

Facilities Policy

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Schedule of Operations: The Director, with Board approval, sets the hours of operation according to prioritized need and available staff. Hours provided by volunteers can change without notice. Overdue fines are charged only for days that are part of the official library schedule.

Deviations from the regular operating schedule of the library for reasons other than approved holidays, hazardous weather, or emergency situations must be set in advance by the Board of Trustees.

Holiday Closings: New Year's Day, Memorial Day, Independence Day, Labor Day, Fall Festival, Indigenous Peoples' Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day

Emergency Closings: The Director, in consultation with members of the Board, will determine when to close the library due to inclement weather or other emergency conditions. These decisions are made on a case by case basis, and should be guided by the closing of other county offices. Children's programs will be canceled when the county school system closes.

Handouts, Brochures, and Bulletin Boards: To maximize public awareness and convenience, the library posts or makes available information from civic, cultural, educational, religious, and non-profit community groups and organizations at staff's discretion. This service does not indicate library endorsement of a cause, opinion, or activity.

The following guidelines are used in the display of posters, pamphlets, petitions, and flyers:

- Materials announcing library sponsored events will be given first priority on available space.
- Materials advertising instruction, workshops, or classes sponsored by tax supported institutions, government agencies, cultural, civic, educational groups, and other non-profit organizations are accepted.
- Materials dealing with political, religious, or commercial matters will not be accepted or posted. Examples of such materials include, but are not limited to, campaign literature, petitions for individual candidates, religious tracts, and sales advertisements. Flyers advertising political meetings, special religious programs, or any event that is open to the general public are acceptable.
- Announcements, advertisements, commercial endorsements for profit-making purposes or other announcement by profit-making groups or individuals will not be accepted or posted. Examples include, but are not limited to, flyers for flea market and yard sales, tutoring services, babysitting or cleaning services and notices of business hours, services, or coming events.
- Materials accepted for posting or distribution will be displayed as space permits and will be removed as soon as the program deadline is reached.
- Materials accepted for posting cannot exceed 11" x 17" in size.
- Materials will generally be accepted for programs dealing with issues of civic debate and controversy.

- Responsibility for posting of flyers and pamphlets rests with the Director or a designated representative.
- Any notice placed on the bulletin board without approval from the Director will be removed, regardless of its content.
- Posting an item does not in any way indicate the library's endorsement of the activity or organization, except in the case of library sponsored events.
- Exceptions to the guidelines may be made for programs and events of unusual interest and value. The library reserves the right to make determinations to meet the perceived needs of the community.

Use of the Library Facility by Groups: Craig County Public Library does not have a public meeting room. However, the library will make the facilities, which include the Eans building proper and the surrounding parking lot, available during off-hours for non-profit, civic, cultural, charitable, and social organizations as well as individuals who are legally-filed political candidates, subject to the conditions and procedures outlined here:

- Library-related programs shall receive priority scheduling for use of the library facility.
- Groups wishing to use the library during off-hours must contact the Director.
- The use of the library may be scheduled when the library is not open to the public, including mornings, evenings, or weekends if deemed convenient. A group using the facilities must vacate the premises before the library opens to the public.
- The group or individual wishing to use the library must be a representative of a local non-profit group or a government agency.
- The library is not available for private social events, commercial events, or worship services.
- Groups of minors may use the facilities if the meeting is booked and attended by an adult supervisor.
- All meetings and programs must be open to the public regardless of sponsorship.
- Groups may not charge an admission fee to their meetings or other activities.
- All scheduling must be done at least twenty-four hours in advance and not more than three months before the event.
- If an organization must cancel its use, the library should be notified immediately.
- A library staff member or an individual designated by the Director must be on site while a group is using the library.
- Groups will assume full responsibility for any damages to the library or its contents that result from their use.
- The library will assume no responsibility for damage to personal items or equipment.
- The library will assume no responsibility for personal items left in the library.
- Light refreshments may be served, but the group using the facility is responsible for immediately cleaning up any spills, crumbs, or other mess.
- Absolutely no smoking in any part of the library.
- No alcoholic beverages are permitted within the library.
- Groups are responsible for leaving the library neat and clean after their use.
- Any group determined as authorized to use the library may be excluded from use if, for any reason, there exists a reasonable belief on the part of the Library Board of Trustees that such a group may interrupt or disturb the public at large in its primary use of the library facility.
- Permission to use the library facility does not constitute an endorsement of any group's policies or beliefs.
- Publicity for an event by a non-library group must not be presented in a manner which would imply library sponsorship of the group's activities.