

# ROOM REGULATIONS

**MAXIMUM ROOM CAPACITY IS 60 PEOPLE.**

**This is a legal limit which MUST be observed for fire safety reasons.**

1. It is essential that persons using the library rooms for meetings preserve the quiet that is necessary in a library. Loud talking in the halls and idle conversations in service areas are inappropriate.
2. Meetings may only be scheduled during the library's normal hours of operation, which are posted at the library. Meetings may not begin (and room access will not be granted) prior to 9:30 a.m. The room must be vacated no later than 15 minutes prior to the normally scheduled closing time (vacate by 5:15 p.m. on Monday, Wednesday, and Friday; 7:45 p.m. on Tuesday and Thursday; 2:45 p.m. on Saturday). Please allow time for preparing the room and returning it to its original condition when you plan the time requested and meeting start/stop times.
3. Reservations may be made from 9:30 a.m. through 5:30 p.m., Monday through Friday, in person or by phone with the Library's Business Manager. Reservations will be confirmed when the signed reservation form and fee, if applicable, are received.
4. Telephone reservations will be held for five (5) business days pending receipt of the registration form, but will be cancelled if the form and any applicable fees are not received within five (5) business days.
5. Reservations may be made no more than six months prior to the scheduled meeting date. Groups may meet twelve times in a 12-month period.
6. Needs of the Library take precedence over non-Library groups. The Library reserves the right to cancel a reservation of an outside group when unexpected Library needs arise. In such cases, at least 72 hours notice will be given; money will be refunded if the group does not reschedule.
7. The room deposit will be returned to the group's representative within fifteen (15) working days after the scheduled meeting, IF no damages or cleaning fees have been charged. In case of cancelled meetings, the Community Room fee will be refunded if the meeting is cancelled in writing at least 24 hours in advance.
8. No materials or equipment may be stored on Library property. The Library assumes no responsibility for items left in any room.
9. Non-Library groups may not use the Library as a mailing address.
10. Tables and chairs are made available with the room; however, setup/arrangement of furniture or supplies is NOT included with room rental and will not be performed by library staff. Group's access to the room for preliminary setup must be within, not before, the officially reserved time. Furnishings must be returned to the arrangement in which they were found before vacating the room.
11. Janitor service is NOT provided with the room. Users are responsible for leaving the room in the condition in which it was found. The room will be examined following the meeting; if cleaning is necessary, a cleaning fee will be charged. This charge, and charges for any damages, will be deducted from the deposit. If the amount is greater than the deposit, the Library must be reimbursed for the additional amount within 30 days of the date of the invoice. Failure to do so may result in legal action and exclusion of the responsible group(s) from further use of the room.
12. The Library Director and/or Library Business Manager are authorized to deny use of Library facilities to any group at any time.
13. Nothing may be taped, tacked, nailed or otherwise affixed to the walls in any meeting room.
14. No food or beverages may be served in the Community Room. Smoking and alcoholic beverages are strictly prohibited in the Library building.
15. Parking space in the Library's lot (behind the building) is reserved for Library use only. Non-Library groups using the Community Room are asked to request their members/attendees to park elsewhere. Street parking is available nearby and there is a public parking lot on High Street, almost directly across from the front of the library.

16. The group sponsoring the gathering will be responsible for the orderly conduct of the group and for any damage to Library property, equipment and/or exhibits. The individual initiating the original request for meeting room space, or the facilitator of the event, will be considered the official representative of the group and will assume responsibility for communicating Library guidelines to the group.
17. Children attending meetings with parents/guardians are welcome, but must stay with those who brought them and under the supervision of their parents/guardians.
18. All persons, groups or organizations using Library facilities take the premises "as is" and assume the risks of injury, including death or property damage, to members of the group organization, event participants and event spectators which might arise out of activities or out of conditions present on the facilities and groups.
19. There may be no charges, fees or solicitations for meeting attendees. Exceptions would be sponsoring groups that are nonprofit organizations or educational institutions for approved classes, seminars or similar activities. Questions and exceptions should be referred to the Business Manager for approval.
20. The Library does not take reservations for attendees and any advertising for a meeting must clearly state a contact person with a telephone number and contain the statement "This program is not sponsored by the Paris Bourbon County Library."

Signature of Authorized Group Representative: \_\_\_\_\_ Date \_\_\_\_\_

## COMMUNITY ROOM RESERVATION

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Purpose/Subject of Meeting \_\_\_\_\_

Date Requested \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Time Requested: From \_\_\_\_\_ a.m. / p.m. To \_\_\_\_\_ a.m. / p.m.

