



# Facilities Policy

## POLICY SECTION 5

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### LIBRARY AND EQUIPMENT USE

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The primary use of the Plainfield Public Library District’s building, grounds, and equipment is to support Library services.

### MEETING ROOMS

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The primary purpose of the Library’s meeting rooms is to support library functions, meetings and programs. When available, the Library allows public use of the Library’s meeting rooms. The policies governing the use of the meeting rooms are in accordance with Article 6 of the *Library Bill of Rights*.

#### USE OF LIBRARY MEETING ROOMS

The Library has two meeting rooms. The Large Meeting Room has a capacity of 60 people and the Small Meeting Room accommodates up to 20 people.

Priority in scheduling the use of the meeting rooms shall be given in the following order:

- A. Library-sponsored programs and meetings
- B. Meetings of official agencies, committees and boards of governmental entities located within the boundaries of the Plainfield Public Library District

- C. Educational, cultural, civic and public information events of organizations and individuals located in the Library's district.

The following table illustrates examples of allowed and prohibited uses of the Library meeting rooms. It is not an exhaustive list.

Allowed Use Examples	Prohibited Use Examples
Non-profit group informational meetings	Social gatherings, such as a baby shower
Civic organizations	Installation ceremonies
Local clubs	Business use, such as trainings or interviews
Homeowner association meetings	Tutoring services
Local school-sponsored club meetings	Rallies or demonstrations

### MEETING ROOM RESERVATIONS

A meeting room reservation must be made using the Library's online reservation system found on the Library's website: <https://plainfieldpubliclibrary.org/services/meeting-rooms/>.

A valid, adult Plainfield library card in good standing is needed to reserve the room. The library card holder must be present to check in to the room and stay for the entire meeting. Reservations are restricted to non-profit groups and individuals only.

Reservations cannot be made more than six months or less than 48 hours in advance of the requested date. Individuals and groups will be restricted to two reservations per month.

The rooms are available during Library hours and must be vacated 15 minutes prior to the Library's closing. The use of Library equipment must be requested at the time of the reservation.

A non-refundable \$25 fee per use of the room is required at the time of the reservation. Contact the Library to cancel a reservation. Reservations cannot be transferred to other individuals or groups. The Library reserves the right to cancel any reservation at any time. If the Library must cancel a reservation, the fee will be returned.

### GENERAL INFORMATION

- A. Use of the rooms must not disrupt the use of the Library by other members of the public.
- B. All meeting rooms and grounds are restricted to not-for-profit groups only.
- C. Meetings must be open to the public and not restricted to a group's own membership except as required by applicable law.
- D. No admission charge, collections or other money-raising activities may be attached to any meeting conducted in the Library's meeting rooms or on Library grounds, unless all proceeds go to the Library.
- E. No food or drinks, with the exception of water, are allowed in the meeting rooms.
- F. No illegal, incendiary, or hazardous items may be used in the Library.
- G. The room have tables and chairs available. Individuals and groups may move the tables and chairs to suit their meeting.
- H. The Library is not responsible for possessions left in the room or on the grounds.
- I. Use of the Library's telephone in meeting rooms is restricted for emergency use only.
- J. Library staff is not available for porter service or custodial help

- K. The Library does not supply space for groups needing a place to store their supplies or equipment.
- L. Minors must be under direct adult supervision at all times.
- M. Groups using the meeting rooms and grounds are responsible for leaving the room(s) and/or grounds as they found them and reimbursing the Library for any damage that may occur to Library-owned furniture, equipment or to the Library facility and grounds.
- N. Except in an emergency, the emergency exit door in the large meeting room must remain closed at all times.
- O. Individuals and organizations reserving a meeting room are responsible for their own promotion of the meeting. Promotional materials must state the Library is not associated with or a sponsor of the meeting. The Library is not to be included as a source of additional information.

## NON-COMPLIANCE

Failure to comply with the Library's meeting room policy will result in loss of meeting room privileges.

The Library Director or designated person in charge is empowered to make decisions regarding the availability and use of the library meeting rooms and grounds. Requests for exceptions to the above rules must be submitted in writing to the Business Office.

## EXTERIOR GROUNDS

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The primary purpose of the Library's meeting rooms is to support library functions, meetings and programs. When not in use by the Library, the grounds are intended for the enjoyment of the public. The Library's Code of Conduct is to be observed while using the exterior grounds. Wi-fi services are generally available.

## PETITION CIRCULATORS

Per state law, members of the public may use the Library's exterior grounds to circulate petitions for signatures. Circulators may not disturb the use of the Library by other members of the public. Circulators may not speak on behalf of the Library.

A courtesy notification to the Library is appreciated.

If weather does not allow the use of the exterior grounds, the public may use the Library's ground level entry near the elevator or at the top of the stairs. The entry doors, elevators, or stairs must not be blocked at any time.

## COMMUNITY BOARD

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The Plainfield Public Library District has several bulletin boards and literature racks located throughout the Library for posting notices of interest to District residents. Information posted does not necessarily reflect the views of the Plainfield Public Library District.

- A. Bulletin board space is available to organizations engaged in educational, cultural, intellectual or charitable activities that may serve to benefit District residents.

