

POLICY

Policy Type: Facility **Policy Number:** 06-01
Policy Title: Facility

Hours of Service:

Open

The Library will be open from 9 a.m. to 8:30 p.m. Monday through Friday; 9 a.m. to 5 p.m. on Saturday.

Closed

The Library is closed on Sundays. The Library may close for special circumstances, such as Staff Development Days, or during an emergency.

The Library will close on the following days:

- New Year's Day (January 1st)
- Family Day
- Good Friday and Easter Monday
- Victoria Day
- Canada Day (July 1st)
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day (November 11th)
- The last regular working day before Christmas
- Christmas Day (December 25th)
- Boxing Day (December 26th)
- The Library will close at 1 p.m. on New Year's Eve (December 31st).

In the event that a holiday falls on Sunday, the Library will be closed the next day.

Invigilation of Examinations:

St. Thomas Public Library provides proctoring services for written, open book and certain online examinations. We are pleased to offer these services to distance learners as part of our commitment to lifelong learning and the continuing education needs of our community.

A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while they are taking an exam. The proctor

ensures the security and integrity of the exam process. Examination proctoring is subject to the availability of authorized staff and resources and will be undertaken, provided the conditions set by the examining institution can be met without undue disruption to the Library's normal functions.

Cost of invigilation of an exam is \$50 up to 3 hours and \$25/hour for any additional time. The student is responsible for all associated costs. Any costs for copying, postage etc. must be borne by the exam writer or the exam setting institution. Fees are due at the time of registration. This fee is non-refundable for students who do not complete the exam.

Completed exams will be returned to the educational institution by the Library. A \$5.00 mailing/processing fee will be charged in cases where the examining institution does not provide return postage and/or arrangements. Exams may be sent by regular mail or faxed to institutions on the next working day. If the institution requires other mailing arrangements, they will be responsible for all associated expenses. The Library accepts no responsibility for any charges involved in proctoring.

To arrange for exam proctoring, the student must submit a request and authorized staff will follow up with them. Advance notice of at least three weeks is required. Requests are subject to the availability of authorized staff and resources, including appropriate space.

Meeting Rooms:

St. Thomas Public Library has two meeting rooms available for public use.

1. The Carnegie Room was named after Andrew Carnegie, in remembrance of the former library building which was built with Carnegie Foundation funds. It seats approximately 100 people, theatre style.

2. The Carolyn Kneeshaw Board Room, named in recognition of the long time dedication of the former Chief Librarian/CEO, seats a maximum of 15 people, board room style.

The library's meeting rooms may be reserved for:

- library sponsored programs
- educational, civic, cultural, and public information or public service events sponsored by non-profit community organizations and groups
- meetings and training programs of governmental bodies, unions, trade associations and non-profit organizations and
- profit making firms and organizations

Rooms may not be reserved for:

- private social gatherings
- religious services or proselytizing functions
- political fundraising groups

- business activities such as sales promotions

Scheduling of the meeting rooms for any organization does not constitute in any way an endorsement of the organization by the Library.

Room Regulations:

- All meeting room activities must be confined to the meeting room rented, and not to any other part of the Library building.
- Rooms may be booked for community use, e.g. meetings, education (including training), cultural events and community interest activities. At this time, rooms are not available for private functions (e.g. weddings, birthday parties, etc.).
- St. Thomas Public Library Board will not be responsible for personal injury or damage, nor the theft or loss of clothing or equipment of the applicant or anyone attending on the invitation of the applicant.
- The renter (authorized officer) will be responsible for clearing the meeting room during a drill or fire alarm according to the approved library fire plan.
- Exits are to be kept free from obstruction.
- Organizations are responsible for ensuring that the appropriate, allowable seating capacity of the rooms is not exceeded.
- Alcoholic beverages and smoking are prohibited.
- No storage of materials or supplies is allowed.
- Meetings must end on time, so the room may be prepared for other meetings and/or the closing of the Library. It is the responsibility of the applicant to inform the staff when the room is vacated, so that it may be secured.
- Additional fees may be levied if terms and conditions are not met.
- All advertising must specify the sponsor of the program.
- Groups using the meeting room are responsible for any requirements for hearing or visually impaired attendees and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included on all publicity or notices.
- Additional conditions and terms are printed on the Room Rental Agreement.
- The applicant is responsible for the conduct and supervision of all persons admitted to the meeting room and will see that all regulations contained in this permit are strictly observed.
- The applicant is responsible for costs of any repairs or damage arising from the use of Library property.
- The Board will provide light and heat. The applicant will pay such fees for extra work by maintenance or as the Board may determine.
- Games of chance, lottery or gambling are not permitted.
- Language and behaviour of all participants will be in keeping with the general purposes and community presence of the library.
- If food or beverage is to be brought into the meeting rooms care must be taken that floors, furnishings, rugs, etc. are not harmed in any way. Food, beverages and accompanying supplies must be removed from the room once the rental is finished. The areas used must be left in a clean and tidy condition.

- The meeting rooms may not be used for any activity which contravenes local, provincial or federal statutes.
- The St. Thomas Public Library Board reserves the right to accept or refuse a reservation, or to cancel any books at its discretion. Priority for the use of a meeting room is given to programs sponsored or co-sponsored by the Library.

Accessibility

The entrances to St. Thomas Public Library are wheelchair accessible and have automated doors. There are accessible public washrooms on all floors and all rooms are accessible.

Room Set Up

Users are responsible for leaving the room clean and configured according to the Room Rental Agreement. The renter will be invoiced for any charges assessed due to clean up, damages resulting from the rental and/or reconfiguration of the room.

Reservations and Cancellations

Applications for the use of the room are available in the Library, or may be printed off the Library's website.

