

Wetaskiwin Public Library

Policy Manual

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Purpose

The purpose of this policy is to provide staff with the necessary guidelines to assist them in the approval of usage in the Wetaskiwin Public Library Building.

1. Hours of Service

The City of Wetaskiwin Library Board shall set the hours of service that are convenient for members of the community while being financially feasible.

1.1 The hours of service are as follows:

- 1.1.1 Monday – Thursday: 10:00 am – 8:00 pm;
- 1.1.2 Friday and Saturday: 10:00 am – 5:00 pm

1.2 Library Closures

- 1.2.1 The Wetaskiwin Public Library will be closed to the public on designated holidays including: New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day and any other City of Wetaskiwin facility closure dates.
- 1.2.2 Closure of the library in emergency situations may occur at the discretion of the Manager of Library Services who will, whenever possible, inform the board Chair and at least one other board member of an emergency closure.
- 1.2.3 Other closure dates not covered previously must be approved in advance through board motion.
- 1.2.4 The public must be notified of library closure dates in advance, except in emergency situations.

2. Management and Public Use of Parts of the Building and Resources

- 2.1 The part of the library building governed by this policy is the meeting room.
- 2.2 The meeting room can hold a maximum of 20 people and contains 12 of chairs and a meeting table.
- 2.3 Use of this room is open to all interested individuals, groups, or organizations during regular library operating hours who will abide by the conditions for use.
- 2.4 Fees and conditions for use of this rooms are as follows:
 - 2.4.1 \$25/hour for a max of \$150/day;
 - 2.4.2 In-room equipment rental is an additional \$25 per single day booking.
- 2.5 Users must book this room through the Manager of Library Services or designate.
- 2.6 Renters are responsible for the setting up of the room for their event and returning the room to its original condition once their activity is complete.
- 2.7 Renters are responsible for the conduct of participants at all times during their rental period and will be held totally responsible for any cost of repair or replacement to the room, furnishings, or equipment following a user rental.

- 2.8 Renters will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation. Renters will obey all library policies.
- 2.9 A written record of the room booking must be kept by the Manager of Library Services.
- 2.10 Cancellations must be made 24 hours in advance of the booked time.
- 2.11 Renters who do not show for the scheduled booking will be invoiced for the full amount.
- 2.12 The meeting room may be booked for an exam being proctored by the Manager of Library Service or approved designate for \$40.
- 2.13 Resources such as printing, faxing, scanning, laminating and other services may be offered to the public for a fee as outlined in “Fees,” (Schedule G).

3. Distribution of Free Materials

- 3.1 Items announcing and promoting library programs will take precedence over other community information.
- 3.2 The library will provide, at its discretion, limited space for the distribution for community informational materials, free handouts or the posting of flyers, notices, and posters which present current and relevant news about non-profit educational, cultural, public interest, and recreational services. Such materials are restricted to the bulletin board and pamphlet rack in the library lobby.
- 3.3 Materials promoting business or commercial ventures, political campaigns or viewpoints, or doctrinal beliefs will not be accepted for distribution. Petitions, personal sales or advertisements, or job postings will not be accepted for distribution.
- 3.4 Acceptance, size, and placement of materials as well as length of display time is at the discretion of the Manager of Library Services and does not reflect endorsement by the library or the library board.
- 3.5 All materials must be approved by the Manager of Library Services or designate.

4. Exhibits

- 4.1 The Manager of Library Services or designate has sole discretion for approval of exhibits within the library.

- 4.2 The library will accept exhibits that will:
 - 4.2.1 Promote public awareness of the collections and services of the Wetaskiwin Public Library
 - 4.2.2 Celebrate national, provincial, or local events
 - 4.2.3 Facilitate informational or cultural exchange among members of the community
 - 4.2.4 Encourage reading
 - 4.2.5 Educate the public
 - 4.2.6 Promote inclusivity
 - 4.2.7 Reaffirm the viability and importance of libraries
 - 4.2.8 Attract a wider audience to the Wetaskiwin Public Library.

- 4.3 Materials promoting business or commercial ventures, political campaigns, specific viewpoints, or doctrinal beliefs will not be accepted for exhibit. In all instances the Manager of Library Services reserves the right to refuse any item considered too commercial, political, doctrinal, or otherwise in bad taste.

- 4.4 Outside organizations exhibiting in the library are solely responsible for the set-up, take-down, and maintenance of their exhibit and the library will not be responsible for loss or damage to an exhibit. Any items remaining one day past the agreed timeframe in the Exhibit Agreement will be discarded at the discretion of the Manager of Library Services.

