

**Latah County Library District
Administrative Policy
Approved January 18, 2005; Reviewed January 2006**

5.0 PUBLIC SERVICE

5.5 Public Use of Library Space

Public use (does not include meetings associated with library e.g. Friends) of library space is permitted if:

- The space is used during hours the library is open; or
- There is a room that is accessible by separate entrance even when the library is closed; and
- No additional staff time is needed; and
- It is not necessary to take staff time from other responsibilities to prepare the space or monitor use of the space.

Each library that has a separate meeting room will have established guidelines for groups that clearly outline how the space is to be used (eg – are refreshments permissible; how is the room to be left after group use; what penalties will be assessed if the room is misused). These guidelines will be kept on file in the LCLD Business Office.

Scheduling must be done at the library where the use is to take place.

The local Friends will be given the option of setting a charge for meeting room use. If the local Friends don't want to take on the meeting room responsibilities the District will retain control of the room's use.

If the local Friends elect to charge for the use of the meeting room they will also be responsible for maintaining the space.

Fundraising

As a general rule, local organizations other than Friends of the Library are prohibited from using library facilities for fund-raising activities. The guidelines that should be adhered to in determining if a fund-raising activity is appropriate are:

- The organization should have exhausted other location possibilities in the community before approaching the library.
- The organization must be an established not-for-profit organization serving the community. The organization should have no political,

religious, discriminatory or other controversial purpose which will compromise the library's neutral position as a community provider.

- The organization will not require access to the Library other than during regularly scheduled library hours.
- The organization will not require space otherwise needed for regular library services. They will not interfere with patron traffic flow or patron access to library materials, or block staff functions in any way.
- Library staff will not be expected to receive money, register participants or otherwise participate in the organization's project during their regular working hours in the library.

While fund-raising determinations are made by the supervisors at the branch libraries and by the Access Services Manager in Moscow the above stated guidelines must either be adhered to or a reason provided as to why an exception was made, since any physical damage or public relations problems that may arise become a District issue.