



Library policies part 2: use of library space by the public

The library is a logical place to post information that we want lots of people in town to see. After all, patrons who walk through the doors cover every demographic in town. As Library Board President Susan Piesko says, "I make it a point to notice bulletins and information posted at the library, so I know others do, too."

Informational brochures, pamphlets and posters are all permitted as long as they are about "area civic, educational and cultural events of interest to the community." Posters must be no larger than 16 x 24 inches and brochures no larger than an ordinary piece of paper, 8.5 x 11 inches. Assume you'll never get it back unless you've made prior arrangements at the library to assure it is saved for you. Materials will be removed when the date of announced events passes. If yours is not date sensitive, it will be removed to make space for newer items eventually.

Here are materials not allowed: "Materials displaying partisan politics, denominational religions, or commercial endeavors." Check with a librarian who can help you post yours or let you know if it falls outside what is permitted.

The library also has limited space for exhibits and displays by non-profits, community groups or governmental agencies. No fee is charged. All displays have to be pre-approved by Director Pamela Williams and are for a limited time period. Reservations are first come, first served.

If you happen to sneak something onto the bulletin board that the library deems inappropriate, it will be unceremoniously tossed (my words, but expressing the spirit of the policies). And this is no place for the equivalent of the Crown Jewels because the risk is yours when it comes to unexpected theft or destruction of items on display. (This isn't common at the library, but you never know.)

No petitioning, soliciting, or distribution of literature is allowed at the library.

I'm sure you've all been to events (most notably Story Time) in the library's multi-purpose room. We also show family movies there, have Books for Lunch, the Volunteer Lunch, and other official library events in this large accessible room on the first floor.

Others can, indeed, use the room when it isn't in use for official library functions. Acceptable uses are for educational, civic, cultural, and recreational meetings. Reservations must be made ahead of time, and no group may book the room more than once a month.

Anyone booking this space has to be a resident of the library district. It cannot be booked after hours, either. Clean up and clear out no later than fifteen minutes before the library closes (again, I'm paraphrasing). Evening staff need time to check spaces before closing up. All the rules aside, this is a great opportunity for the right groups – it's well-appointed and free to use. Library staff are welcoming and gracious about answering questions.

A few other rules apply to the use of the multi-purpose room. For instance, light refreshments can be served – but no alcoholic beverages. All set up and clean-up is the responsibility of the group. No fees can be charged for people to attend the events held there, and events must be open to the public. No fundraisers allowed.

Pamela Williams adds, "Many more details about how the public can use library space are specifically spelled out under Library Policies, plus our staff and I are always willing to answer questions and clarify."

See you at the Library!

Upcoming Events: Please check the library calendar on our website at www.wicksonlibrary.org to keep up with all the Summer Reading and other events. Library policies are also posted on the website.