*Please allow time for preparing the room and returning it to its original condition when you plan time requested and meeting start/stop times.*

### USE AGREEMENT

**Use of the Community Room is conditional upon the following terms:**

1. All fees are to be paid within five (5) days of the signing of this Use Agreement. The Community Room shall not be considered reserved until ALL deposits and signed agreements have been returned and accepted by the Library.
2. The premises may not be sublet, nor may this Use Agreement be assigned. The User is responsible for abiding by and enforcing the rules and regulations adopted by the Library for the use, occupancy and operation of the premises. Copies of the current applicable rules and regulations are attached to and become a part of this Use Agreement.
3. Should the User wish to cancel this Use Agreement, and if notification of such intent is given in writing to the Library at least 24 hours prior to the date of intended use, the User will be refunded the room use fee and deposit. Deposits will be placed in a special account and will be refunded within fifteen (15) working days.
4. No activities in violation of federal, state, or local laws shall be permitted on the premises, nor shall any exit be blocked in any manner. Persons using the room agree not to bring onto the premises any materials or substances which are likely to constitute a hazard to persons or property. The Library shall have the right to refuse any such materials or substances and, further, the right to require its immediate removal. Neither alcohol nor tobacco is permitted in the Library, and nothing shall be affixed to the walls or ceiling in the Community Room.
5. The User shall be responsible for any and all damage to the premises and to the Library's property caused by the acts of the User or the User's officers, agents, servants or guests, whether accidental or otherwise. The User agrees to leave the premises in the same condition as existed on the date that possession thereof began, and User agrees to pay the Library upon demand, such sums as shall be necessary to restore said premises to their present condition, ordinary use and wear excepted.
6. User agrees that the leased premises shall at all times be under the control of the Paris-Bourbon County Public Library. Duly authorized representatives of the Library may enter the premises at any time on any occasion without any restriction.

**This Use Agreement between the Paris-Bourbon County Public Library and User named below is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**TIME RESERVED:** From \_\_\_\_\_ To \_\_\_\_\_ Meeting Start Time \_\_\_\_\_

**CHARGES:** Deposit \$ \_\_\_\_\_ + Room Fee \$ \_\_\_\_\_ = Total Due \$ \_\_\_\_\_ PAID \_\_\_\_\_

*If the room is left in its original condition, Deposit will be refunded within fifteen (15) working days.*

**USER – NAME OF ORGANIZATION** \_\_\_\_\_

Signature of Authorized Group Representative: \_\_\_\_\_ Date \_\_\_\_\_

**PARIS-BOURBON COUNTY PUBLIC LIBRARY** By: \_\_\_\_\_ Date \_\_\_\_\_

## COMMUNITY ROOM EQUIPMENT REQUEST

### USE AGREEMENT

**Use of any Library equipment is conditional upon the following terms:**

1. The User shall be responsible for any and all damage to the Library's equipment caused by the acts of the User or the User's officers, agents, servants or guests, whether accidental or otherwise. The User agrees to leave the Library's equipment in the same condition as existed on the date that possession thereof began, and User agrees to pay the Library upon demand, such sums as shall be necessary to restore said equipment to its present condition, ordinary use and wear excepted.
2. Equipment shall not be used in violation of federal, state, or local laws.
3. User agrees that the equipment shall at all times be under the control of the Paris-Bourbon County Public Library. Duly authorized representatives of the Library may enter the premises and inspect equipment at any time on any occasion without any restriction.
4. If training on equipment is required, a staff member MAY be made available if time permits. Otherwise, applicant agrees to accept responsibility for equipment without training. Any request for training should be made at least 72 hours in advance of the event. Due to time limitations, all practice or trial-run times need to be allowed for in the time requested for community room usage. The community room and equipment will not be made available outside the reserved time.
5. Equipment will only be available if requested in advance at the time of community room reservation request.
6. All users of computers and computer-related technology agree to abide by the Library's *Acceptable Use Policy* (policies 108-108.07) as well as the *Guidelines for Using Library Computers and the Internet* policy and the *Internet Safety Policy*, copies of which is attached to this form. No programs of any kind may be installed on computers or downloaded to the computer's hard drive and applicant acknowledges that computer use will be limited to Microsoft Office programs and Microsoft Internet Explorer.
7. Applicant may use own computer in conjunction with the digital projector, but for security purposes an Internet connection will normally only be made available on a Library-owned computer.
8. Equipment will only be made available to an organization or an individual who is an authorized representative of an organization. All use of equipment must be approved with by the Library Director or the Business Manager.