Booking of the meeting room is done during regular business hours by Circulation Department staff.

The Board requires that one person act as an authorized officer for any group wishing to rent the meeting room.

The Renter (authorized officer) must be 21 years of age or older and must remain on the premises during the course of the meeting.

Reservations will be taken in the order of receipt of completed application.

Reservations will be accepted for a twelve (12) month period.

Cancellation of meetings should be made with as much advance notice as possible. Failure to notify the Library of cancellation may result in an organization being excluded from further scheduling at the Library. Paying groups will receive a refund if the library receives 48 hours notice of cancellation.

The Library reserves the right to reschedule or cancel meetings when necessary.

Rates and Conditions

Regular Hours:

Monday - Friday: 8:30am – 9:30pm; Saturday: 8:30am – 4:30pm

After Hours:

Special arrangements must be made at the time of booking for after hours use. An

additional fee may apply.

Some time both before and after the room is required should be factored into the booking to allow for the setting up and taking down of the room.

Bookings must be paid for before the room will be opened. Room Rental Rates shall be as set from time to time by the Library Board. *Room Rental Rates are attached.*

Petitions and Solicitation of Funds:

Solicitation on all Library property for goods, funds or signatures for petitions by any citizen or organization is not permitted.

Political Activities:

Members of the staff participate in political activities as private citizens. They may not solicit on Library time for votes for any candidate. The Library may serve as a distribution point for informational literature on local referendums as released by official bodies, such as school or park boards, but care must be exercised to provide literature on opposing points of view if such is available. Campaign literature for a single candidate is not to be distributed through the Library unless material for all candidates has been turned in to the Library. The Library may gather sample campaign materials including biographical data for use in reference work, but such samples are not to be used to advertise a candidate.

Posters and Notices:

Posters and notices are limited to those :

- announcing upcoming exhibitions, bazaars, displays, dances, plays, sports events, concerts, meetings, etc. of a non-profit nature
- requesting volunteer help
- advertising non-profit public services
- fundraising events

All displays, notices and posters are put up by library staff only, and may be removed at the discretion of library staff. Posting of notices for any organization does not constitute in any way an endorsement of the organization by the Library.

Special Exhibits:

Displays by External Groups or Persons

St. Thomas Public Library provides art walls in both the Adult and Teen sections of the Library to further the Library's mission to meet the community's educational, informational, and recreational needs.

Access to Exhibit Space

Providing the applicant resides within the St. Thomas Public Library service area, use of the exhibit art wall space will be open to

- established artists or arts groups
- new artists
- students
- guilds, eg., quilting.

Special exhibits involving artists of note who reside outside St. Thomas Public Library service area will be considered on an individual basis.

Assessment of Applicants' Work

Assessment will be based on:

- their appropriateness for the space
- their relevance to the community
- their relevance to the goals of the library
- their appropriateness for a general audience.

Exhibits will be chosen in order to present a variety of media, techniques, subjects and styles in one year. Assessment will be conducted by Library staff. Any artist whose work is refused may appeal to the Board in writing.

Conditions

Each artist will be expected to submit photos of, or a web link to, their work, a statement of intent for the exhibit, and a short biography suitably presented to be posted with the exhibit.

St. Thomas Public Library is not responsible for loss, damage or theft of display items. The exhibitor assumes any required insurance coverage.

The artist, in communication with library staff, is responsible for set up and dismantling. Any display or exhibit not dismantled in the time frame outlined in the agreement will be removed without any assumption of risk by the library staff, and if not claimed within one week of removal, may be disposed of.

Exhibit Fees & Sales

There will be no fees charged to exhibitors for the use of the display space. The library staff will not act as an agent with respect to the sale of work by the artist. Works may not be priced, but the artist may provide a price list with contact information that will be kept at the Information Desk.

Promotion

The Library will assist with the promotion of the exhibits. The Board must approve any public use of the library's name, logo, special collections, services, programs, and departments. The individual booking the space, or a representative of the organization booking the space, must sign an agreement stating they have read and agree to these terms and conditions.

Related Documents:

- Art in the library - information
- Art in the Library - Letter of Agreement
- Teen Art in the Library

Approved Date: March 22, 2017
Supersedes Date: December 17, 2014
Review Date: March, 2021
Reference: Board Meeting March 22, 2017

SCHEDULE OF FEES

Regular Hours:

Monday - Friday: 8:30 am – 9:30p.m.; Saturday: 8:30 am – 4:30p.m.

After Hours:

Monday - Friday: After 9:30 p.m.; Saturday: After 4:30p.m.

The rental fee is: \$75 per hour.

Special arrangements must be made at the time of booking for after hours use.

Approved Rates:

- (1) Educational, civic, cultural, and public information or public service events sponsored by non-profit community organizations and groups.
RATE: No Charge
- (2) Elgin and Talbot study rooms to be used solely for study or educational purposes, for 3 hour intervals. Exceptions may be made at the discretion of Library staff.
RATE: No Charge
- (3) The Ingram Room will not be available for rent to outside groups is used solely for study or educational purposes, with no time limits.
RATE: No Charge
- (4) Meetings and training programs of governmental bodies, unions, trade associations and non-profit organizations.
RATE: Carnegie Room: \$25 per hour
Board Room: \$20 per hour
Computer Lab: \$25 per hour
- (5) Profit making firms and organizations.
RATE: Carnegie Room: \$50 per hour
Board Room: \$25 per hour
Computer Lab: \$50 per hour
- (6) TV/DVD, Digital Projector
RATE: \$10 per hour
- (7) Laptop (for use in Carnegie, Board, Talbot and Elgin rooms only)
RATE: \$10 per hour

Fees may be waived at the discretion of the Chief Librarian.