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Policy Title:	Facilities Operations	Initial Policy Approval Date:	April 27, 2016
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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

1. 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.
2. Individuals or groups seeking to rent a meeting room are required to complete a Meeting Room Rental Agreement and provide proof of liability insurance. Liability insurance can be purchased for a fee, if the individual or group does not have the required insurance. (See Procedures Manual)
3. The Mississippi Mills Public Library Board:
 - a) adheres to the regulations and conditions set out by the Municipality of Mississippi Mills, Municipal Facilities Rental and Allocation Policy and 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
4. The CEO and/or Branch Supervisors authorize the use of the meeting rooms.
5. The library staff maintains the schedule and will notify scheduled users of the unavailability of the meeting rooms in the case of emergencies.

COMMUNITY INFORMATION

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 make available space to display materials about community activities and events. The display of material does not constitute an endorsement of any group.
3. 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
- d) materials whose primary focus is partisan or political in nature cannot be displayed or distributed in the library (See The Library and Political Elections Policy)

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.

INTERNET ACCESS

The Library must make available to the public, devices to access the Internet (computers, tablets). Specific rules and procedures for the use of these devices are included in the Library's Procedures Manual.

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

The Library does not provide public access to hydro and water facilities outside of the Library.

RELATED DOCUMENTS

- Mississippi Mills Public Library Policies:
 - Conduct of Patrons, Staff and Board Members
 - The Library and Political Elections
- Municipality of Mississippi Mills, Municipal Facilities Rental and Allocation Policy
- Southern Ontario Library Service, Trillium Public Library: Sample Policies