- B. Organizations wishing to post materials on the Library's public bulletin board must submit their materials to the business office. If approved, items will be posted by administration on a first-come basis.
- C. Under no circumstances may the bulletin board be used to advertise items or services for sale.
- D. All notices shall be posted for as long as possible prior to date of an event, depending on availability of space.
- E. Materials that do not meet Library guidelines will not be displayed and will be removed upon discovery.
- F. Flyers and handouts will be removed from literature racks on a periodic basis.

## OUTDOOR DIGITAL SIGN POLICY

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The purpose of the Plainfield Public Library electronic sign, located on Route 59, is to share information regarding library events which promote and enrich our citizens and local community.

Messages/announcements may be allowed from the following entities:

- A. The Plainfield Public Library District
- B. Friends of the Plainfield Public Library
- C. Community events where the Library is a partner or participant
- D. Other local government entities

The Library will not host messages, announce events or sell advertising space to businesses or other organizations.

## EXHIBITS

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Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the Library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor.

Requests for use of exhibit space will be accepted primarily from units of local government and from non-partisan, not-for-profit secular organizations. Professional or commercial groups may sponsor a display or exhibit if, in the view of the Library Director, they enhance or complement library programs or promote library services, as long as said display or exhibit does not solicit transactions for goods or services. Private individuals may also request use of the Library's display case based on adherence to this policy.

No organization or individual will be permitted to display any materials which advocate the election of or defeat of a candidate for public office or which advocate an affirmative or negative opinion for or against any political, legislative or judicial issue.

The Library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the Library and will take no extraordinary measures to insure its safety. The exhibitor agrees to hold the Plainfield Public Library District harmless for the preservation, protection or possible damage or theft of any item. It is suggested that exhibitors keep an inventory of contents and provide their own insurance coverage.

Displays and exhibits are subject to limitations and availability of space as determined by the Library Director.

## RESERVATIONS

- A. Reservations are necessary in order to use the Library's exhibit space.
- B. An exhibit application form must be completed. (Appendix 5B)
- C. Applications to use the Library's exhibit space must be submitted as far in advance as possible and will be approved on a first-come basis.
- D. Confirmation or denial of applications will be made by e-mail or phone.

## CHARITY COLLECTION CONTAINER POLICY

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The Plainfield Public Library District provides limited areas for charity collection containers sponsored by, or designed to benefit, not-for-profit community organizations to serve the needs of the Library's community.

### PRIORITY FOR USE

The primary purpose of the Library's charity collection containers is to provide a collection point for items that are deemed beneficial to the residents who live within the Library's boundaries. Priority for the containers is as follows:

- Organizations with which the Library has a partnership.
- Organizations that operate within the Library's boundaries.
- Organizations that operate outside the Library's boundaries, but serve residents within the Library's service area.

### LIMITS

The Library Director may exercise reasonable discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly.

- No commercial organization or individual shall be permitted to place, on Library property, any box or receptacle that solicits donations.
- The Library reserves the right to limit the number of simultaneous charity collection containers.
- The Library reserves the right to limit the frequency of charity collection containers.
- If the Library is currently hosting a charity collection container for a particular item or organization, it will be at the discretion of the Library Director to host additional charity collection containers for the same or similar type of items or organizations.
- Collection containers are limited to a maximum period of 30 days, unless otherwise approved by the Library Director.

### ENDORSEMENT

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint.

## FAILURE TO COMPLY

Violation of the Charity Collection Container Policy may result in a loss of hosting privileges and removal of the charity collection container.

## DAMAGES AND LIABILITY

- Once deposited in the collection containers donated items will not be returned to the donor.
- The Library accepts no responsibility for the loss of or damage to any items deposited in any charity collection container.
- It is the responsibility of the charitable community organization collecting donated items to make arrangements for their pick-up from the Library.
- Any individual, group or organization picking up donated items will be held responsible for damage to Library property associated with said pick-up.



## SECURITY CAMERAS

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Use of security cameras is intended to enhance the safety and security of Library District users and staff by discouraging violations of the Library District's Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

### GUIDELINES

- A. Video recording cameras will be used in public spaces of the Library. Audio recording will not be used.
- B. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, and service desks and areas where money is stored or handled.
- C. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- D. Signs will be posted at entrances to the Library informing the public and staff that security cameras are in use.
- E. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library District is not responsible for loss of property or personal injury.
- F. Recorded data is confidential and secured in a controlled area. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
- G. Cameras will not be used for the purpose of routine staff performance evaluations.

### USE/DISCLOSURE

- A. Access to archived footage is restricted to designated staff, i.e., the Library Director, Department Heads, and staff designated as Person-In-Charge.
- B. Designated staff may have access to real-time images viewable on desktop monitors in secure areas. The Library District expects that the frequency of viewing and the amount of video viewed will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident.
- C. Access to footage by law enforcement will be provided pursuant to a Subpoena, Court Order, or as determined by the Library District.

- D. Access to footage by the public may be provided pursuant to the Freedom of Information Act. Members of the public may request video footage when available by filling out a FOIA request form and/or emailing the Library's FOIA email account.
- E. Video images will be maintained as determined by the Library District.
- F. Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library District property, or actions which are disruptive to Library District operations.
- G. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period.
- H. A breach of this Policy by staff may result in disciplinary action up to and including dismissal.
- I. Any Library District employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director.

### DISCLAIMER

- A. A copy of this Policy may be provided to any patron or staff member upon request.
- B. This Policy is posted on the Library District's website.
- C. Questions from the public may be directed to the Library Director or the Business Office.
- D. The Library District disclaims any liability for use of video data.