Use of the following Equipment/Materials is requested:

- Overhead Projector     Digital Projector     Computer     Internet Connection  
 DVD Player     VCR     Television     PA System

**USER – NAME OF ORGANIZATION** \_\_\_\_\_

Signature of Authorized Group Representative: \_\_\_\_\_ Date \_\_\_\_\_

**PARIS-BOURBON COUNTY PUBLIC LIBRARY** By: \_\_\_\_\_ Date \_\_\_\_\_

108 ACCEPTABLE USE OF ELECTRONIC INFORMATION SYSTEMS  
[Created April 16, 2003, Last Reviewed January 21, 2004]

The Library shall provide access to electronic information systems (including computers, computer networks and electronic information sources) to staff members and customers as is sufficient in the fulfillment of its mission. Use of these systems shall be consistent with the Library's mission, goals, policies and procedures, and with applicable local, state, federal and international laws. The Library also expects that users of these systems shall not interfere with systems operation, integrity or security, or otherwise inhibit normal Library activities. The Library is responsible for systems operations and integrity, and may develop appropriate procedures to ensure systems efficiency, reliability, and security, and legal and ethical system use.

The Library's electronic information systems must be used in compliance with the Library's Acceptable Use Policy, as set forth herein. Additionally, the Library's electronic information systems must be used in compliance with the Library's Guidelines for Using Library Computers and Internet Safety Policy, which are incorporated by reference and are attached hereto.

108.01 MANAGEMENT OF ELECTRONIC INFORMATION SYSTEMS  
[Created April 16, 2003, Last Reviewed January 21, 2004]

The Computer Systems Manager and the Director are responsible for all aspects of electronic information systems development, management, and maintenance. As part of this responsibility, they are empowered to authorize access to system elements (including computers and peripheral devices, network components, programs, program elements, files, or data), to implement reasonable and appropriate means to ensure systems reliability, integrity and security, and to enforce related policies and procedures. Attempts to violate or circumvent these policies and procedures will result in disciplinary action, which may include temporary or permanent loss of system access or civil or criminal legal action.

108.02 STATEMENT OF CONFIDENTIALITY  
[Created April 16, 2003, Last Reviewed January 21, 2004]

Transaction logs, electronic mail and other information, which could be used to identify users with specific materials or subject matter, are considered by the Library to be confidential, and will not be divulged to anyone other than the user or parents of minor children. All users are advised that such records shall not be made available to any agency of the federal, state or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to criminal, civil, or administrative discovery procedures or legislative investigatory power. The Library resists the issuance or enforcement of any process, order or subpoena until a proper showing of good cause has been made in a court of competent jurisdiction.

108.03 SYSTEMS SECURITY  
[Created April 16, 2003, Last Reviewed January 21, 2004]

1. Users may not attempt to add, modify, or remove any system element without explicit authority to do so, or with the express permission of the Computer Systems Manager.
2. Users may not attempt to assist unauthorized access to privileged or confidential system elements.
3. User passwords, or any other information related to systems security may not be divulged, shared, or otherwise compromised.
4. Additions or modifications to user access or privilege may not be made without the Computer Systems Manager's authorization (and, for Library staff, supervisory consent).

5. Use of Library systems to evade security measures on any systems is prohibited.

#### 108.04 SYSTEMS RELIABILITY

[Created April 16, 2003, Last Reviewed January 21, 2004]

1. Users may not impede systems use through the monopolization or unreasonable consumption of system resources, or by any attempt to delay or halt system operations.
2. The Computer Systems Manager or his/her explicitly authorized agent must perform system maintenance, including software installations or upgrades. No unauthorized software may be downloaded, installed or executed on Library systems.
3. Staff members may not acquire system access, or authorization for the use of any privileged system element, without appropriate training from the Computer Systems Manager or his/her explicitly authorized agent.

#### 108.05 LEGAL AND ETHICAL USE

[Created April 16, 2003, Last Reviewed January 21, 2004]

1. Users may not attempt to access security-related or otherwise confidential information without the explicit authority to do so.
2. Users may not employ Library systems to falsely identify themselves, falsely represent themselves, the Library or any of its policies, services or practices, or to otherwise commit fraud.
3. Users may not employ Library systems for the purpose of libel, slander, or any form of harassment.
4. Staff members may not systematically employ system resources for the purpose of personal commercial gain.
5. Electronic communications and publications originating from the Library systems are considered representative of the Library. Staff members are to adhere to Library guidelines for public communications, as determined by the appropriate Library personnel.

