

## SECTION 6 – Use of Library Facilities Policies

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### Cumberland County Public Library Room Use Policy

Approved 10/20/05; Reviewed 9/15/11 and 5/16/19 – *no changes*  
*Revised, approved and effective 7/25/2022*

Public libraries provide essential spaces for community members to meet, collaborate and learn. To fill the library's mission of supporting, encouraging, and engaging our diverse community, Cumberland County Public Library welcomes all community members to use designated library spaces for the lawful and approved activities of all groups and persons, regardless of their beliefs or affiliations.

Spaces available for reservation by community members vary in size and are across all eight library locations. Rooms within locations will be made available when not needed for Cumberland County Government or Cumberland County Public Library programs and activities. Library rooms are available without cost for community members to use to host meetings, programs of public interest, organizational meetings, study sessions, and other related activities. Library rooms are not to serve as the base of operations for any organization, group, or business. Programs in large activity rooms must be free and open to the public.

The library does not and shall not discriminate based on race, color, religion (creed) gender, gender expression, age, national origin (ancestry), disability, marital status, sexual origination, or military status. Permission to use library rooms is not an endorsement of the user or the user's beliefs by Cumberland County Government, Cumberland County Public Library, or the Cumberland County Public Library Board of Trustees.

As a part of Cumberland County Government, the Cumberland County Public Library adheres to the adopted facilities policies of the Cumberland County Board of Commissioners. Section 1, subsection 2, policy no. 2-3: Public Use of County-Owned Facilities outlines the following guidelines for Public Use of County-Owned Facilities.

- 1) County-owned facilities shall not be used for commercial or profitmaking purposes.
- 2) County-owned facilities shall not be used for religious worship, proselytizing or other activities which actively promote religion.
- 3) County-owned facilities shall not be used for personal or group political proselytizing or lobbying.
- 4) County-owned facilities shall not be used for activities which are purely personal in nature.

In accordance with the Public Use of County-Owned Facilities policy, requested reservations of library rooms that do not adhere to the above guidelines will not be accepted. Customers reserving rooms must agree to the terms of the Public Use of County-Owned Facilities policy.

The following guidelines apply to all room reservations at Cumberland County Public Library:

- Customers may request the use of library rooms no more than 30 days in advance.
- All rooms must be used within the normal operating hours of the library. Room reservations will end thirty minutes prior to closing.
- Customers must include set up and take down times within their reservation.
- Rooms will be held thirty minutes past the reservation time.
- Room requests are subject to the approval of the location manager and library administration.
- For large rooms, rooms may only be booked once within a 30-day period.
- Large rooms are available for groups larger than 8 people.
- The number in attendance must remain in adherence to space availability and safety regulations.

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- Room use, including noise from rooms, must not disrupt normal library operations or the use of the library by others.
- Customers are responsible for the set up and take down of the reserved space, and for ensuring that the room is returned to its original state.
- Soliciting fees, dues, or the sale of items, unless through a library-related program, is prohibited in library rooms.
- Persons using library rooms are subject to all Guidelines for Library Use.

An appeal of a denied room request can be made to the Branch Manager of the location of the request. If library staff are uncertain if the meeting room reservation request violates the Board of Commissioners Public Use of County-Owned Facilities policy, then they will contact the requestor for more information. Failure to abide by this policy or the Guidelines for Library Use may result in suspension of room use for the associated customer or organization.

### **Staff Guidelines for Approving Room Reservations**

If, per the information provided by the requestor, staff are unable to determine if the requested room use violates the guidelines of the Public Use of County-owned Facilities policy, then the Branch Manager or their designee will call the requestor for more information.

The Branch Manager or their designee will ask the requestor the following questions:

- 1) Tell me more information about your event.

Based on the information provided, the staff can ask the following questions:

- 2) Is this reservation for commercial or profitmaking purposes?
- 3) Is this reservation for religious worship, proselytizing or other activities which actively promote religion?
- 4) Is this reservation for personal or group political proselytizing or lobbying?
- 5) Is this reservation for an activity which is purely personal in nature? (i.e.: baby shower, birthday party)

If the answer to all these questions is no, then the reservation can proceed.

If an answer to one of these questions is yes, then the reservation cannot be approved, per County policy.

Approved 9/15/88; revised 10/20/11  
**Revised and effective 9/19/19**

### **Display of Posters, Pamphlets and Flyers Policy**

The library is a public forum for ideas and information. Access to ideas and information is fundamental to our social, political and cultural heritage. In order to carry out this purpose, the library adopted the following policy concerning the display of information on posters, pamphlets and flyers:

- 1) Public posters, pamphlets and flyers will be displayed, as space permits, on a first-come, first-served basis on community bulletin boards or spaces set aside for this purpose.
- 2) Materials submitted cannot exceed 16” by 20” except by special permission of the Library Director or designee.
- 3) Only one item will be posted per event or function.

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- 4) Any materials submitted that (a) would tend to incite or produce imminent lawless action, (b) are obscene, (c) are obviously false or contain misleading information, (d) are defamatory, (e) or are purely commercial advertising will not be posted.
- 5) All material posted on the community bulletin boards must identify the sponsoring organizations and their contact information.
- 6) Any questions regarding this policy should be referred to Library Administration. Final authority rests with the director.

