

BUILDING AND GROUNDS POLICIES

SECURITY CAMERAS

- I. The building is under 24/7 surveillance.

ANIMALS

- I. Pets and other animals are not permitted inside the Library with the exception of persons with disabilities.

WEATHER CLOSINGS

- I. If the Library closes due to inclement weather, or other factors, notification will be posted on NBC, the Library website, social media, and building doors (when possible).

SOLICITATION

- I. Solicitation or promotion of any non-library entity or organization on library premises is prohibited without prior approval from the Director.

BULLETIN BOARD AND EXHIBITS

- I. Artwork displayed at the Library is handled by the Oxford Cultural Arts Commission (OCAC). All inquiries and submissions should be directed to the OCAC chairperson at CulturalArts@Oxford-Ct.gov.
- II. Library displays are created at the discretion of the staff with input from patrons and professional publications. Final decisions regarding displays and promotions are subject to the approval of the Library Director.
- III. Oxford Public Library staff is responsible for the community bulletin board. Only authorized library personnel may post notices on them. Materials posted without prior approval by library staff will be removed.
 - A. Those wishing to have an announcement posted should submit the document to library staff. Notices should generally be no larger than 8-1/2 x 11, but larger ones will be considered, space permitting.
 - B. Priority posting is as follows:
 - i. The Library, including its co-sponsored events
 - ii. The Friends of the Oxford Library
 - iii. The Town of Oxford
 - iv. Oxford non-profit community organizations
 - v. Other non-profit organizations serving the greater Oxford community.
 - C. Items that MAY be posted are as follows:

- i. Public service announcements from government or non-profit agencies
 - ii. Lost and found notices
 - iii. Missing pet announcements
 - iv. Advertisements for non-profit fundraising events.
- D. The following items MAY NOT be posted or displayed on the community bulletin board:
 - i. Advertisements for personal services or products sold for profit.
 - ii. Religious tracts
 - iii. Petitions (except for library purposes)
 - iv. Political literature
 - v. Announcements seeking roommates
 - vi. Real estate listings
 - vii. Solicitations for monetary donations except to benefit the Library.
- E. The posting of items does not indicate that the Library endorses any organization, cause, or activity. The Library reserves the right to reject materials deemed inappropriate.

STUDY SPACE

- I. Oxford Public Library has work areas throughout the adult and children's department which may be used at any time, as well as two closed areas: the Meeting Room and the Study Room. No part of the Library may be used for commercial purposes.
 - A. **Meeting Room:** The meeting room may sometimes be used as a communal quiet workspace for multiple patrons. Before use, patrons must ensure that the room is not already in use for library programming or other library-approved activities. Patron must sign-in with a staff member, and respect other patrons that may be utilizing the work area.
 - B. **Study Room:** To use the Study Room, patrons must sign in with staff, thereby agreeing to the 2-hour limit in case other patrons are waiting for use of the room. Use of the study room is on a first-come-first-serve basis and may not be reserved in advance, except in special circumstances which must be preapproved by the Library Director or librarian in charge.

MEETING ROOM USE POLICY

This rule applies to the use of a Library meeting room by members of the public. It does not apply to use of a Library meeting room by the Library or by another department of the Town of Oxford. This rule is in addition to other Library use rules. This rule takes precedence over

another Library rule to the extent of a conflict. This rule may be referred to as the Meeting Room Policy.

I. Terms of Use.

- A. The use of a Library meeting room by a group or a customer signifies the group's or customer's acceptance of the terms of the Meeting Room Policy.
- B. There is no charge for meeting room use. Donations to the Library are always welcomed and appreciated.
- C. Scheduling and use of a meeting room is subject to the needs of the Library, and may not interfere with the Library's operations or the use of the Library by customers. Library needs preempt any other scheduled event in a meeting room.
- D. The use of a meeting room does not constitute Library or Town of Oxford endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity and any implication that it does will not be permitted.
- E. In all advertising for an event held by an outside organization at the Library, it must be made clear that the sponsoring group should be contacted directly for information regarding the meeting and a contact name and telephone number or email must be provided. The sponsoring group is required to include in all publicity the following statement: "This program is not sponsored or endorsed by Oxford Public Library."

II. Who May Use a Meeting Room?

- A. Library Meeting Room 1 may be reserved by a not-for-profit, non-commercial group engaged in an informational, educational, cultural, intellectual, or civic activity.
- B. Use of a meeting room must be open to the public and may not be restricted to the membership of the group. A member of the public that sees a meeting taking place may enter and participate in the meeting.
- C. A customer may not reserve the meeting room for individual use.
- D. The Meeting Room may not be reserved for certain activities, including but not limited to:
 - i. For commercial purposes. A group or customer using a meeting room may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.
 - ii. For a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.
 - iii. For a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue.

- iv. To provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on or the sharing of information about healthcare services.
- E. Permission to use Library meeting rooms will be withheld from a group that has failed to comply with the Meeting Room Policy or from a group that damages a meeting room, the carpet, equipment, or furniture, or causes a disturbance.

III. Reserving a Meeting Room

- A. A group may fill out a request form for the use of a meeting room online or in person. The Library will consider requests on a first-come, first-served basis. A group may not assign or transfer its reservation to another group.
- B. A group that is cancelling a meeting must provide notice of the cancellation to the Library's Meeting Room Coordinator as soon as possible. A group forfeits its reservation if the group fails to appear within 15 minutes after the scheduled time. The group is responsible for letting attendees know of any cancellation. The Library is not responsible for communication to attendees of an outside meeting.
- C. Meetings may not be scheduled before or after library hours. Group representatives may not enter library buildings, nor will deliveries be accepted, before or after the regular opening or closing time.

IV. Care and Use of a Meeting Room

- A. A group or customer using a meeting room may not make noise that disturbs another Library customer or the Library staff.
- B. A group or customer using a meeting room must completely vacate the room at least 15 minutes before the Library's closing time.
- C. Attendance at a meeting is limited to 55 people depending on the setup of the room. Groups requiring tables may be limited to 24 people. Seating or furniture may not be placed in a corridor outside the meeting room.
- D. Furniture and equipment use are limited by the following:
 - i. The Library staff does not set up or arrange furniture or equipment in a meeting room.
 - ii. A group or customer must leave a meeting room in the condition in which the room was found. If furniture within the meeting room is rearranged, it must be returned to its original placement. All trash must be disposed of.
 - iii. A group or customer may not affix, tape, or fix with an adhesive any item to any part of a meeting room, including a wall, door, window treatment, or woodwork.
 - iv. A group may bring its own furniture or equipment into a meeting room as long as arrangements were made and approved at the time the request

form was submitted. Equipment, furniture, supplies, or personal effects may not be stored in the meeting room before or after use.

- v. The Library does not provide audio, video or other equipment other than what already installed in the room. The Library staff cannot be expected to be available to assist with the equipment.
- vi. A group or customer must keep all doors unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits per fire regulations.

E. Food and Drink in a Meeting Room:

- i. Food and drink (alcoholic beverages are prohibited) may be consumed in a meeting room if the food or drink is individually packaged and does not have to be maintained at a certain temperature, for example: packaged snacks, individual containers of soda and whole pieces of fruit.
- ii. Kitchen facilities or equipment are not provided by the Library. Only licensed organizations may include the service of food in their programs.
- iii. Protective mats or tablecloths must be used on tables when refreshments are being served.
- iv. The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.