

# Tompkins County Public Library

## Meeting Spaces Policy

Tompkins County Public Library (TCPL) is committed to free public discourse and exchange of ideas in the Library's designated meeting spaces, consistent with the First Amendment of the United States Constitution. TCPL provides free and open access to services, resources, and programs that foster literacy, cultural appreciation, personal growth, and community connections.

Permission to use these meeting rooms neither includes nor implies TCPL endorsement of the program. The Library Director or designee reserves the right to deny use of these spaces should such use not conform to library policies.

Except for narrowly tailored restrictions, all speech and materials are protected and shall not be regulated on the basis of content or viewpoint.

When using these spaces, the public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures. Behavior in these meeting spaces is dictated by the Library's [Code of Conduct](#) and [Computer Access Guidelines](#).

Tompkins County Public Library provides three types of meeting spaces – Community Meeting Rooms, Study Rooms, and Library Programming Spaces. Priority will be given to programs that meet the Library mission.

### Community Meeting Rooms

The community meeting rooms at Tompkins County Public Library include:

- BorgWarner Community Meeting Room
  - Full Room (accommodates 110)
  - East half (accommodates 52)
  - West half (accommodates 58)
- Schwarz Jacobson Meeting Room (accommodates 12)

Library community meeting rooms may be available for programs conducted or sponsored by TCPL and are also available for use by others for educational, cultural, recreational or civic purposes. They shall not be used for private social or commercial purposes, or any event that interferes with the use of TCPL by other patrons.

The community-used meeting rooms require an advance reservation. TCPL reserves the right to cancel advance reservations in favor of Library programming with ten (10) business days' notice.

## **Borg Warner Community Meeting Room**

This meeting room is available during regular TCPL hours and for limited periods outside the hours TCPL is open. To comply with safety regulations, patrons are prohibited from moving the room divider.

### **Access**

Access to TCPL's northeast entrance, near the BorgWarner Room, will be provided to patrons whose meetings occur before or after TCPL hours, or who need to coordinate food or equipment deliveries. All other access is **through the TCPL main entrance**.

### **Food**

Patrons are welcome to serve light refreshments. TCPL does not provide kitchen appliances, utensils, dishes, or paper products to serve refreshments; this is the responsibility of the individual or group reserving the space. Wine and beer may only be served if the group reserving the room provides a valid alcohol license with the reservation request and complies with applicable liquor laws.

### **Audiovisual Equipment & Technology**

The BorgWarner Room podium has a built-in panel with a user-friendly menu to guide patrons using available audiovisual features. The system has the ability to project video sources, with or without audio.

The audio system includes a microphone/speakers option which enables or disables speakers on either side of the room.

TCPL cannot guarantee that Library staff will be available to assist with operating audiovisual equipment during the event. Instructions on how to use this equipment is available in the room.

### **Reserving the Room**

There is no fee for reserving and using the BorgWarner Room. The room must be reserved for a minimum of one (1) hour. Setup, cleanup, and restoring the room to standard configuration are the responsibility of the individual/group reserving the space. Time to accomplish these tasks must be included in the hours requested.

Reservations must be made at least 14 days in advance, but no more than 90 days in advance, of the date requested. You can reserve the room online at <http://www.tcpl.org/reserve-room>.

### **Cancellation Policy**

TCPL maintains the right to cancel any advance reservation made by an individual or public group in favor of TCPL programming or in the event of an emergency.

## **Schwarz Jacobson Meeting Room**

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### **Access**

This meeting room is available during regular TCPL hours only.

### **Food**

Drinks in closed containers such as covered cups, cans or water bottles are allowed in most areas unless noted. Packaged snacks (crackers, cookies, etc.) that are consumed by an individual are allowed in Library lobby only, otherwise, no food/meals (ex. pizza, fast food) are allowed.

### **Audiovisual Equipment & Technology**

The Schwarz Jacobson Meeting Room is equipped with a monitor capable of being connected to a laptop via a staff-provided computer video cable.

### **Reserving the Room**

There is no fee for reserving and using the Schwarz Jacobson Meeting Room. Setup, cleanup, and restoring the room to standard configuration are the responsibility of the individual/group reserving the space.

Reservations must be made at least 14 days in advance, but no more than 90 days in advance, of the date requested. You can reserve the room online at <http://www.tcpl.org/reserve-room>.

### **Cancellation Policy**

TCPL maintains the right to cancel any advance reservation made by an individual or public group in favor of TCPL programming or in the event of an emergency.

## **Study Rooms**

- M & T Study Room (accommodates 4)
- CFCU Study Room (accommodates 4)
- Time Warner Cable Study Room (accommodates 8)
- Tompkins Trust Company Study Room (accommodates 12)
- Local History Study Room (accommodates 3)

These spaces are designed to accommodate small group meetings, tutorials, quiet study and TCPL workshops. Individuals may be asked to share with others.

### **Access**

These meeting rooms are available during regular TCPL hours only.

