

# UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	06/12/2024
Next Review:	2 <sup>nd</sup> Qtr 2027
Reviewed:	05/20/2024
Original:	Prior to 2007

## USE OF FACILITIES

### I. POLICY

- A. The purpose of this policy is to define use of library facilities.
- B. All reasonable care shall be taken by staff to ensure that the library is maintained as a clean and safe environment.
- C. Damages or wanton destruction must be repaired or replaced by the library or the township and paid for by the responsible party.
- D. The library may be used as a collection site for non-profit organization charitable drives (see [Charitable Drives](#) policy)
- E. Use of the Community Room is reserved through the Upper Moreland township manager's office, and users shall comply with the township guidelines regarding use (see the [FAQ section](#) of the UMT website). Upper Moreland Free Public Library has additional requirements for use of the Community Room:
  - 1. Users approved to meet in the Community Room shall provide their own refreshments and supplies
  - 2. Users are responsible to move the tables and chairs to meet their needs
  - 3. The library shall be left in a clean and orderly condition, including the proper disposal of trash
  - 4. Library projection equipment may be used if advance arrangements are made with the library
- F. Use of the Small Group Meeting Room is scheduled through the library for groups with a minimum of two people and a maximum of eight that are physically present.
  - 1. The primary purpose of the small group meeting room is library events and meetings.
  - 2. When the room is not scheduled for library use, patrons may reserve the room for small group use as outlined in library procedures.
  - 3. During times when the room is not reserved, it may be used on a first come first served basis.
- G. Corporal Melvin Weiss Quiet Room shall be used silently.

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- H. Approval to use the library facilities outside of regular operating hours must be authorized by the Executive Director.
  - I. Silent use of electronic devices is permitted. Other use is restricted to the Community Room and the lobby area.
- II. DEFINITIONS
- A. A small group consists of a minimum of two and a maximum of eight people.
  - B. An electronic device includes but is not limited to cell phones, tablets, computers, portable media players, etc...
- III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy including limits and restrictions for usage.