

Equipment Policy

A. Copy/Fax Machine

The copy/fax machine is to be operated by library staff. Materials copied for a library program may have the fee waived at the discretion of the Director.

B. All library staff are entitled to the following free privileges: use of the copy/fax machine, computer, and telephone. Use of these items should be reasonable and limited.

C. As a general rule, presentation equipment (projector, etc) and furniture are to be used only on the library premises. Special considerations to community non-profit organizations may be made by the Director.

D. Portable Technology Devices

Portable electronic technology devices such as laptops and tablets can be loaned to patrons age 18 years and older whose library account is in good standing. These devices will be loaned at the discretion of the Library and will be available on a first come-first served basis and cannot be reserved in advance.

Patrons who borrow devices agree to abide by the Library's Internet Use and Patron Behavior policies, as well as the following rules:

- They will not alter or install any software or hardware settings or configurations on the device, nor damage software, hardware, or network services accessible through the device.
- They will not hold the Library responsible for any damage or loss of data or media due to any cause while using the device.
- They understand that the wireless network is public and that they should take appropriate caution with personal information while using library computer devices.
- Any use of the device for illegal purposes, unauthorized copying or copyright-protected materials in any format, or transmission of threatening, harassing, defamatory or obscene material is strictly prohibited.

GALWAY PUBLIC LIBRARY POLICIES AND PROCEDURES

At checkout, staff will inform borrowers of the maximum replacement cost for devices and provide instruction on how to use the device. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the equipment is damaged, lost, or stolen. Fees will be based on a reasonable assessment of the cost of replacement or repair of the equipment.

Adopted by the Galway Public Library Board on 2/15/23.

Exhibit and Bulletin Board Policy

A. Exhibits

As space permits, the Director may approve exhibits by local artists/artisans or community groups. These exhibits should keep with the purposes of the library and be open to the public during regular library operating hours unless special arrangements are made. The Director will oversee scheduling and display of the exhibits.

The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited.

The library reserves the right to reject an exhibit.

Although exhibitors' materials may be available for sale, prices may not be displayed in the exhibit. The library will not be responsible for handling a sale or any proceeds from a sale.

B. Bulletin Board Posting

Library bulletin boards are available for the posting of notices related to items of charitable, recreational, educational, cultural, or civic interest to the community. The library will allow non-profit groups to post notices on the bulletin boards in the entranceway with approval from the Director. Only staff may post or remove notices.

Notices promoting commercial products or services, or political or partisan interests are not permitted.

Galway Public Library
Programming & Meeting Room Policy

All programs shall be authorized and approved by the Director.

All Library Board and Committee meetings are to be held at the library and shall be posted on the library calendar.

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The Galway Public Library has two meeting rooms: the Program Room (capacity 45 people) and the Conference Room (capacity 12 people). This policy also applies to outdoor space use for meetings and events.

The meeting rooms are primarily for library-sponsored programs and activities. The meeting rooms are also available free of charge for public programs or private meetings by non-profit community groups, tutors, study groups, and individuals headquartered in, or serving, the Galway Central School District.

Procedures:

- Anyone interested in room use should review this Meeting Room Policy on the library website prior to making a request for use.
- Adults may request room use via a form on the library website (preferred), or by email, phone, or in-person. Reservation requests must be approved by the Library Director and are considered in order of receipt and are based upon availability. Once use is approved, a request form must be filled out and signed by the requestor by the date of actual room use.
- Room use is generally only allowed during open library hours unless the Director approves use during closed hours.
- The library should be notified promptly if room use is no longer needed. The library reserves the right to cancel a reservation for library purposes. If the library is closed because of weather or an emergency, the meeting rooms are closed.

Guidelines:

Room use is intended for educational, cultural, informational, and civic activities:

- All community group programs and meetings shall be free and open to the public. A fee to cover materials may be charged. Publicity for these events should clearly identify the hosting organization.
- With the exception of tutors, rooms may not be used for commercial/for-profit purposes such as investment seminars or sales/service demonstrations. If a room is available, individuals may use the space for work, but they may not reserve the space.
- Except for events sponsored by the library or library-affiliated organizations, rooms may not be used for fundraising or political campaign events. Authors/performers can only sell materials at a library-sponsored presentation.

- The rooms are not available for private social functions such as weddings, birthday or anniversary parties.

Facilities:

- A representative of the group must notify library staff when they are done using a room so that the condition of the room can be checked.
- Users are responsible for setting up tables and chairs. Furniture should be returned to its original location, and the room should be clean.
- Library equipment may be used only with library permission. If equipment is needed, a request should be made with the reservation request.
- Programs that involve the use of materials (paint, flame, etc.) that may damage the facility are not permitted without approval from the Director. Users are responsible for any damage caused.
- Refreshments are allowed in the Program Room, but not in the Conference Room. All refuse must be disposed of properly.
- No smoking, use of tobacco products, or alcohol is allowed on library premises.
- No animals, except service animals, are permitted in the building without preapproval from the Director.

Supervision:

- The presence of an on-site library representative is required during scheduled use.
- Activities for minors must be supervised by responsible adults.
- The applicant is responsible for the observance of all rules and for the conduct of attendees on the library premises.
- The Library may monitor meetings to insure compliance with rules. The Library can cancel a program at any point for infringement of any rules.

Disclaimer:

The organization/individual using the room shall indemnify and hold the Galway Public Library and Board of Trustees harmless from any and all personal liability arising from the use of library facilities. The Library is not responsible for accidents, injury, or loss of individual property while the rooms are in use.

Meeting space is provided on an equitable basis, but does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

Approved by GPL Board of Trustees: 9/21/22

Revised 2/15/23

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