

Policy VI FACILITIES P6000

A. EQUIPMENT AND FACILITIES P6100

1. The film projector shall be operated only by authorized personnel and shall not leave the building for patron use.
2. The slide projector may be loaned to community organizations for a period not to exceed two library business days.
3. Separate policy statements exist for the computers, fax, photocopier, telephone and for building usage.

B. USE OF THE COMMUNITY ROOM P6200

1. The library is pleased to be able to offer a meeting room with a seating capacity of 50 for use by community groups which offer philanthropic, civic, educational or cultural programs. Reservations may be made through the library staff on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the room. Such individual shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

1. The following are general rules of use for the community room:

- a. All meetings must be open to the public.
- b. The room may be reserved no more than ninety days in advance.
- c. It is understood that library programming will have first priority in room use.
- d. There will be no charge for use of the meeting room.
- e. No admission may be charged by the group.
- f. Refreshments, with the exception of alcoholic beverages may be served and shall be provided by the group. No smoking is allowed.
- g. The people using the room shall be responsible for setting up the room before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.

- h. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. Library equipment is available for use by groups with the prior approval of the director
- i. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- j. The meeting room is not available for purely social or commercial functions.
- k. A meeting may be terminated if found by the director to be disruptive to regular library services.
- l. The meeting room has a separate outside entrance and may be used after hours with the consent of the director.
- m. The library board reserves the right to refuse an application if the intended use violates any library policy.

#### C. COMPUTER POLICY

P6300

1. Only card holders of the Town of Ballston Community Library will be allowed to use library computers with permission from a staff member.
2. Children under age 10 must be accompanied by an adult who is a card holder at the library.
3. Any misuse of equipment or software, in the opinion of the staff, will result in the loss of access to the computer.

#### D. COMMUNITY BULLETIN BOARD

P6400

The library bulletin board is available for postings related to upcoming cultural, educational or community oriented events or programs by non-profit organizations. The library director shall pre-approve all postings. No petitions other than library-related may be posted. Lowest priority will be given to businesses or residents promoting their services and local employers soliciting employees. Such postings shall be on a space available basis. Notices posted by the library shall have first priority.

#### E. FAX AND PHOTOCOPIER

P6500

The fax machine and photocopier may be used with the permission and assistance of designated library staff. Anyone wishing to use either machine shall first seek permission from a staff member at the circulation desk. The library may charge a fee for such usage to be set at the discretion of the Library Director.

#### F. VIDEO SURVEILLANCE

P6600

In order to maintain a safe and secure environment for its staff and patrons, the Town of Ballston Community Library employs the use of continuous video surveillance and recording in selected public areas of the library premises. Signage is posted at the library entrance at all times, disclosing this activity.

1. Video images will be routinely monitored in real-time.
2. Video records are stored digitally on hardware in the Library for a minimum of 14 days, or until image capacity of the system is reached.
3. Video records may be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
4. Video records may be shared among Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
5. Video records may be used to assist law enforcement agencies in accordance with applicable local state and federal laws.
6. Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.