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## AVAILABILITY OF SERVICE

In recognition of the public ownership of the buildings and the public nature of library services, the Mississippi Mills Public Library Board welcomes all citizens to its facilities. A valid patron's card is required to borrow materials; however, membership is not a requirement for the use of facilities.

## HOURS OF OPERATION

1. The hours of operation for each Branch Library will be determined by the Board and will be posted in a prominent position within the building and on the Library's website. The public shall be notified in advance of changes to the hours of operation other than those caused by emergencies.
2. The Library will be closed on statutory holidays and on any day proclaimed as a holiday by the federal, provincial or municipal governments. Closure on other days may be directed by the Board.
3. The authority to close the Library in exceptional circumstances will be vested in the CEO/Chief Librarian.

## LIBRARY ENVIRONMENT

The Library has measures and procedures in place to maintain a healthy library environment including air, water, sanitation and prevention of infestations of animals and insects. (See Procedures Manual)

## USE OF BUILDINGS

Everyone is welcome at the Library. Rules of conduct are specified in the *Conduct (of Patrons)* policy and are for the safety and comfort of everyone in the Library. Any disregard of these rules may result in sanctions as per municipal, provincial and federal government policies and regulations, such as the *Criminal Code of Canada*, the *Public*

*Libraries Act, the Occupational Health and Safety Act, the Trespass to Property Act and the Public Works Protection Act.*

## MEETING ROOMS

Meeting rooms in the Library bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions; however, use of the meeting room shall not be interpreted to constitute endorsement by the Mississippi Mills Public Library Board of the policies and beliefs of groups or individuals.

1. The Mississippi Mills Public Library Board:
  - a) will not knowingly permit any individual or group to use its facilities in contravention of the *Criminal Code of Canada*. Federal, provincial, and municipal legislation and regulations must be observed at all times
  - b) reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion
  - c) will set and review rental fees
2. The CEO or designate authorizes the use of the meeting rooms.
3. The Library staff maintains the schedule and will notify scheduled users of the unavailability of the meeting rooms in the case of emergencies.
4. Room **bookings** will be guided by the following:
  - a) library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis
  - b) any municipal or contracting community resident, group or business, may request to schedule a meeting room
  - c) meeting room use shall not disrupt regular library functions
  - d) fees may apply based on intended use of the meeting room (see Meeting Room Rental Agreement)
  - e) a Meeting Room Rental Agreement form must be complete and payment of any rental fee made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form
  - f) the rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event
  - g) the rental fee will be returned if the booking is cancelled by the Library prior to the event
  - h) the Library will not knowingly permit any individual or group in contravention of the *Criminal Code of Canada* to make a meeting room booking
5. Room **use** will be guided by the following:

- a) damages to the meeting room, furnishings and equipment will be paid by the applicant
- b) set up, take down and clean-up will be the responsibility of those using the meeting room
- c) use of materials or decorations on the walls requires prior approval
- d) non-alcoholic refreshments and food may be served in the meeting room
- e) the maximum occupancy of the meeting room shall be obeyed
- f) all users will agree to hold the Library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility

## **COMMUNITY INFORMATION COLLECTION AND SERVICES**

1. The Mississippi Mills Public Library will collect and keep current information on the services of community agencies and organizations including municipal services, community groups, educational or organizations, and health and social services.
2. The Library will provide easy, convenient and confidential access to information on agencies and organizations.
3. The Library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Library staff will also refer individuals to the Ontario 211: Community and Social Service Help Line ([www. Ontario211.ca](http://www.Ontario211.ca)) when appropriate.
4. Patron confidentiality will always be respected.

## **COMMUNITY INFORMATION DISPLAYS IN THE LIBRARY**

1. The Library will make available space to display materials about community activities and events.
2. The display of material does not constitute an endorsement of any group.
3. The Library staff will place, post and remove all materials on the bulletin boards and in the brochure racks.
4. Materials will be accepted on a space available basis using the following priorities:
  - a) notices of library programs, events, activities and services
  - b) notices of community interest from the local municipality and agencies.
  - c) notices of cultural, educational and recreational events
5. The Library will not display or distribute:
  - a) materials that contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations
  - b) materials advertising and promoting commercial products or services
  - c) personal ads and notices including notices of items for sale or rent

- materials whose primary focus is partisan or political in nature except when said materials announce meetings and forums for discussion of community issues

6. Any complaints or appeals will be resolved by the CEO.

### **ART IN THE LIBRARY**

Although the Library cannot be involved in commercial third-party transactions, there is no objection to displaying works of art in the Library and posting contact information of the artists.

### **SELLING AND SOLICITING ON PREMISES**

Selling and soliciting by the public, either by individuals or other outside organizations is not permitted in the Library.

### **PUBLIC USE AND ACCESS TO HYDRO AND WATER**

Public use of Library's hydro and water facilities must be approved by the CEO or designate.

### **RELATED DOCUMENTS**

- Mississippi Mills Public Library Board Policies
- Municipality of Mississippi Mills, Municipal Facilities Rental and Allocation Policy
- Ontario Library Service, Trillium Public Library: Sample Policies