

DEPARTMENT: LIBRARY

BY: JACQUELINE M. DODD MERIAM
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RECOMMENDED ACTION AND JUSTIFICATION:

MARIPOSA COUNTY LIBRARY POLICY FOR ACCESS AND USE OF FACILITIES FOR BRANCH LIBRARIES

In many communities, the library offers the only meeting space readily available free or at a low cost. Libraries are not required to make their bulletin boards, meeting rooms, and display cases available to non-Library personnel, but once these areas are opened to outside groups, rules and policies must be applied fairly and equitably.

Each branch library has its own unique circumstances. Red Cloud Branch Library has a separate community room which may be used without a Library Assistant being present at the scheduled event. Yosemite Branch Library is located in a National Park Service building and its use must be scheduled with the Yosemite National Park Superintendent's office. The El Portal Library is located in the El Portal School and must be scheduled with the Mariposa County Unified School District. However, the Bassett Memorial Library at Wawona must have a Library Assistant, an authorized County employee, or a board member of the corresponding Friends of the Library group in attendance at the scheduled event.

Authorize the Mariposa County Librarian to execute the following policy for Access and Use of Facilities for Branch Libraries
See attachment 1

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors have passed other polices for the Mariposa County Library System;
Res.No:02-145-Internet Policy
Res.No:01-303-Community Room Policy
Res.No:02-359-Exhibits, Displays Cases and Bulleting Boards

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Library would not have a policy the for Access and Use of Facilities for Branch Libraries.

Financial Impact? () Yes (√) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		6 pages Draft-Access and Use of Facilities the
Source:		Mariposa County Library Branches.
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: 04-213 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
Am Approved
() Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: *RH*

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ACCESS AND USE OF FACILITIES FOR BRANCH LIBRARIES

Introduction

In many communities, the library offers the only meeting space readily available free or at a low cost. Libraries are not required to make their bulletin boards, meeting rooms, and display cases available to non-Library personnel, but once these areas are opened to outside groups, rules and policies must be applied fairly and equitably. The Mariposa County Library System will allow the use of the library meeting room as a facility for community activities and meetings to occur. The library does not limit meeting content, even when the views expressed in the meeting may create conflicts within the community. The library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. Use of the meeting room does not imply endorsement, support, or cosponsorship by the Mariposa County Library System or Mariposa County of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the County of Mariposa or the library in any advertising or publicity.

No admission may be charged for programs held in the meeting room.

POLICY: Use of the Mariposa County Library Branches-El Portal, Bassett Memorial Library at Wawona, and the Red Cloud Library as a Community Room.

Each branch library has its own unique circumstances. Red Cloud Branch Library has a separate community room which may be used without a Library Assistant being present at the scheduled event. Yosemite Branch Library is located in a National Park Service building and its use must be scheduled with the Yosemite National Park Superintendent's office. The El Portal Library is located in the El Portal School and must be scheduled with the Mariposa County Unified School District. However, the Bassett Memorial Library at Wawona must have a Library Assistant, an authorized County employee, or a board member of the corresponding Friends of the Library group in attendance at the scheduled event.

Examples of authorized groups are:

Meetings, programs, and events conducted by the Board of Supervisors, County departments, and affiliated boards, commissions, and committees.

Meetings, programs, and events conducted by nonprofit, service, fraternal, charitable, social, sports, and other civic associations or groups based in Mariposa County.

Examples of unauthorized groups are:

Commercial or profit-making individuals or enterprises. If a commercial concern does offer free informational programs, their programs may not contain

comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease.

Except for library and library-related programs, groups may not use the meeting room more than four (4) times each calendar month; limited series of weekly or daily meetings may be scheduled at the discretion of the County Librarian.

No alcohol may be served or consumed in the Mariposa County Library or its grounds. A library staff member may be present at any time during the meeting at the discretion of the Librarian.

