces. Those who do not comply with the Study Room Rules may lose their access to the rooms.

Use of these rooms is not meant for public meetings that would require ADA compliance. It is expected that use of study rooms will not be publically advertised. Those meeting in a study room are expected to directly communicate with each other as to the room number, day and time of meeting. The Library is not responsible for posting meetings taking place in a study room.

Rules for Study Room

- Rooms may be booked up to 7 days in advance.
- Rooms will be held for 15 minutes after the reservation time. After that, they will be given to others who are waiting.
- Room use is granted for up to 3 hours based on availability. Sessions may be extended if no one is waiting.
- An ID will be taken at the time the room is assigned.
- Only non-alcoholic beverages are allowed in the room. Food is allowed only in the lobby.
- These rooms are not soundproof. Everyone is expected to show consideration for people using the adjoining areas. Loud or disruptive behavior will result in everyone being asked to leave the room and possibly the Library.
- Each person in the room is responsible for the behavior of others in the room.
- Other than leaving to retrieve library materials or to use the bathroom, patrons must remain in the room.
- Doors must be unlocked and lights must be on at all times.
- No extra chairs are allowed without library staff approval.
- Rooms must be left neat and clean.
- Only one warning will be given for violations of any of these guidelines.
- These rules are subject to change at any time.
- There is no expectation that these meetings will be open to the public.
- The rooms may be used for tutoring, but the rules of use are the same no matter what the purpose.
- The Library is not responsible for loss or damage to personal items in the study rooms, especially if the room is left vacant for any period of time.
- The Study Room in Children's is restricted to use with children 11 years old and under after 3 P.M.

Community Information Flyers and Posters Display

As a service to the community the Library provides space for posters and flyers or other advertising that promotes educational, cultural, intellectual, charitable, civic, or historical activities sponsored by local cultural, service, non-profit and governmental organizations. Materials advertising major educational and cultural events taking place in the general Chicago area may be displayed when space is available.

This service is not intended to advertise classes, events, items or services for sale by commercial entities, profit organizations, or individuals. Materials containing information that advocate or promote a partisan position on any issue will not be accepted for display.

The Library will determine where and what materials may be posted. Any materials implying Library sponsorship or support of another organization will not be accepted for display. Materials for posting must conform to Federal, State and Local laws including election laws. Flyers,

brochures, pamphlets and publicity do not necessarily reflect the views of the Woodridge Library or Woodridge Library Board members and must conform to the following guidelines:

- Posted materials must be approved, initialed and posted by Library staff only. Staff will remove and dispose of items which have not been approved.
- Flyers may be dropped off at the Library, sent in email, or sent by mail.
- Maximum size of fliers cannot be more than 11" x 17", and smaller is preferable.
- Items related to giving away pets, garage sales, want ads, tear-off ads, or services for sale are not acceptable unless it is related to the Friends of the Woodridge Public Library.
- The Library reserves the right to request a copy of an organization's 501(c) status letter for proof of non-profit status.

Art Exhibits

Woodridge Library Gallery

- This Lobby space is available for quality, monthly exhibits of framed, two dimensional art works and canvases by area artists either individually or collectively as a group.
- With the exception of the District 99 North and South High Schools student show, artists must be at least 18 years old.
- The Library is responsible for the selection of artists.
- Except for the annual Woodridge Art Show, artists are responsible for hanging their own shows and for identifying in a professional manner the names and prices, including "Not for Sale," of individual pieces of art.
- Artwork is expected to remain on the gallery walls for the duration of the show unless other arrangements are made with the Administrator.
- Bins are available for artwork that is not framed or that is in smaller sizes, etc. Bin art pieces must be appropriately wrapped in plastic and labeled with price. They may be sold anytime during the display period.
- The Library does not accept responsibility for loss or damage to the art work on display.
- The Library will assist in connecting artists and potential buyers, but this is not the primary responsibility of the Library and its staff.
- Checks must be made out directly to the artists.
- A window display case near the gallery may be used by itself or in conjunction with other art displays.
- The Library handles PR for art shows, but artists are required to provide a digital image and background information on themselves or their philosophy of work.
- The Library reserves the right to refuse to display any piece of artwork or the work of any artist.
- The Library reserves the right to refuse the use of the exhibit areas to anyone whose exhibit is disruptive of library functions.
- The Library reserves the right to withdraw the privilege of the use of exhibit areas if policies regarding its use are not followed.
- Exhibits do not necessarily reflect the views of the Library or that of Board members.

District 68 Student Artwork

The Library partners with District #68 teachers to display work of student artists. These displays are located in the appropriate departments for the level of student.

Rotating Art Space

The Library makes available space on its walls for local artists to exhibit their works for specified time periods. As of the writing of this policy, guidelines for this type of work are not yet available.

Computer Training Lab

The Library has a 12-station training lab for teaching public computer classes and to provide for staff training. As with the other spaces in the building, Library use of the space takes precedence.

Use by other organizations or outside groups will be governed by the following guidelines.

- Village government or school organizations may use the room at no charge for staff training or in partnership with the Library; other non-profit Library partners may be granted use of the Training Lab at the Library's discretion.
- No software may be downloaded to Library computers or devices, and no changes to settings or the network may be made.
- Reservations for the room must be made a minimum of two weeks in advance through the Head of the Adult Department or a staff member designated by him.
- Other non-profit organizations or for-profit businesses may use the room for a fee.
- In any use of the room by an organization other than the Library, a representative from the organization must meet with the Head of the Adult Department or a staff member designated by him to be instructed on use of the equipment. This instruction must take place prior to the scheduled reservation.
- No food is allowed in the Lab.

Lobby and Adjoining Room Use

- The Lobby of the Library and the adjoining open room (*once renovation is completed*) are used on occasion for information and program purposes.
- Only non-profit or governmental organizations may have permission to distribute information or collect items in these spaces. Permission for these activities must be granted by the Library Administrator, the PR/Program Coordinator or the Business Manager. The Business office needs to know about any such activities for set-up purposes in case tables and chairs are required.
- For those organizations (profit or non-profit) with whom the Library partners to provide programs or services, promotion of the Library-related activities may be created for the digital screen.
- Requests to use the Lobby or adjoining space must be made two weeks in advance.
- As stated in the *Woodridge Public Library Behavior Policy*, no soliciting of funds or signatures for petitions may be done in the Library.

REVIEW OF POLICY

The Board of Trustees reviews the Public Spaces Use Policy every three years.

Originally approved by Board of Trustees as part of *Woodridge Public Library Manual* 11/17/1993; *Meeting Room Policy* revised by Board of Trustees 9/17/1997; revised 5/20/15.