Approved 10/20/88; revised 10/20/11  
**Revised and effective 9/19/19**

### **Distribution of Printed Materials Policy**

The distribution of leaflets, cards or other printed materials, whether political, religious or commercial, is not allowed in public library facilities unless it is to supplement a library program. Distribution of printed materials in the public library to library users and staff is disruptive to the operations of the library and its use by the public.

Revised 11/17/05; Revised & effective 10/20/11  
**Revised and effective 10/17/19**

### **Exhibits Policy**

The Cumberland County Public Library & Information Center welcomes the opportunity to allow community groups, organizations, or individuals to use library exhibit cases. Exhibit case space is provided for exhibits of an educational, cultural, civic, or recreational nature, rather than for strictly commercial purposes. Presently, library exhibit cases are located only at the Headquarters library. Acceptance of an exhibit by the library does not constitute an endorsement by the library of the group's or individual's policies or beliefs.

It is the responsibility of the exhibitor to set up and remove the exhibit. Exhibits will be scheduled for a period of one calendar month to begin with the first working day of the month and to end with the last working day of the month. Exceptions must be approved by the Deputy Director. The library is not responsible for any item(s) exhibited. The library cannot provide storage for the property of organizations or individuals exhibiting in the library. All exhibitors will be required to sign an Exhibits Release form which releases the library from any loss, damage or distribution of exhibited items.

Exhibits that (a) would tend to incite or produce imminent lawless action, (b) are obscene, (c) are obviously false or contain misleading information, (d) are defamatory, or (e) are purely commercial advertising will not be displayed.

Any questions regarding this policy should be referred to the Deputy Director. Final authority rests with the Library Director.

Approved 1/21/93; revised 11/17/05; reviewed 10/20/11 – *no changes*  
**Revised and effective 3/21/19**

### **Program Policy**

The Cumberland County Public Library shall conduct programs, promotions and publicity to fulfill its mission in the community.

All library programs shall be open to the general public, but some programs may be designed with specific audiences in mind, e.g., children's programs, toddlers' programs, parenting programs and senior programs. Programs targeted toward specific audiences will be publicized as such.

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Library-initiated programming is a library resource that provides information, education, and entertainment to library users. Library-initiated programming utilizes library staff, books, library and community resources, resource people, displays and media presentations. The library often incorporates cooperative programming with other agencies, organizations, and educational institutions, as well as other resources, to communicate with library users. Library-initiated programs should provide "for the interest, information, and enlightenment of all the people of the community the library serves", as stated in Article I of the Library Bill of Rights.

The American Library Association (ALA) believes that library-sponsored programs, as well as library resources, "should not be proscribed or removed (or canceled) because of partisan or doctrinal disapproval" (Article II of the Library Bill of Rights).

A person's right to attend a library-initiated program "should not be denied or abridged because of origin, age, background, or views" (Article V of the Library Bill of Rights).

Selection of library programs topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community. Library programming should not exclude topics, books, speakers, media and other resources because they might be controversial. The library does not conduct programming that is purely commercial or religious in nature.

The library supports ALA's interpretation of the Library Bill of Rights, entitled Library-Initiated Programs as a Resource, adopted January 27, 1982; amended June 26, 1990; July 12, 2000, June 26, 2018 by the ALA Council (see below).

### **LIBRARY-INITIATED PROGRAMS AS A RESOURCE An Interpretation of the Library Bill of Rights**

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article 1 of the *Library Bill of Rights* states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves."

Library-initiated programs utilize library staff expertise about community interests, collections, services, and facilities to provide access to information and information resources. Library-initiated programs introduce users and potential users to library resources and the library's role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Library-initiated programs include, but are not limited to, lectures, community forums, performing and visual arts, participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, displays, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff, library volunteers, or library partners.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equal access to library resources. Library-initiated programs should comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all library users. If users overflow designated event areas during library events, libraries should protect

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accessible public spaces (i.e., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard-of hearing at library-initiated programs when needed or requested by library users.

As stated in “Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights*,” “Socially excluded, marginalized and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.” Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce underserved populations to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English.

Libraries should have a policy guiding the development and implementation of programs, similar to material selection and building use policies, which has been approved by their policy-making body after consultation with legal counsel. These guidelines should set forth the library’s commitment to free and open access to information and ideas for all users. Article II of the *Library Bill of Rights* states, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Likewise, programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of material for the library collection constitutes an endorsement of the material content or its creator’s views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves. Concerns, questions, or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age or educational level of users violates this right and should be enforced only when it would adversely impact the safety of the participants. Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere in others’ access and participation.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor should program attendees be required to share their personal information in order to attend a library program. Any collection of program participants’ personal information should be on an opt-in basis only. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

*Adopted January 27, 1982; amended June 26, 1990; July 12, 2000; June 26, 2018 by the ALA Council.*

**Reviewed 11/17/11 and 12/12/19 – no changes**

### **Public Use of Telephones Policy**

Library telephones shall be used by library customers in emergency situations only. Emergency calls shall be limited to no more than three minutes.