Groups using the meeting room are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. The group must clean-up the facility after use. If the County Librarian decides that additional cleaning needs to be done the actual cost of cleaning, if any, shall be paid by the group using the room.

The Library will provide only the basic community room space, utilities, and usage instructions. The library will not provide consumable supplies.

CANCELLATION OF USE OF THE COMMUNITY ROOM

The Librarian may cancel use of the community room as follows:

- Mistreatment of the facility or equipment by the user;

- Failure to meet requirements and/or conditions regarding the use of the facility;

- Failure to notify the County Librarian of the cancellation of any date(s) requested;

- The facility is rendered unusable by natural or other unforeseen events, such as earthquakes or fire;

- Failure to return the key the next day;

- And, if the facility is needed for public or emergency use.

ADVERTISING AND SOLICITATION

Distribution of handbills, circulars, notices, advertising devices or similar items is prohibited.

ADULT SUPERVISION

Youth group(s) must have adequate adult supervision as determined by the County Librarian or the library staff.

CONDUCT OF PERSONS

User group(s) shall be responsible for the orderly conduct of all persons using the premises by its invitation, whether expressed or implied. The Library staff reserves the right to eject, or cause to be ejected from the premises, any person or persons due to undesirable or objectionable conduct.

When a library staff member is on duty, he/she is responsible for the enforcement of the policies, rules, regulations, terms, and conditions governing use of the facilities and shall have complete authority over the facilities use and activities therein based upon this Policy. The employee has the authority to terminate the group(s) use for failure to comply.

Meeting room users should plan on arriving at least 15 minutes ahead of the scheduled meeting to review and sign the Library's policy regarding use of the room.

DAMAGE TO FACILITY OR EQUIPMENT

The group(s) or individuals(s) shall be responsible for any damage or loss to equipment or property. Any group or member of the group causing damage, loss, or extensive clean-up will be required to pay any costs incurred.

STORAGE FACILITIES

Storage facilities are not available.

USE OF KITCHEN FACILITIES

Kitchen facilities are not available.

DECORATIONS

The use of masking tape, cellophane adhesive tape, nails, staples, screws, or other connective device(s), in wall(s), woodwork, tables, or other equipment is prohibited. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures. Candles or other open flame devices are prohibited.

FIRE REGULATIONS

Exits shall not be obstructed and exit signs shall not be covered. At NO time shall group size exceed the facility occupancy load as established by the County and / or State Fire Marshal.

MISCELLANEOUS

Groups shall not disturb other activities that may occur at the library or premises.

Application for meeting room reservation must be made during regular library hours. Applicants must read the terms for use and complete the application form. Reservations will be confirmed only after the applications form is completed.

The key for the community room must be signed for and picked up at the library check out counter during working library hours, unless otherwise arranged. The key shall be returned to the check out counter immediately after the function, or if after closing time, dropped in the book drop. A charge of \$25.00 per lost key will be levied.

Nothing shall be removed from any part of the library without prior approval.

Possession and/or display of firearms or other dangerous weapons are prohibited.

Groups failing to comply with any part of this policy or established procedures will be denied further use of the meeting room.

**MARIPOSA COUNTY LIBRARY
RED CLOUD LIBRARY
COMMUNITY ROOM**

Date of Application: _____

Date Room Requested: _____

Time required: From _____ to _____

Name of Group or Organization:

Individual Responsible:

Mailing Address:

City: _____ Zip: _____

Day Phone: _____

Evening Phone: _____

**I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE
RULES OUTLINED IN THE MARIPOSA COUNTY LIBRARY MEETING
ROOM POLICY. I ACCEPT RESPONSIBILITY FOR DAMAGE OR LOSS
OF LIBRARY EQUIPMENT AND FURNISHINGS.**

Signature: _____

Title: _____

Date: _____

Return form to: Red Cloud Library, 10304 Fiske Road, Coulterville, CA 95311
209-878-3692