#### 108.06 ELECTRONIC MATERIALS

[Created April 16, 2003, Last Reviewed January 21, 2004]

1. U. S. copyright law (Title 17, U. S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials including electronic mail, text, images, programs or data without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
2. Electronic materials (including electronic mail) produced by Library employees on Library systems are considered works-for-hire and are the Library's intellectual property. However, the Library may not be held responsible or liable for the use of its systems for unsanctioned communications or publications, or any consequences thereof.
3. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.
4. The Computer Systems Manager shall hold and manage all passwords which shall be changed periodically. No password protection shall be placed on any computer owned by the Library without the knowledge and/or permission of the Computer Systems Manager.

#### 108.07 INTERNET AND E-MAIL POLICY

[Created April 16, 2003, Last Reviewed January 21, 2004]

The Library's e-mail system (the "e-mail system") shall be used for Library business purposes only. The e-mail system shall not be used to send or receive messages of a personal nature unless absolutely necessary. Further, sending or receiving personal e-mails must not in any way interfere with the performance of your duties. Under no circumstances may employees accept or open attachment(s) to personal e-mails, given the risk of virus infection to the network.

All computers and the data stored upon them are and remain the property of the Library and, as such, all e-mail messages composed, sent and received are and remain the property of the Library. All staff members waive any right to privacy in e-mail messages and the Library reserves the right to retrieve, read and disclose any email messages for any purposes. Improper and unprofessional statements are unauthorized by the Library and may give rise to personal liability.

E-mail messages shall not contain content that may reasonably be considered offensive or disruptive to any employee. Content that may reasonably be considered to be offensive or disruptive includes, but is not limited to: any abusive or defamatory comments; sexual comments, materials and images; racial or ethnic jokes or slurs; derogatory gender-specific materials and comments; religious texts and messages; and/or any other materials and comments that may offend the recipient on the basis of race, color, disability, religion, sex, sexual orientation, national origin, age (40 and over), veteran's status and/or other status protected by law; offensive language; and displaying offensive pictures. Further, use of the Library's e-mail or Internet access for any unlawful purpose is strictly prohibited.

The Library's computer system also provides employees with Internet access which is intended for Library business purposes only. The downloading of non-work related material during working hours is strictly prohibited.

Employees should never send strictly confidential messages or highly sensitive information via e-mail or the Internet. Employees must remember that email messages, however confidential or damaging, may have to be disclosed in court proceedings or in investigations by competent authorities or regulatory bodies.

Any breach of this policy may result in disciplinary action, up to and including immediate termination of employment

## **Guidelines for Using Library Computers and the Internet**

[Created April 16, 2003, Last Reviewed August 18, 2004]

The Library is pleased to offer computers and computer-based services as part of our mission to provide materials that “educate, enrich, entertain, and inform” our customers. To provide the best possible services and prevent the abuse of these services, all customers must follow these guidelines.

The numbers in parentheses refer to the portion of the Library’s Acceptable Use of Electronic Information Systems Policy from which the guideline is derived.

1. To ensure access to as many users as possible, customers may not monopolize computer resources. For this reason, the Library may limit the amount of time a customer may use a workstation to one hour or one-half hour for adults and one-half hour for persons under eighteen years of age (108.04).
2. Customers may not attempt to modify or damage computer hardware or software (108.03).
3. Customers may not use software other than that provided and installed by the Library and must have diskettes checked before use (108.04).
4. The Library does not monitor or control information accessible through the Internet and is not responsible for:
  - a. Content outside of Library pages, changes in content of the sources to which the Library may link or the content of sources accessed through secondary links (108.06).
  - b. Consequences arising from information obtained from the Internet or any other electronic source (108.06).
5. Customers may not use Library computers to commit any improper or illegal acts. Such acts may include, but are not limited to:
  - a. Forgery, fraud, libel, slander, invasion of privacy or any form of harassment (108.05)
  - b. Unauthorized access to any computer network (108.03).
  - c. Public display of material from sites that may be deemed unlawful under federal or state statutes (108).
6. Customers are responsible for any consequences of copyright infringement (108.06).

Violations of these policies may result in loss of access to Library computer resources. Unlawful activities will be dealt with in an appropriate manner (108.01).

## **Internet Safety Policy**

[Created April 16, 2003, Last Reviewed August 18, 2004]

### **Use by Minors**

Minors (under age 18) must have the signature of a parent or legal guardian on file at Paris-Bourbon County Public Library before they will be issued a library card. Possession of a library card guarantees access to the library's Internet terminals, unless such access has expressly been terminated. Signature indicates that the parent or legal guardian understands Paris-Bourbon County Public Library's Acceptable Use and Internet Safety policies and agrees to the provisions therein. Because it is not always obvious which library customers are minors, staff members will ask to see the Library card of anyone who requests Internet access and appears to be under 25 years old.