- 4.5 All exhibitors must sign an “Exhibit Agreement Form” (Schedule H).

5. Solicitation

- 5.1 Solicitation of the public or staff is not permitted on public library property with the exception for those fundraising programs or projects authorized by the Wetaskiwin Public Library

6. Computer and Internet Usage

The library is committed to providing library services and materials to meet the educational, recreational, and cultural requirements of the residents of the City of Wetaskiwin and the surrounding area. In response to advances in technology, and the changing needs of the community, the Wetaskiwin Public Library has made computers and other technology available to the public.

- 6.1 The Wetaskiwin Public Library assumes no responsibility for the safety of equipment, or for laptop and other wireless device configuration, security, or data resulting from wireless connection.

- 6.2 Patrons using their own devices are limited to accessing the Internet through the wireless service and are not allowed to hardwire into the network or any library computer.
- 6.3 Patrons are responsible for their own devices and the library is not responsible for troubleshooting operational or connectivity issues on personal devices.
- 6.4 The library assumes no liability for third party actions for information captured through wireless connectivity.
- 6.5 Library patrons use the Internet at their own discretion. By using either the computers or wireless Internet, users agree to abide by this policy. Disregard of the Acceptable Use terms may result in suspension of usage privileges at the discretion of the Manager of Library Services or designate.
- 6.6 Acceptable Use:
- 6.6.1 If equipment has been partially or fully purchased through grants received from various agencies, conditions laid out by these agencies must be met.
- 6.6.2 Patrons are liable for any damage done to computer hardware or software and for any illegal or unacceptable acts performed through the library's systems.
- 6.6.3 The library does not monitor and has no control over the information accessed through the Internet and is not responsible for its content. Users are responsible for the Internet sites they reach and the information they access.
- 6.6.4 It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. Parents are expected to monitor and supervise their children's use of the Internet and computer equipment; the library staff is not in a position to provide this monitoring and supervision or to serve in loco parentis.
- 6.6.5 Patrons are required to adhere to federal and provincial laws relating to computer usage. Provisions to the Criminal Code include restrictions on communications in the areas of:
- 6.6.5.1 Obscene Material: The Criminal Code defines obscenity as "any publication, a dominant characteristic of which is the exploitation of sex, or of sex and any one or more of the following subjects, namely crime, undue horror, cruelty and violence." The Criminal Code does not generally restrict nudity or graphic sexual imagery. Some library patrons may find such material offensive, particularly if it is viewed by children, but it is not contrary to the criminal law. The law includes the offense of publishing or distributing obscene material.
- 6.6.5.2 Child Pornography: Child pornography is "any written or visual representation depicting a minor engaged in explicit sexual activity or having as its dominant characteristics the depiction of a minor's sexual organs, or counselling sexual activity with a minor."
- 6.6.5.3 Hatred: The Criminal Code prohibits the communication of statements in a public place that incite hatred against an identifiable group where such incitement is likely to lead to a breach of the peace.
- 6.6.5.4 Sedition: The Criminal Code prohibits the teaching or the advocacy of the use of force to accomplish government change.

- 6.6.6 Copyright laws and software licensing are in effect on all library computers. Illegal activity will be reported to appropriate authorities.
- 6.6.7 If computer usage results in the disruption of library services or if patron behaviour when using the computers becomes inappropriate for a library setting, the library reserves the right to end the patron's session.
- 6.6.8 Users may use ONLY the software installed on the computer and must not attempt to install additional software.
- 6.6.9 If a patron is concerned about inappropriate usage, s/he should immediately contact a staff member.

6.7 Access

- 6.7.1 The library's computers may be accessed during any time the library is open to the public, except during computer maintenance, training, or special programs. Library staff will specify when the computers will be turned off prior to closing. Computer and Internet resources used for solicitation of the public or staff is not permitted on public library property with the exception for those fundraising programs or projects authorized by the Wetaskiwin Public Library.

7. Telephone Use

- 7.1 The telephones in the library are for business purposes only and are not to be used by the public and/or patrons for personal calls except in case of emergency.
- 7.2 Library staff will not accept telephone messages for members of the public and/or patrons.
- 7.3 Library staff will not release information to telephone queries about the presence of individuals or groups in the library.

8. Maintenance

- 8.1 Maintenance of the library facility is the responsibility of the City of Wetaskiwin as per the City/Library agreement.

Board Chair

Date