TERMS FOR USE OF THE RED CLOUD MEETING ROOM

1. The community room user shall indemnify and defend the County of Mariposa from any and all claims of any type arising from the use of the Community Room.
2. The Library / Community Room User shall be fully responsible for any incidents, damage, theft, loss, or any other mishap affecting the Library. The Library / Community Room User understands and agrees that Community Group shall have no recourse of any nature whatsoever against County in the event of any damage, theft, loss personal injury, property damage, or other mishap during their meeting at the Library
3. Reservation policy: Application for meeting room reservation must be made during regular library hours. Applicants must read these policies and complete the application form. Reservations will be confirmed only after the application form is completed.
4. Each group using the room must sign a statement accepting responsibility for damage or loss to library equipment and furnishings. The person who signs the statement is responsible for the conduct of the group.
5. Conditions of facility use:
 - The user must make arrangements for cleaning the meeting room prior to the cessation of their meeting.
 - Nothing may be attached to the painted walls or ceiling tiles.
 - Meetings during library hours must respect noise levels appropriate to library requirements.
 - Mariposa County Library is not responsible for lost or stolen items.
 - Alcoholic beverages and smoking are prohibited.
6. Checklist of closing procedure for all meetings:
 - All tables and chairs must be returned to there original state.
 - The user will restore the facility to the conditions existing prior to use.
 - All lights and electrical equipment must be turned off.
 - After evening and weekend use, lock the meeting room door.
 - Keys borrowed for evening and weekend use must be returned to the library staff.

MARIPOSA COUNTY LIBRARY
BASSETT MEMORIAL LIBRARY AT WAWONA
COMMUNITY ROOM

Date of Application: _____

Date Room Requested: _____

Time required: From _____ to _____

Name of Group or Organization:

Individual Responsible:

Mailing Address:

City: _____ Zip: _____

Day Phone: _____

Evening Phone: _____

**I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE
RULES OUTLINED IN THE MARIPOSA COUNTY LIBRARY MEETING
ROOM POLICY. I ACCEPT RESPONSIBILITY FOR DAMAGE OR LOSS
OF LIBRARY EQUIPMENT AND FURNISHINGS.**

Signature: _____

Title: _____

Date: _____

Return form to: Bassett Memorial Library, 7971 Chilnualnua Falls Road,
P.O. Box 2008, Wawona, CA 95389
209-375-6510

TERMS FOR USE OF THE BASSET MEMORIAL LIBRARY AT WAWONA

1. The community room user shall indemnify and defend the County of Mariposa from any and all claims of any type arising from the use of the Community Room.
2. The Library / Community Room User shall be fully responsible for any incidents, damage, theft, loss, or any other mishap affecting the Library. The Library / Community Room User understands and agrees that Community Group shall have no recourse of any nature whatsoever against County in the event of any damage, theft, loss personal injury, property damage, or other mishap during their meeting at the Library
3. Reservation policy: Application for meeting room reservation must be made during regular library hours. Applicants must read these policies and complete the application form. Reservations will be confirmed only after the application form is completed.
4. Each group using the room must sign a statement accepting responsibility for damage or loss to library equipment and furnishings. The person who signs the statement is responsible for the conduct of the group.
5. Conditions of facility use:
 - The user must make arrangements for cleaning the meeting room prior to the cessation of their meeting.
 - Nothing may be attached to the painted walls or ceiling tiles.
 - Meetings during library hours must respect noise levels appropriate to library requirements.
 - Mariposa County Library is not responsible for lost or stolen items.
 - Alcoholic beverages and smoking are prohibited.
6. Checklist of closing procedure for all meetings:
 - All tables and chairs must be returned to there original state.
 - The user will restore the facility to the conditions existing prior to use.
 - All lights and electrical equipment must be turned off.
 - After evening and weekend use, lock the meeting room door.
 - Keys borrowed for evening and weekend use must be returned to the library staff.