### **Food**

Drinks in closed containers such as covered cups, cans or water bottles are allowed in most areas unless noted. Packaged snacks (crackers, cookies, etc.) that are consumed by an individual are allowed in Library lobby only, otherwise, no food/meals (ex. pizza, fast food) are allowed.

### **Audiovisual Equipment & Technology**

These rooms are not equipped with audiovisual technology.

### **Reserving the Rooms**

There is no fee for using the study rooms. The five study rooms are available to TCPL patrons on a first-come, first-served basis and cannot be reserved. TCPL may reserve them in advance when needed for library-sponsored programming.

## **Library Programming Spaces**

There are several spaces in Tompkins County Public Library that are available only for programs conducted or sponsored by the Library for Library staff or the public. These include:

- Thaler/Howell Programming Room
- Digital Lab
- MakerSpace

### **Thaler/Howell Programming Room**

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The Thaler/Howell Programming Room is available for use only by Library Youth Services programming or programming co-sponsored by the TCPL Youth Services Department.

### **Digital Lab**

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Tompkins County Public Library's Digital Lab's mission is to provide tools and information that assist our patrons in developing life skills necessary to succeed in the 21<sup>st</sup> Century and in encouraging our patrons' lifelong learning.

#### **Access**

The Digital Lab is open according to the posted schedule.

#### **Food**

Food and drinks are not allowed in the Digital Lab.

#### **Audiovisual Equipment & Technology**

Patrons will be able to check out laptops during a scheduled program and will be held responsible if a laptop is damaged, lost or stolen.

Patrons may not download or install software onto the machines.

#### **Reserving the Room**

There are no fees associated with the Digital Lab, and it may not be reserved by the public.

## **Makerspace**

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The Makerspace's mission is to provide open access to information and various new technologies to enhance professional, personal, and educational goals for a variety of ages. It is a place to gain hands-on experience, knowledge and skills and where socialization, creativity, and tinkering is encouraged.

Users must follow posted guidelines for use of the Makerspace, including safety and cleanup procedures. Users must assume financial responsibility for damaged tools or materials. Users must comply with requests from TCPL staff.

All users assume responsibility for complying with applicable copyright laws.

TCPL may suspend access to the Makerspace for those who fail to follow TCPL's established behavior and usage guidelines. TCPL reserves the right to refuse patron requests to use tools in the Makerspace if they are deemed outside of the scope of normal educational or creative use.

### **Access**

The Makerspace is open according to the posted schedule.

TCPL patrons age 12 and younger must have a parent or guardian with them at all times outside of library-sponsored events. Not every event or tool will be appropriate for patrons age 12 and younger.

All independent users must obtain certification by attending an Equipment Use and/or Safety Training and must sign an Acknowledgement of Risk and Release before using the Makerspace. Patrons participating in a scheduled demonstration or class visit may have this requirement waived at the discretion of TCPL. Any use of tools or materials without certification can result in suspension or permanent ban from the Makerspace.

### **Food**

Food and drink are not allowed in the Makerspace.

### **Audiovisual Equipment & Technology**

A variety of equipment is available for use in the Makerspace. The use of equipment and tools in the Makerspace is available to all users with a valid TCPL card. Open lab hours and usage of specific machines will be managed through a sign-up system found on the TCPL website.

Use of Makerspace equipment and tools is free. While users may bring in their own consumable materials, such materials must be approved by TCPL staff. Materials used for the duration of TCPL programs are provided free of charge.

TCPL does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal equipment is stolen, damaged or destroyed while using any of TCPL's equipment. TCPL will not offer refunds for supplies used.

### **Charges/Fees and Reserving the Room**

The Makerspace may not be reserved by the public. While the Makerspace and all its tools are free to use, some may require a materials fee for independent projects.

Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to TCPL property, not associated with normal wear and tear. This would include damage caused by inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment or the space.

### **Makerspace Donations**

TCPL is highly appreciative of any donations to the area. Consumable materials are a significant cost to TCPL and therefore donations are helpful.

All donations must be approved by TCPL staff.

TCPL reserves the right to refuse any donations to the Makerspace, as well as remove any items that are no longer useful.

TCPL staff will not assign any value to a donation, as this is up to the donor (Please see Donation and Gift Policy.)

## Revision History

Changes	Approving Staff Member	Date
1st Revision		March 2017
2nd Revision with edits from Legal review	Susan Currie	March 30, 2017
Edited by Library Services and Policy Committee	Jen Schlossberg	April 13, 2017
Edited by Library Services and Policy Committee	Susan Currie	May 25, 2017
3 <sup>rd</sup> revision for committee review	Rochelle Proujansky	May 29, 2017
Policies combined and food policy modified; formatting changed	Sarah O'Shea, Teresa Vadakin, Jen Schlossberg	September 2018
Edited by Library Services & Policy Committee	Jen Schlossberg	10/11/18
Adopted	Board of Trustees	10-23-18