### **Internet Safety**

As a means of promoting effective use of the Internet-based resources at Paris-Bourbon County Public Library, the staff makes a concerted effort to provide ready access to information about safe use of the Internet. In compliance with the Neighborhood Children's Internet Protection Act (NCIPA), the Library gives special attention to informing minor children and their parents about safe Internet practices designed to promote the confidentiality, privacy, and personal safety of minor children and to prevent, when reasonably possible, the exposure of minor children to materials harmful to minors and to materials the Library Board deems inappropriate for minors to access on the Internet, i.e. nudity of a sexual nature and sexual acts/text. In addition to safe Internet practices, the policy addresses illegal practices, such as hacking. For the protection of children and the fair and equitable use and distribution of bandwidth, activities such as online gaming and chat are not allowed at the library.

A. Each family has the right and responsibility to decide what materials minor children will read, listen to, view, or create using the Public Internet Research Workstations at Paris-Bourbon County Public Library except as prohibited by law and library policy. Parents who feel more comfortable directly supervising these activities of their children should accompany them to the library and remain close by throughout the family's visit. Library staff members provide general guidance for adults, teens, and children in selection and use of age-appropriate materials. However, their advice is not tailored to the opinions or perspectives of each individual or family that uses the library.

Parents of young children may wish to review the suggested sources that the staff makes readily available at Public Internet Research Workstations (<http://www.safekids.com>) for more information about the selection of Internet resources that are suitable for children. Parents and teens may wish to review and discuss the suggestions about Internet use available at Internet sites recommended by the staff for that purpose (<http://www.safekids.com>).

B. Parents should talk with their minor children to determine whether or not it is appropriate for them to use direct electronic communications such as Internet e-mail at the Library. If so, parents need to instruct young children and teens not to share information that strangers could use to identify them, their family, their friends, their house, or their school. Parents also need to instruct children not to respond to messages that make them feel uncomfortable, including those that are bullying, suggestive, obscene, threatening, or otherwise inappropriate. Parents and children should immediately report such messages received while at the Library to a staff member.

C. The Paris-Bourbon County Public Library's Internet Policy prohibits illegal use of the Internet by children, teens, and adults. Whenever anyone signs on to use the Internet at Paris-Bourbon County Public Library they

are first asked to indicate that they have read and understood the “Acceptable Use Policy.” People who do not abide by that policy will be asked to end their use of the Internet and to leave the library. Repeat violations may result in loss of Internet use privileges. Illegal uses may be reported to the appropriate authorities.

Illegal uses of the Internet include, but are not limited to, hacking, identity theft, false representation for fraudulent or illegal purposes, harassing or threatening behavior, violation of copyright laws, viewing or printing obscene materials, and viewing or printing child pornography.

D. Everyone who uses Internet resources whether at home, at school, or at the library should be very careful about providing their personal identification information to unknown parties. This admonition is of particular importance for young children and teens who unfortunately may be targeted as potential victims of crime.

Under the Children’s Online Privacy Protection Act of 1998 (COPPA) certain commercial websites that collect personal identification information from their users cannot do so for children under age 13 without parental consent. Young children need to abide by that restriction whenever it is stated at a website.

Parents and children, including teens, should carefully review the information about protecting personal identification information at websites recommended by staff members available at the Public Internet Research Workstations:

"Tips for Families" (<http://www.getnetwise.org/safetyguide/tips/families.php>) and "Tips for Kids" (<http://www.getnetwise.org/safetyguide/tips/kids.php>) and "Tips by Teens for Teens" (<http://www.getnetwise.org/safetyguide/tips/teens.php>) .

E. As the Library adheres to the belief that access to information is constitutionally protected, no Internet filtering software is used at this time. The Library relies on compliance with its “Acceptable Use Policy” and supervision by parental authority in order to reduce the likelihood of the display of materials harmful to minors or of materials the Library Board deems inappropriate for minors to access on the Internet, e.g. nudity of a sexual nature and sexual acts/text.

The “Acceptable Use Policy” prohibits display of images inappropriate for viewing in a public space on library Public Internet Research Workstations. This includes illegal uses, such as display of obscene materials or child pornography, as well as display of pornographic materials, materials harmful to minors, and materials the Library Board deems inappropriate for minors to access on the Internet. Violations of this policy may result in revocation of Internet use privileges.

Further Reading:

Youth, Pornography, and the Internet, a report of a comprehensive study on children’s use of the Internet published by the National Research Council is available for review or check out from Paris-Bourbon County Public Library. It may also be available for reading online at the National Academy Press website ([http://www.nap.edu/catalog/10261.html?onpi\\_newsdoc05022002](http://www.nap.edu/catalog/10261.html?onpi_newsdoc05022002)).